



## EMBLEM CEREMONY

Use this ceremony during a first meeting or open house. Or combine it with an officer installation, chapter installation, or new member induction ceremony ([go.fbla.org/elearning](http://go.fbla.org/elearning)). Download the FBLA crest from [go.fbla.org/logos](http://go.fbla.org/logos).

### Suggested Officer Scripts

#### PRESIDENT

*Welcome to the FBLA-PBL Emblem Ceremony. Our emblem or shield illustrates the importance of our mission to bring business and education together in a positive working relationship through innovative leadership and career development programs.*

#### VICE PRESIDENT

*Education symbolizes the right of every individual.*  
(Place "Education" on display.)

#### SECRETARY

*Progress represents the challenge of tomorrow, which depends on mutual understanding and cooperation of business, industry, labor, religious, family, and educational institutions and by people of our own and other lands.* (Place "Progress" on display.)

#### TREASURER (or other officer)

*Future reminds us the future of the world depends upon the quality of leadership we are able to produce, and with FBLA-PBL we will be the business leaders of the future. We must learn to recognize how and where our individual talents will be useful.* (Place "Future" on display.)

#### REPORTER (or other officer)

*Business is our world. To be successful in business, a person must be educated both formally and informally in business methods and procedures and in the basic principles of our economic system and government.* (Place "Business" on display.)

#### HISTORIAN (or other officer)

*Leaders represent the search for knowledge in order for us to become better citizens. This knowledge will prepare us for the great task of leadership ahead.* (Place "Leaders" on display.)

#### PARLIAMENTARIAN (or other officer)

*America. Finally, we think about America. The future of America depends on our generation. We should pledge ourselves to use our abilities to make America a better place for everyone.*  
(Place "America" on display.)

#### PRESIDENT

*All the words together stand for Future Business Leaders of America. The emblem stands for our organization, which provides opportunities for each member to become a leader of tomorrow.*

## OFFICER ROLES & ELECTIONS

Student officers are the backbone of chapter operations. The local chapter and adviser determine the number of elected officers for their chapter. Most chapters elect a president, vice president, secretary, and treasurer. Roles might extend to class representatives, who report upcoming activities to their respective classes. *See the Bylaws, Article VII, Sections 1–6 for a list of basic duties by office.*

Look for student leaders who will fulfill these responsibilities:

- facilitate an environment where all members can grow professionally;
- keep members informed about all organizational activities;
- include all members in a dynamic program of work and welcome their suggestions;
- conduct the chapter business in proper parliamentary procedure and maintain complete, current records and minutes; and
- encourage individual and chapter participation in district/ regional, state, and national conferences.

### APPENDIX: A.2 Sample Point System

#### Officer Elections

When considering officer candidates, look for members who are enthusiastic and knowledgeable about the organization and motivated to get their hands dirty. At a minimum, you need two officers to run your chapter: president and secretary. However, five to seven officers are optimal. Elections may occur in the spring or the beginning of the school year.

You may opt to elect officers from the floor, however, FBLA-PBL recommends selecting officer candidates through an application screening process. Notify qualified candidates, then present them to members during a chapter meeting. Each candidate may give a one- to two-minute speech before members vote. A hand vote, voice vote, or ballot vote is acceptable. Refer to your local chapter bylaws for election procedures.

**APPENDICES: A.3 Sample Officer Application; A.4 Fill-in-the-blank Chapter Bylaws**

## CHAPTER MEETINGS

Use this time to brainstorm, make decisions, and plan events. Regular, well-planned meetings help maintain member interest and participation, help you schedule events, plan activities, and promote the general welfare of the association. It is important to maintain a balance between business and social activities.

**APPENDICES: A.5 Sample Chapter Minutes; A.6 Sample Agenda**

### APPENDIX: A.1 Chapter Ceremonies