



# State Officer Application

**MUST BE RECEIVED BY DEADLINE AS STATED IN THE CONFERENCE PACKET**

*For further information regarding qualifications and responsibilities, please study the FBLA State Handbook.*

Name:

Office Sought::

School:

Chapter #:

Parents/Guardians:

Home Address:

Home Phone #:

School Phone #:

Candidate's E-mail:

FBLA Offices Held:

BAA Level:

**Must have completed Contributor Level**

Present Class (grade) in  
School:

**Statement of Qualifications:** (Extra-curricular activities, part-time jobs, honors received, business subjects completed or enrolled in this year, etc.) Attach a separate sheet if necessary.

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As a candidate for this office, I have read the duties of this office and the guidelines for office, found in the State Handbook. I understand that I am required to attend the activities listed on the second page of this application, and I will complete my duties as directed by the State Adviser. If I do not, I understand that I will be asked to resign immediately. I also understand that if I behave or conduct myself in a manner that is deemed inappropriate for a State Officer, I can be removed from my office.

Candidate Signature:

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**PARENTAL and Adviser CONSENT:**

As parents and adviser(s) of this officer applicant, I will see that he/she attends ALL the required meetings as follows:

*(Note: Conferences can conflict with other school activities such as Boys' and Girls' State or sporting activities. Please be aware of this as you make a commitment to FBLA. All dates and times are subject to change.)*

1. ALL EXECUTIVE COUNCIL MEETINGS (June and December)
2. State Officer Training – May 31-June 2, 2023, ATU, Russelville, AR
3. National Leadership Conference– June 27-June 30, Atlanta, GA (Travel days vary & attend all session start to finish.)
4. National Fall Leadership Conference – TBD
5. District Fall Leadership Conference- TBD
6. District Spring Leadership Conference - TBD
7. State Leadership Conference – Little Rock, April 8-9, 2024
8. State Career and Technical Student Organization (CTSO) Day – Little Rock – TBA
9. Other Meetings/activities as called or planned (**as much notice will be given as possible before meetings**)

If your child is elected and is not in attendance during the FULL time of the above-required activities, he/she will be asked to resign (This includes being present and attending every session while at NLC). The newly-elected officer will get the complete benefit of being a leader in our organization and will be trained to become an outstanding leader.

It should be understood that some meetings could require being held during school hours and with State Adviser or State Chair in attendance as the sole facilitator. It is also expected that officer meetings will be held where only the officers are in attendance. This is done to help build the autonomy of the officer team and help to build individual leadership skills.

I also understand that, if elected, my child will be issued access to social media accounts related to their position. These accounts will be maintained and monitored by the Arkansas State FBLA staff. I also understand that my child's picture and name will be used for possible promotion of Arkansas FBLA throughout their term as an officer.

Signature of Parent/  
Guardian

Adviser Name:

Home Address:

Home Phone/Cell:

School Phone:

E-Mail Address:

As adviser, **I ACCEPT** the responsibility of traveling with this student **to all meetings and conferences** at the district, state, and national levels that would be required if my student is elected. I also understand that my student is required to attend all session and meetings at events for their entirety and **will not leave early**.

Signature of Adviser

The administration of this school supports the student candidate and chapter adviser. It is understood that if the student is elected, there will be a certain amount of travel required by both the student and the adviser; and the two will be allowed to participate in the above-listed FBLA activities.

Signature of Administrator:

**NOTE: Attach letters of recommendation from advisers and school officials stating credentials and qualifications of candidate and evidence of support by school and chapter. (2 minimum) Attach a copy of their BAA Certificate as proof they have completed at least the Contributor Level.**

# ARKANSAS STATE OFFICER RESPONSIBILITIES

## PERFORMANCE INDICATORS

- Inspire others (EI:133) (CS)
- Lead change (EI:005) (CS)
- Model ethical behavior (EI:132) (CS)
- Follow chain of command (PD:252) (CS)

## RESPONSIBILITIES

### TO AR FBLA MEMBERS

- As a State officer, you have the challenge to provide examples of **leadership, inspiration and enthusiasm** to ALL FBLA members. The example that you set will affect each member's enthusiasm, involvement and emotions toward FBLA.
- At all times, you must exhibit the **qualities of leadership** that will contribute to the growth of FBLA through its many members.
- You will **inspire leadership** in direct proportion to the degree that you, as an individual, demonstrate leadership.

### TO YOUR STATE CHAPTER

- An officer must be prepared to work with the State Adviser in the **growth and development of their state chapter**.
- An officer should be prepared at all times on any occasion to make **impromptu remarks** or to "say a few words" about Arkansas FBLA.
- It is your duty to **maintain communication** with other members of your team on a weekly basis.
- Chapter members and chapter officer teams must be treated with **utmost respect**. Without their support, your efforts will be wasted.

### TO THE ORGANIZATION

- Your foremost responsibility as an officer is to **represent AR FBLA members** throughout the organization, not solely the members of your chapter or district.
- The entire organization will be judged by people's impressions of you. Consequently, you must always **be mindful of the image you project** in appearance, in speaking and in manners.
- You are responsible for protecting yourself as a **professional student leader**.
- You are responsible for **developing enthusiasm** whenever you speak officially.

# STATE OFFICER CODE OF PROFESSIONAL CONDUCT

## PERFORMANCE INDICATORS

- Adhere to company protocols and policies (PD:250) (CS)
- Follow rules of conduct (PD:251) (CS)
- Model ethical behavior (EI:132) (CS)

As the elected representatives of the student members of Arkansas FBLA, state officers assume and accept a high degree of responsibility to conduct themselves in a manner that brings credit to themselves, the organization and the members.

Because ultimate responsibility for the state's finances, procedures and policies of necessity remain the sole purview of the Financial Director and/or FBLA Foundation the state officers are precluded from:

- Entering into any contractual relationship on behalf of the organization and
- Committing the organization to any policy without specific authorization of the State Adviser.

By signing this State Officer Code of Professional Conduct, individual officers agree to abide by the policies described below and to assume responsibility for their conduct while serving as a State officer. The specific areas of violation are listed to provide guidance to the officer and are not to be considered as all-inclusive.

## CATEGORY 1 | PROFESSIONAL RESPONSIBILITIES AND STANDARDS

As an Arkansas FBLA State officer, I will:

- complete and submit all reports and assignments on time and correctly formatted.
- attend and participate in all called meetings, conferences (**attend all conference sessions for the entirety of each session**) and appointments.
- comply with all conference rules and regulations including curfews, dress codes, etc.
- abide by the officer dress code while representing the Arkansas FBLA.
- maintain consistent communication with teammates, members, and State staff members.
- follow instructions given by the State staff.
- not use tobacco products.
- not use profanity or other vulgar or inappropriate language or behavior.
- not lie, cheat or steal.
- not consume or possess alcoholic beverages.
- not engage in any activity that may be perceived as violating the rules of conduct for the function I am attending as a State officer (follow the higher standards of conduct of either the function or the Officer Code of Conduct).

**Violations of the Professional Responsibilities and Standards may result in probation, travel suspensions, and ultimately removal from office. These violations are focused on the officer's representation of Arkansas FBLA at any activity. Violations will be documented and penalties assessed by the State Adviser.**

## CATEGORY 2 | CONDUCT UNBECOMING AN ASSOCIATION OFFICER

As an Arkansas FBLA State officer, I will not:

- violate the law, including but not limited to:
  - consuming or possessing alcoholic beverages, tobacco, vapes, or other controlled substances.
  - theft or other felony crimes.
- represent someone else's work as my own.
- engage in any manner of sexual conduct/harassment or other activities that may discredit the organization (includes written, electronic, or verbal comments and all forms of physical contact).
- discriminate against others.
- violate one or more of the Professional Responsibilities and Standards to a degree deemed as extreme by the State Adviser and/or Arkansas FBLA (i.e., using excessive profanity to a staff member or adviser, excessive use of alcohol even if of legal age, acting in any way that would be considered disrespectful to adults or bullying towards other members or advisers, etc.).

**Violations of Conduct Unbecoming a State Officer can result in travel suspensions or removal from office. A violation of the Conduct Unbecoming a State Officer does not necessarily have to be associated with the officer's representation of AR FBLA. Violations will be documented, and penalties assessed by the State Adviser**

The officer will be notified in writing of any violation when the penalty is assessed.

By signing below you are stating that you have read, understand, and agree to this State Officer Responsibilities and the Code of Conduct.

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*Officer's Signature*

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*Date*

By signing below you are stating that you have read, understand, and agree to this State Officer Responsibilities and the Code of Conduct.

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*Parent/Guardian Signature*

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*Date*

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*Chapter Adviser's Signature*

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*Date*

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*School Administrator's Signature*

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*Date*

# STATE OFFICER COMMITMENT FORM

**To the very best of my abilities, I will strive to...**

- Present myself and FBLA in a professional manner always.
- Make FBLA a priority for my term in office.
- Become knowledgeable in competitive events and all other FBLA programs.
- Travel and complete assignments given to me as a duty of my office.
- Maintain regular communications with my constituents, my Officer Team members and the State Adviser
- Develop into a competent and professional speaker through preparation and practice.
- Accept, internalize and seek feedback throughout my term.
- Serve as a contributing member of the Officer Team, always maintaining a cooperative attitude.

**Further, I will strictly adhere to the Officer Code of Professional Ethics.**

- I will not consume/use any alcohol, tobacco or drugs.
- I will be present a professional image for all occasions, dressing above what is expected.
- I will conduct myself in a manner that inspires respect through my actions, not through a show of superiority.
- I will avoid places and activities that in any way could raise questions as to my moral character or conduct.
- I will use appropriate language in all formal speeches and informal conversations.
- I will treat all FBLA members equally and not knowingly engage in conversations detrimental to FBLA members, advisers, or staff.
- I will advise the State Adviser concerning all activities in which I participate as a representative of Arkansas FBLA.

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*Officer's Signature*

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*Date*

I have read the above and understand this code of conduct as it pertains to the association officer.

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*Parent/Guardian Signature*

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*Date*

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*Chapter Advisor's Signature*

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*Date*

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*School Administrator's Signature*

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*Date*

# NON-DISPARAGEMENT FORM

I agree that during my term as an Arkansas FBLA officer and any time thereafter, I shall not through any form of communication with the members, public, partners or media, disparage Arkansas FBLA, FBLA Members, or FBLA Advisers in any way, nor shall I encourage others to do the same.

I understand that forms of communication include, but are not limited to: social media, websites, blogs, vlogs, public forums, interviews, record statements, email and other written or verbal correspondence.

I understand that disparagement includes, but is not limited to: critiques, derogatory statements, ridicule, slander, jokes or insults that diminish the reputation, goodwill or interests of Arkansas FBLA or any of its employees, past or current officers, members of its board, partners, products or services.

**Exception for Compelled Truthful Statements.** Nothing in this agreement shall prevent the officer from making truthful statements that are required by applicable law, regulation or legal process.

*Violations of the Non-Disparagement Form may result in probation, travel suspensions and/or, removal from office. Violations will be documented and penalties assessed by Arkansas FBLA staff.*

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I, \_\_\_\_\_ understand and agree to this Non-Disparagement Form

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*Officer Signature*

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*Date*

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*Parent/Guardian Signature*

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*Date*

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*Chapter Advisor's Signature*

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*Date*

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*School Administrator's Signature*

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*Date*