



OFFICER CANDIDATE APPLICATION

CANDIDATE QUALIFICATIONS

All candidates must:

- Be a paid member in active status
- Have attended at least one conference
- Have completed at least 1 BAA level

If you are considered and qualified to apply for an officer position, we will hold an interview with you at lunch following your application submission.

DUTIES AND RESPONSIBILITIES OF OFFICERS

1. As an officer, you are a member of the Executive Board. This officer team plays a vital role in planning projects, workshops, and events. Your main duty is to be a contributing and supportive member of the team.
2. All officers are required to attend all Executive Board meetings, General Meetings, and Local Officer Training.
3. Officers are expected to possess strong bases of knowledge about the organization and be able to intelligently discuss ideas and issues affecting the chapter.
4. Additional responsibilities of an officer include:
 - Prepare and present activities related to your office to the chapter.
 - Prepare and deliver appropriate presentations when asked to visit schools, conferences, and at business and civic groups.
 - Communicate with FBLA members.
 - Recruit new members and chapters.
 - Contribute ideas for improving our FBLA chapter.
5. Work closely with the adviser(s). Keep him or her informed at all times.
6. Officers shall serve as a model representative for FBLA public relations. Officers are called upon many times to make presentations before adult and student organizations and at times will need to miss school to represent FBLA.
7. Officers are required to complete at least one level of the Business Achievement Awards (BAA).



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PRESIDENT

- preside over all meetings and prepare an agenda for each meeting
- keep in close touch with other officers, members, and adviser
- represent the chapter at special functions
- show the qualities of a leader
- plan and prepare documents for all activities

VICE PRESIDENT

- preside over meetings in the absence of the president
- oversee all committees or teams
- assist the president
- take charge of preparing the Local Chapter Annual Business Report

SECRETARY

- prepare the local chapter Program of Work (with collaboration from all of the officers)
- prepare and read all minutes of meetings (preparing minutes means to take accurate notes of motions and type them according to the state guidelines; such minutes will be kept in a permanent book and should be readily available at all meetings)
- handle general correspondence of the chapter
- keep an accurate membership and attendance roll

TREASURER

- keep accurate, up-to-date financial records
- assist in the collection of money for dues and money-making projects
- prepare treasurer's report for each meeting
- take charge of preparing one of the reports submitted at the State Leadership Conference

REPORTER

- prepare news release or articles for the local chapter of all FBLA activities within one week of the activity
- submit articles to the national magazine, *TOMORROW'S BUSINESS LEADER*
- prepare an annual scrapbook

PARLIAMENTARIAN

- see that chapter meetings are conducted in an orderly manner according to the rules of parliamentary procedure
- maintain an accurate and up-to-date scrapbook of the chapter's activities
- take charge of preparing one of the reports submitted at the State Leadership Conference



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PERSONAL INFORMATION

Name: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Current Year in School: _____ Graduation Year: _____

Number of years as an FBLA member: _____ Birthday (mm/dd/yy): _____

Below are listed items that you must submit unless indicated. For the questions, please limit your response to 150 words. Typed answers attached to this sheet are preferred.

1. Submit a one-page résumé that highlights leadership experience, skills, and other offices held.
2. Submit a list of classes you will be taking next year. Be sure to indicate any free periods that you have where you are willing to contribute and work on FBLA activities. Specify if this free period is something that you are willing to donate permanently or temporarily.
3. What have you done as an FBLA member? (list all conference awards, BAA awards, school service)
4. What would you bring to the executive board?
5. What other extra curricular obligations will you have next year?
6. If you were elected as an officer, what would you want to accomplish first?
7. Serving as an officer is a major commitment of time, energy, and resources. Describe the arrangements you have made to ensure you can dedicate adequate levels of each if elected (e.g. are rides a problem for you?).
8. If you have any additional information you would like us to know please include it in your application. Limit all information to one page.



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RATING SHEET—OFFICER CANDIDATE INTERVIEW

Name _____

Office(s) applying for _____

Appear neat and well groomed, dressed in appropriate attire	_____	5
Proper greeting, firm handshake, closing	_____	2
Use consistent eye contact	_____	2
Smile and demonstrate enthusiasm for the position	_____	2
Attitude and interest in chapter office	_____	2
Poise and maturity	_____	2
Speak clearly; expresses self well	_____	5
Ability to assess questions and formulate appropriate answers	_____	5
Self-confidence, initiative, and assertiveness	_____	5
Qualifications for office	_____	10
FBLA knowledge	_____	10
TOTAL INTERVIEW SCORE	_____	50
AVERAGE INTERVIEW SCORE	_____	

COMMENTS:

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For Selection Committee Use Only

- ___ Application
- ___ Photo
- ___ Responses
- ___ Interview
- ___ Schedule



SUGGESTED FBLA LOCAL CHAPTER BYLAWS

These “Suggested FBLA Local Chapter Bylaws” are intended as a guide. Local Chapter Bylaws must be consistent with state and national bylaws and with the FBLA-PBL, Inc. Charter. Those provisions in the Local Chapter Bylaws which derive from these higher authorities are not amendable at the local level.

Future Business Leaders of America

Chapter Bylaws

Article I. Name

The name of this organization shall be the _____
Chapter of Future Business Leaders of America.

Article II. Purpose

Section 1. The purpose of this FBLA chapter is to provide additional opportunities for secondary level students to develop interest in and explore business. FBLA is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

Section 2. The specific goals of FBLA are to:

- Develop competent, aggressive business leadership.
- Strengthen the confidence of students in themselves and their work.
- Create more interest in and understanding of American Business Enterprise.
- Encourage members in the development of individual projects, which contribute to the improvement of home, business and community.
- Develop character, prepare for useful citizenship and foster patriotism.
- Encourage and practice efficient money management.
- Encourage scholarship and promote school loyalty.
- Assist students in the awareness of occupational goals.
- Facilitate the transition from school to work.

Article III. Membership

Section 1. FBLA membership shall consist of members of chartered local chapters. These members shall hold membership in their state and national chapters. Individual members shall be recognized only through a state chapter of FBLA except, in the case where there is no state chapter, the member shall be recognized by the National Association.

Section 2. National FBLA, as well as the state and local chapters, shall be open for membership to these classes of members.

Active Members shall be secondary students who become members while enrolled in business and/or business-related fields, who accept the purpose of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school-community relations. Active members shall pay dues as established by FBLA and may participate in the Awards Program, participate in national programs designed specifically for FBLA members, and otherwise represent their state and local chapters as approved by their respective state and local advisers.

Article IV. Dues and Finance

Section 1. Dues. National dues shall be based on fiscal reports by the National Center and on recommendations by the National Executive Council and the Board of Directors and shall be determined by a majority vote of the local voting delegates at the National Leadership Conference. National dues of members shall be forwarded directly to the FBLA-PBL National Center or shall be submitted through state chapters at the discretion of the state chapter. Membership dues are unified on local, state and national levels and are not available separately.

Section 2. The membership dues in Future Business Leaders of America shall be \$_____ a year, of which \$6.00 shall be remitted to the FBLA National Center in payment of the national dues and \$_____ to the FBLA state chapter in payment of state dues.

Section 3. The membership year of the Future Business Leaders of America shall be August 1 through July 31.

Section 4. An audit shall be made annually by the auditing committee, which shall report at the annual meeting.

Article V. Officers and Elections

Section 1. Officers of the Chapter shall be: president, vice president, secretary, treasurer, reporter, historian, and parliamentarian. These officers with the adviser as ex-officio member shall constitute the Executive Committee. Officers shall be elected at the annual meeting and shall hold office for a term of one year or until their successors are elected. Officers shall assume their duties at the close of the meeting at which they were elected.

Section 2. The Chapter shall have an Adviser who shall be a faculty member who believes in the mission and goals of the association. This chapter may have as many special-emphasis groups under the chapter charter as it deems necessary to accommodate the interests of all students and shall assume full responsibility for coordinating the program for these interest groups.

Section 3. The Chapter shall have an advisory Council, which shall consist of educators, alumni, and other area business leaders.

Article VI. Duties of FBLA Officers

Section 1. The President shall (a) preside over all meetings of the Chapter, (b) appoint all committees and serve as an ex-officio member of these committees, and (c) promote the growth and development of FBLA.

Section 2. The Vice President shall (a) preside in the absence of the President, and (b) assist the President.

Section 3. The Secretary shall (a) keep an accurate record of the chapter and executive committee meetings, and (b) submit the required reports to the State Chapter and the National Center.

Section 4. The Treasurer shall (a) act as custodian of the funds of the organization, collect dues, and give financial reports, and (b) send the membership list with dues to the state and national offices.

Section 5. The Historian shall (a) maintain records of the Chapter, including an annual report of its activities, awards and publicity.

Section 6. The Parliamentarian shall (a) serve in any capacity as directed by the President, and (b) advise the president or presiding officer on points of parliamentary procedure.

Section 7. The Reporter shall (a) act as public relations officer for the Chapter, (b) see that news stories and photographs are delivered to the school paper, the local newspaper, the news bulletin and the national PBL Business Leader, and (c) cooperate with the school official concerning assembly, radio and television programs.

Section 8. The officers shall serve on the Executive Committee, and perform such duties as directed by the President and the Adviser and not inconsistent with these Bylaws or other Rules adopted by the Chapter.

Article VII. Meetings

Section 1. There must be at least one regular meeting a month during the school year. The regular _____ meeting shall be designated as the annual meeting for the purpose of electing officers, receiving reports of officers and committees, and for any other business which may arise. Other meetings may be held as deemed necessary by the President with the approval of the Executive Committee.

Section 2. Quorum. _____ Members of the chapter shall constitute a quorum.

Article VIII. Committees

Section 1. The President, on consultation with the Adviser, shall appoint the following committees: (a) Nominating, (b) Audition, (c) Ways and Means, (d) Social, and (e) Finance and Fund Raising. The President shall appoint additional committees as authorized by the Executive Committee. Duties of committees shall be determined by the Executive Committee and the adopted parliamentary authority.

Section 2. Local chapters may select advisory committees to assist in the growth and development of their respective chapters.

Article IX. Emblems, Insignia & Colors

Section 1. The Chapter emblems shall be the emblems of the national organization.

Section 2. The official emblem and insignia items and designs are described and protected from infringement by registration in the U. S. Patent Office under the Trademark Act of 1946. The manufacture, reproduction, wearing, or display of the emblem shall be governed by the Board of Directors.

Section 3. Emblems and insignia shall be uniform in all local and state chapters and within special-emphasis groups; they shall be those of FBLA-PBL. Only members in good standing may use official emblems and insignia.

Section 4. The official colors of FBLA-PBL shall be blue and gold.

Article X. Parliamentary Authority

The rules contained in Robert's Rules of Order Newly Revised shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA-PBL, Inc., these Bylaws, or any special rules of order the chapter may adopt.

Article XI. Amendment of the Bylaws

Amendments to the Bylaws shall be submitted in writing at a regular meeting and shall not be voted on until the following regular meeting. A two-thirds vote of the members present shall be required for adoption.