

PREFACE

We are pleased to present the Kentucky FBLA Adviser's Handbook to the members, officers, and advisers of Kentucky FBLA. We hope it will be useful in organizing local chapters, planning chapter activities, and carrying out the many varied programs that your chapters will undertake.

The Kentucky FBLA Adviser's Handbook should not be used alone. It is intended as a supplement to the Chapter Management Handbook, which is mailed to each chapter from the national office and should be placed at the back of that binder. The Chapter Management Handbook is excellent! It contains information such as the pledge, creed, goals, and purposes—information that is the foundation of our organization—as well as installation ceremonies, information about national programs and publications, national structure, etc. Therefore, rather than repeating the same information, there are references to the Chapter Management Handbook in the Kentucky FBLA Adviser's Handbook.

The Kentucky FBLA Adviser's Handbook contains primarily that information which applies to Kentucky FBLA. It includes topics such as the history of Kentucky FBLA, running for office, conducting a chapter meeting, etc. An appendix including bylaws and various forms and policies to which you may need to refer during the year is also a part of this handbook.

A strong Kentucky FBLA chapter depends on strong local chapters throughout the state. Making your FBLA chapter the best it can be is a challenging goal. Using this handbook, along with the Chapter Management Handbook, should make that goal easier to achieve as you continue the tradition of excellence for which Kentucky FBLA is known!

HISTORICAL HIGHLIGHTS OF KENTUCKY FBLA

Kentucky's first FBLA chapter was chartered at Murray Training High School by Vernon Anderson and granted charter number 43 on February 24, 1943.

Two Kentucky FBLA chapters, Bourbon County and Ahrens Trade, were represented at the first FBLA National Conference which was held in Chicago, Illinois, at the Conrad Hilton Hotel in May 1953.

The Kentucky State Chapter of FBLA was organized on March 24, 1953. It was sponsored by the Kentucky Business Education Association under the direction of Vernon Anderson and by Esco Gunter at Murray State University.

The first Kentucky FBLA State Conference was held in 1953 at Murray State College, with 106 members and 10 advisers present. High schools represented were: Ahrens Trade, Bourbon County, Caldwell County, Farmington, Heath, Hopkinsville, Morganfield, Murray Training, Sturgis, and Valley. A constitution, prepared by Murray Training School, was adopted at the first convention. Officers elected were President, Patricia Hinkle, Bourbon County; Vice President, Nancy Payton, Valley; Secretary, Naomi Dempsey, Sturgis; Treasurer, Nancy Wedel, Heath; Reporter, Jo Ann Roland, Morganfield.

Mrs. Ethel M. Plock of Ahrens Trade High School in Louisville became the first Kentucky FBLA State Director in 1953 and served in that capacity until 1958. Eugene Smith, FBLA Adviser at the Murray Training School, then became state director and served in that capacity until his death. Mrs. Plock resumed the position, which she continued to hold until 1970, when she was named state adviser.

In 1970, Kentucky FBLA came under the auspices of the Bureau of Vocational Education in the Kentucky Department of Education. The State Committee was named and consisted of the following: Charles Bright, State Chairman; Kara Burkett, State Executive Secretary; and Ethel M. Plock, State Adviser. Lee Cantrel was named State Executive Secretary in July 1971 and served in that capacity until his retirement in 1991. Charles Young was named as State Adviser in 1982. Steve Small became State Executive Secretary in December 1991.

The Kentucky FBLA Bylaws were revised at the State Leadership Conference in 1992 which changed the structure of the FBLA State Committee. The committee positions were changed to state chairman, state adviser, and associate state adviser. In 1995 Denise Perry was appointed the Adviser to the State Officers. Since Ms. Perry left this position in 1999, the position has been held by Dale Winkler (1999 – 2001) and Ruth Ann Hammer (2001 – 2002). Between 1992 and 2002 the position of State Chair was held by Kara Burkett, Gary Colvin, or Karen Bothun. In 1999 the bylaws were changed again so the structure of the state committee would include State Chair, State Adviser, and Adviser to the State Officers. Filling these positions for 2002-2003

are: State Chairman Dale Winkler, State Adviser Steve Small, and Adviser to the State Officers Jill Kummer.

In 2000, an FBLA State Board of Directors was added. Serving on this board are: Leigh Anne Smith, Marshall County HS; Elizabeth Whitson, Warren Central HS; Brenda Meredith, Butler Traditional HS; Kerry Elliott, Bourbon County HS; Sarah Johnson, Greenup County ATC; and Connie Witt, Estill County HS.

The first State Leadership Development Camp was held at the FFA Center in Hardinsburg in July, 1991, and the first regional leadership conferences were conducted in the spring of 1972. Because of the rapid growth of Kentucky FBLA, the state organization was expanded to five regions in July, 1972, and to six regions in 1980.

Sharon Holland of Heath High School became Kentucky FBLA's first national president. Since 1970, Kentucky FBLA has been prominent at the national level of FBLA, with the following national officers:

1970-71	So. Region VP	Cliff Simmons, Carlisle County
1974-75	President	Bobby Baumgarten, Warren East
1977-78	President	Dianne Burr, Franklin-Simpson
1981-82	Secretary	Kim Barnes, Warren East
1984-85	President	Tommy Wade, East Hardin
1985-86	So. Region VP	Dan Lee, Warren East
1992-93	So. Region VP	Shauna Cole, Franklin-Simpson
1994-95	Parliamentarian	David VanNorman, Meade County
1997-98	Parliamentarian	Carissa Howell, Franklin-Simpson
2000-01	So. Region VP	Eric Fegan, Bracken County
2001-02	Parliamentarian	Darren Hobbs, Meade County

Charles Young, State Adviser and Adviser at East Hardin High School, was elected to serve on the FBLA-PBL National Board of Directors from 1984-1987. Lee Cantrel, State Executive Secretary, was elected to serve on the FBLA-PBL National Board of Directors from 1989-93; and he was elected to serve as Chairman of the Board of Directors during 1991-92.

Kentucky hosted the National Fall Leadership Conference for the Southern Region in Louisville in 1974, 1980, 1987, 1994, and 2000.

In 1989, Kentucky FBLA implemented the first Pre-NLC Workshop at Eastern Kentucky University as a motivational activity for all contestants competing at the National Leadership Conference and for FBLA state officers. Because of the positive results shown by Kentucky participants in national competition, this Pre-NLC Workshop has become an annual activity.

The regional and state leadership conferences have achieved consistent growth, with annual attendance of approximately 5,000 at the regional conferences and 1,600 at the state conference.

Membership in Kentucky FBLA has grown from 3,551 members in 81 local chapters during 1970, to 10,280 members in 209 local chapters in 2001-02.

PAST FBLA STATE PRESIDENTS

FBLA records prior to 1970 are incomplete; therefore, the following list of past FBLA state presidents begins with that year:

1970-71	Cliff Simmons	Carlisle County High School
1971-72	Joe Joiner	Reidland High School
1972-73	Tommy Cole	Warren Central High School
1973-74	Bobby Baumgarten	Warren East High School
1974-75	Thelma Barnett	Henry County High School
1975-76	Tim Devore	East Hardin High School
1976-77	Tim Smith	Henry County High School
1977-78	Dianne Burr	Franklin-Simpson High School
1978-79	Brad Hobbs	Carlisle County High School
1979-80	Melinda Moore	Warren East High School
1980-81	Aaron Patterson	East Hardin High School
1981-82	Tom Mitchell	Warren East High School
1982-83	Stephen Duggan	Carlisle County High School
1983-84	Jennifer Burrell	Franklin-Simpson High School
1984-85	Tommy Wade	East Hardin High School
1985-86	Wes Reynolds	Boone County High School
1986-87	Eugene Cline	Warren East High School
1987-88	Daryl Pepper	East Hardin High School
1988-89	Karen Wooley	Lone Oak High School
1989-90	Donald Smith	East Hardin High School
1990-91	Jarrold Pyles	South Hopkins High School
1991-92	Jennifer Rhew	Graves County High School
1992-93	Shauna Cole	Franklin-Simpson High School
1993-94	Jimmy John Corum	Meade County High School
1994-95	Tamara Emery	South Hopkins High School
1995-96	Brendan Crimmins	Paul G. Blazer High School
1996-97	Ryan Gosser	Henry County High School
1997-98	Jamie Clayton	Bracken County High School
1998-99	Ravin Wright	Pendleton County High School
1999-00	Katie Redd	Trigg County High School
2000-01	Eric Fegan	Bracken County High School
2001-02	Rebecca Bush	Bracken County High School
2002-03	Stephanie Allison	Franklin-Simpson High School

CHARTERING AN FBLA CHAPTER

Chartering an FBLA chapter can be a very simple process; however, it is most important in getting your chapter off to a good start. The steps to be completed are the following:

- A. You may also download the [Chapter Organization Packet form](http://www.fbla-pbl.org/get_involved.htm) from http://www.fbla-pbl.org/get_involved.htm or call (800) 325-2946. Send it in, and you'll receive a package of information that can get you started. To be recognized as an FBLA or PBL chapter, your chapter must be officially chartered by your state organization. To do this, write to the FBLA State Adviser, 21st Floor, Capital Plaza Tower, 500 Mero Street, Frankfort, KY 40601, or call at 502-564-3775, requesting information and a chapter charter application. A packet containing a chapter application, a sample constitution, and other information will be sent.
- B. Become enthusiastic! When you realize how much FBLA can do for your students, your business education department, your school, your community, and you as an adviser, you will be enthusiastic. Enthusiasm is an invaluable part of any FBLA program—you will find that it is quite contagious.
- C. Attempt to get support from all of the business teachers and administrators in your school. Let them know what FBLA is and how it will benefit the business students.
- D. Begin a publicity campaign to interest the students in the organization. All the business teachers should take some class time to discuss it. Also, students from another local chapter could visit and help sell FBLA to business students. Have a State or Regional officer speak to your business students to explain the benefits FBLA has afforded them.
- E. Announce an organizational meeting well in advance. Post signs, make announcements, and encourage all the business teachers to stress it in their classes.
- F. At the organizational meeting, officers may be elected and temporary committees (constitution, fundraising, installation, and membership) appointed in order to facilitate the requirements (listed below) for securing a chapter charter. You should again explain the FBLA program.
- G. Proposed bylaws for your local chapter must be submitted to the state adviser. Study the sample local constitution in the information packet and the state bylaws for assistance in developing the local chapter's bylaws.
- H. Send two separate checks for membership dues to the state adviser. State dues are \$2 per member; and national dues are \$6 per member. The check for the national dues should also include a \$20 charter fee. The check for national dues and chapter charter fees should be payable to FBLA-PBL, Inc. Make the check for state dues payable to Kentucky FBLA.
- I. Submit the following items to the FBLA State Adviser, 21st Floor, Capital Plaza Tower, 500 Mero Street, Frankfort, KY 40601:
 - a. Application for charter

- b. Copy of proposed bylaws
 - c. Two lists of charter members
 - d. State membership dues payable to Kentucky FBLA and National membership dues payable to FBLA-PBL, Inc.
 - e. Chapter charter fee of \$20 (payable to FBLA-PBL, Inc.)
- J. When the chapter charter and other materials arrive, plan for a formal installation as presented in the Chapter Management Handbook. You should invite a guest speaker, either from the FBLA or local community. Invite your business teachers, administrators, school board members, business advisory council, parents, and someone from the local newspaper. At the conclusion of the ceremony, refreshments may be served.
- K. Some project or activity should be started as soon as possible after the official chapter installation ceremony to avoid losing any enthusiasm. Start making plans for the regional, state, and national leadership conferences. Participation in these events will help make the organization more meaningful for the members.
- L. More ideas can be found and downloaded from <http://www.fbla-pbl.org/membership.htm>.

REACTIVATING AN FBLA CHAPTER CHARTER

If a chartered FBLA chapter has not been active (not reported dues for one year or more), the chapter is eligible for reactivation. In order to reactivate a chapter, current state dues should be submitted to the treasurer marked "Reactivation." National dues and a \$20 reactivation fee should be sent to the national office. The reactivating chapter may also determine whether it wants to complete a new set of bylaws.

CHAPTER ACTIVITIES

The key to a successful chapter is involving the membership in a variety of activities that appeal to and use the talents of each member. This success can be achieved through carefully planning an early program of activities that will include chapter meetings and professional development, civic, service, social, and financial activities. Below you will find suggested activities for each the areas.

Professional development activities increase knowledge of various business occupations, providing valuable career orientation and goal-setting opportunities.

- A. Invite selected former FBLA members to speak about their occupation.
- B. Conduct field trips within and outside of the local community to acquaint members with various industrial methods, business offices, and occupational areas.
- C. Operate a school bank.
- D. Join a local chamber of commerce.
- E. Conduct model interviews between a personnel director and an FBLA member.
- F. Organize a Job Shadowing program.
- G. Participate in Junior Achievement programs.

Service activities provide an inner satisfaction from helping others.

- A. Adopt senior citizens as "chapter grandparents."
- B. Hold a dance for senior citizens.
- C. Conduct a scavenger hunt for nonperishable food items to stock a food bank.
- D. Give a party for the elderly, underprivileged children, or the mentally and physically handicapped.
- E. Maintain the cleanliness of a mile of state highway.

Civic activities help the chapter get involved and contribute directly to the community's benefit.

- A. Assist with a bloodmobile.
- B. Assist a charitable organization with clerical, fundraising, and educational activities.
- C. Conduct a parliamentary procedure demonstration and workshop for a local civic organization.
- D. Perform clerical tasks for a school, civic, or business organization.
- E. Construct and enter a float in a community parade.

Social activities provide opportunities for members to become better acquainted and to enhance chapter morale.

- A. Hold joint parties (pizza, ice skating, bowling), dances, or athletic competitions with other FBLA chapters in the area.

- B. Hold parties to reward high achievement such as the highest salesperson in a fundraising activity or winning an event competition at the regional, state, or national level.
- C. Serve refreshments after meetings.
- D. Attend athletic competitions such as college or pro tennis, basketball, football, or baseball games.
- E. Attend cultural events such as plays, concerts, or dance presentations.

Financial activities offer opportunities to financially support the local chapter activities and to learn business tasks associated with raising money.

- A. Operate a school store to sell needed student school supplies.
- B. Sell candy, cookies, recycled aluminum cans and newspapers, candles, magazine subscriptions, cards, etc.
- C. Operate concessions.
- D. Stage a talent or variety show or pageant.
- E. Publish and sell a student directory or school newspaper.

The easiest way to involve the total membership is through a committee structure. Breaking down involvement into smaller groups gives each member an opportunity to make an effective contribution to the planning and execution of the chapter's activities. An explanation of how to best use a committee structure is included in this handbook on pp. 38-42.

Another idea for getting more students actively involved is to appoint assistant officers. The students chosen for these positions should be new to FBLA. They can aid the regular officers in completing their responsibilities and can at the same time train to take over those offices when the current officers graduate.

In addition to involving the total membership, attempt to include the local business community in chapter activities so the chapter can benefit from the professional and real-world experiences of business leaders. As listed in the Chapter Planning Packet published by the national office, there are nine basic steps to promote involvement of local business people in chapter's activities.

- A. Determine for what activity outside involvement is desired.
- B. Determine what level of involvement is required from the outside participant—a commitment of time only? Preparation of materials for a presentation or speech?
- C. Determine what types of outside involvement are desired—one or several business people.
- D. Identify specific individuals as potential participants—don't rule out seemingly hard-to-get personalities. If the cause is worthy, the motivation for participation is strong.
- E. Make the initial contact. A letter is probably the best method for making this contact, particularly if the activity is a formal one and/or the anticipated level of commitment is relatively high.
- F. Follow up.

- G. Coordinate any logistics to ensure that the participant is well accommodated before, during, and after the activity. Be thoughtful and well prepared.
- H. Ensure that the participation is well publicized.
- I. Show appreciation to participants after the activity.

Planning needs to begin early in the school year or even prior to the start of school when more time can be devoted to the planning process. In establishing a program of activities for the chapter, the local executive council should:

- A. Review the FBLA purposes and goals as given on p. 42 of the Chapter Management Handbook.
- B. Review current guidelines for earning the Commonwealth Award of Merit and being selected as one of Kentucky's nominees for Gold Seal Chapter Award of Merit.
- C. Review the State Program of Activities as developed by the State Executive Council at the Leadership Development Camp and mailed to all active chapters early in the school year. The local executive council can learn from the State Program of Activities what the state has selected as its theme, goals, projects, FBLA Scholarship Month, etc.
- D. Review the national projects and guidelines.
- E. Review last year's activities and discuss the present needs of the chapter, membership, school, and community.
- F. Decide on activities that will enable the chapter to meet the objectives outlined in Steps A-E listed above.
- G. Secure school administration approval for all planned activities.
- H. Let the total membership evaluate and adopt the program of activities. A sample is provided.
- I. Identify the committees needed by the chapter such as Executive, Civic, Finance, Membership, Social, Program, Public Relations, Conference Participation, etc.
- J. Select or appoint a chairman, secretary, and members to serve on each committee.
- K. Develop a chapter budget. An active FBLA chapter needs money to carry out its program of activities. Without funds, a chapter will be limited in the activities it can do and the services it can provide to its members and the local school and community. The program of activities should determine the amount of money needed; money should not determine the chapter's program of activities. Some schools will provide money to get a new organization started. Check with your administration to see if this is the case.
- L. The local executive council should develop and distribute to the membership a calendar of activities. A calendar of activities identifies what chapter activities have been planned, when and where they will take place, and who is responsible for them. A yearly calendar of activities assists the members in coordinating their program with other organizations and school activities.
- M. Develop a simple evaluation system. At the conclusion of each activity, evaluate it to determine its success and suitability for use again in the future. At the end of the year, go back through the program of activities to see how much of it has

been executed. Use the Commonwealth Award of Merit (See Appendix) and Gold Seal Award of Merit checklists as guidelines in this evaluation process.

For additional information about chapter activities, consult the Chapter Activities Guide that is published by the national office to help local chapters in planning a program of activities. The Chapter Management Handbook, also published by the national office, and mailed to local chapters in August, is another publication that will be of assistance in planning the chapter's program of activities.

An excellent time to conduct special chapter activities is during FBLA Week. This special promotion is normally observed during the second week in February.

FBLA SCHOLARSHIPS

Kentucky FBLA presents two scholarships in honor of two of the state's early FBLA leaders, Mr. Eugene H. Smith and Mrs. Ethel M. Plock. Local chapters are asked to conduct special activities to stress the importance of scholarship and to raise funds for the annual awards. Each active local chapter may enter one senior in each of the scholarship events.

The Eugene H. Smith Scholarship is designed for those students who intend to pursue a four-year degree, while the Ethel M. Plock Scholarship is designed for those who intend to pursue additional training beyond high school but do not plan a four-year degree program.

The one-time awards are made to winners at each of the regional conferences. Both the winners and the alternates from each region advance to the state conference where a larger one-time scholarship is presented to one winner in each of the two events. The size of the scholarship awards is largely dependent upon the annual contributions of the local chapters to the FBLA Scholarship Fund. A chapter must contribute to the FBLA Scholarship Fund in order to enter members in the scholarship competition. (See scholarship applications in appendix.)

Sample Program of Work

September

Chapter Meeting with guest speakers (Students respond well to State Officers)
Officer Retreat
Officer Installation Banquet at local restaurant
Begin community service project
Attend Regional Fall Leadership Conference

October

Chapter Meeting: Guest speaker
Official chapter installation by State Officer if charter year
Six Flags Kentucky Kingdom trip
Make Halloween treat bags for members

November

Chapter Meeting: Have fundraising representative kick off your fundraiser and speak about the importance of good marketing skills
Prepare Thanksgiving baskets for needy families
Attend National Fall Leadership Conference

December

Chapter Meeting: Draw names for Secret Santa program
Christmas Party
Purchase clothing for underprivileged students at your school

January

Officer meeting to plan second semester
Meeting to plan for Regional Competition
Travel and read to elementary school children

February

Chapter Meeting: Finalize which students will compete in Regional Competition
Have FBLA Week (Monday: Business Attire Day, Tuesday: College Attire Day, Wednesday: Blue/Gold Day, Thursday: Teacher Appreciation Day, Friday: Member Appreciation Day)

March

Chapter Meeting: Guest speaker
Prepare for and attend Regional Competition
Organize a Job Shadowing Program

April

Chapter Meeting: Prepare for State Leadership Conference
March of Dimes fundraiser
Trip to the movies

May

Chapter Meeting
End of the year social event
Elect officers for coming year

June

Attend Pre-NLC and National Leadership Conference

July

Attend Summer Leadership Development Camp in Hardinsburg, KY

CALENDAR OF EVENTS

July	FBLA Leadership Development Conference for local, state, and regional officers
September	State Executive Council Meeting
October 20	Submit initial state/national membership dues (must meet deadline to receive first issue of <u>Tomorrow's Business Leader</u>)
November	National Fall Leadership Conferences
November 15	American Enterprise Day
January	State Executive Council Meeting
February	Scholarship Fund contributions due by Regional Conference deadline
February 15	Who's Who in Kentucky FBLA applications due
February 15	State membership dues deadline for participating in region/state leadership conferences
February	FBLA Week (usually second full week of February)
February	Registration for regional leadership conferences
March	Six regional leadership conferences
March 1	Final national dues must be postmarked
April	Gold Key and Gold Member and Silver Member applications due
April/May	State Leadership Conference
May 1	Gold Seal Chapter applications due
May	Registration for National Leadership Conference due
June	FBLA Leadership Development Camp registration due to state office
June (early)	Pre-NLC Workshop in Richmond at ECU
June	CTSO Training for state officers
June/July	National Leadership Conference

FBLA COMPETITIVE EVENTS PROGRAM

The FBLA Awards Program, consisting of over 40 competitive events, is a very important part of Future Business Leaders of America. Through participation in these events, FBLA members have the opportunity to develop their knowledge, skills, teamwork, and pride; and they are motivated to achieve academically, especially in their areas of competition. Many of the events also lead to greater development of their leadership skills.

The Awards Program includes chapter, individual, and team events. Students can work alone or as a group to achieve their goals. The list of current competitive events follows, and a summary of most of the events is in the appendix of this handbook. The complete guidelines for all events are included in two other handbooks—one contains the Kentucky competitive event guidelines and the other contains the national competitive event guidelines. The state guidelines are also available on CD or on the Kentucky FBLA Website. There are some minor differences in the state and national guidelines as well as several events that are for state competition only. Therefore, when preparing for regional and state competition, use the Kentucky guidelines. If progressing on to national competition, be guided by the national guidelines.

Most competitive events are conducted at the six Kentucky FBLA Regional Leadership Conferences held in March. Those and a few state-only events are conducted at the Kentucky State Leadership Conference held in April/May. The top three winners in each regional event go to state competition. The winner in state competition represents Kentucky at the FBLA National Leadership Conference held each June/July in a major city in the United States.

It is important that the chapter begin preparing for competitive events at the beginning of the school year. Inform all members of the possible areas of competition so they can begin thinking about and preparing for the events they would like to enter.

Assist your members in preparing for events by providing them with extra study materials, administering tests and interpreting test results, and giving opportunities to practice their skills. For example, arrange interviews for the contestants who will be in interview situations in the Mr./Ms. Future Business Leader, Job Interview, and Smith and Plock Scholarship events. Provide opportunities for the Public Speaking and Impromptu Speaking contestants to present their speeches in front of experts who can critique both their content and speaking skills.

Through participation in the Awards Program, your members can develop self-confidence and self-esteem, improve their knowledge and skills, develop rapport with other members, and learn to win or lose with grace. It may also provide them the opportunity for a partial expense-paid trip to national competition at an exciting location. They will also bring credit and publicity to the local chapter, school, and community. Best of all, they can develop pride and perseverance through knowing that they have done their best!

FBLA LEADERSHIP CONFERENCES

Future Business Leaders of America offers a variety of conferences and workshops that promote leadership development and other goals of FBLA. These are provided on the regional, state, and national levels. Although the major objectives of each conference may vary, general purposes or goals of all FBLA leadership conferences are listed below.

- A. Provide a variety of educational and social learning activities
- B. Provide members with opportunities to share common experiences in leadership development, school and community service, and other related FBLA activities
- C. Provide opportunities for participation and recognition of leadership and skill development through competitive events and activities
- D. Provide other leadership development activities

KENTUCKY FBLA LEADERSHIP DEVELOPMENT CONFERENCE (CAMP)

Each summer the Kentucky FBLA State Chapter conducts two 4-day sessions of FBLA Leadership Development Conference, better known as FBLA Camp. These conferences may be attended by FBLA officers and advisers from the local, regional, and state levels of FBLA. Officers from local chapters may attend either session; regional officers must attend either session; and state officers, including regional presidents, must attend BOTH sessions of FBLA Camp. The local chapter adviser must also attend camp with the officers. Those advisers who have state officers must attend the first session of camp.

The primary purpose of FBLA Camp is leadership development. Classes are conducted for each FBLA office in order to learn to identify and handle the responsibilities of the office. Other leadership sessions include parliamentary procedure, public speaking, working with committees, general information about FBLA, characteristics of effective leaders, planning and implementing the FBLA program of activities, and other activities related to FBLA. In addition, there are motivational sessions and recreational and social activities. Local advisers attend many of the same sessions as the officers, but also have several sessions just with other advisers. FBLA Camp provides participants the opportunity to associate and share ideas with FBLA officers from throughout the state.

FBLA Camp is held at the FFA Training Center in Hardinsburg, KY, usually during the last part of July. The registration fee includes all meals, rooms, and conference materials.

KENTUCKY FBLA REGIONAL LEADERSHIP CONFERENCES (RLC)

Each of the six Kentucky FBLA regions conducts an annual Regional Leadership Conference (RLC) in the spring, usually during March. These are usually conducted at a university or college within the region. These one-day conferences include competition in all approved FBLA competitive events; nominations, campaigns, election, and installation of FBLA regional officers; a talent show, workshops and/or speakers; and presentation of competitive event awards.

Each active local chapter may enter participants in competitive events and may run candidates for regional offices. Each local chapter is entitled to send voting delegates to the RLC, based on chapter membership as follows:

- 2 voting delegates—up to 50 members
- 3 voting delegates—51 to 100 members
- 4 voting delegates—101 members or more

These voting delegates cast the local chapter's votes for regional officers.

Because of limited facilities in some regions, it has become necessary for those regions to limit the number who may attend the RLC. In all cases, however, a chapter may take enough participants to enter all events for which they pre-register as well as voting delegates, officer candidates, and advisers. All participants must adhere to the regulations, Code of Conduct, and standards of attire established for the conference. (See appendix.)

Awards are presented in individual, team, and chapter events. First- through third-place winners from each region are eligible to compete at the State Leadership Conference.

KENTUCKY STATE LEADERSHIP CONFERENCE (SLC)

The FBLA State Leadership Conference (SLC) is a three-day conference usually held in late April or early May, depending on the CATS Testing System, in a hotel and/or convention center. The SLC consists of competitive events; nominations, campaigns, election, and installation of state officers; general sessions, motivational speakers and interactive booths; a talent show; entertainment; and social activities.

Every active local chapter may attend the SLC. A local adviser from each participating chapter must be in attendance. Although it might vary slightly from year to year, generally the following are eligible to attend.

- A. Voting delegates, based on chapter membership

- B. First-, second-, and third-place winners in individual and team events from each RLC
- C. One representative for each first-, second-, and third-place winner in chapter events from each RLC
- D. Who's Who finalists from each RLC
- E. Talent Show winners from each RLC
- F. Candidates for state office and one campaign manager for each
- G. Current state and regional officers
- H. Newly-elected regional officers for the following year
- I. Local chapter adviser and chaperones (required to attend)

Awards are presented for all individual, team, and chapter events—usually five awards for each event. First-place winners are eligible to represent Kentucky in competition at the National Leadership Conference, except for those events that are state-only competitions. In certain events, the second-place winner is eligible to compete at the National Leadership Conference.

KENTUCKY FBLA PRE-NLC WORKSHOP

The FBLA Pre-NLC Workshop is a two-day session conducted in early June for all participants in competitive events at the National Leadership Conference (NLC) and the Kentucky FBLA state officers. The purpose of this workshop for competitive event participants is to assist in their preparation for competition at the NLC. The purpose of this workshop for the state officers is to prepare them to handle their responsibilities as state officers.

Pre-NLC Workshop general sessions include motivation, public and professional image, travel information and etiquette, get-acquainted activities, and FUN. Study sessions for competitors include taking tests, evaluating test results and reviewing information, and then taking more tests. Participants involved in performance activities are given repeated opportunities to practice and improve their skills. They are evaluated and critiqued on their interviews or performances by experts in those areas. State officers learn more about FBLA and begin developing their goals for the year.

Participants in the Pre-NLC Workshop have the unique opportunity to enhance their skills and their self-confidence, but also have the opportunity to become a highly motivated, cohesive support group for each other at the NLC. NLC results since the inception of this workshop are indicative of its value to the participants and to Kentucky FBLA.

NATIONAL FALL LEADERSHIP CONFERENCES (NFLC)

The National Fall Leadership Conferences are a series of conferences implemented by the national staff and the host states usually in late October or early November.

Any active local chapter is eligible to attend the NFLC; members must have paid national and state dues and must be accompanied by a local chapter adviser. Group transportation and housing arrangements are usually provided by Kentucky FBLA, although chapters may make their own travel arrangements.

The NFLC is usually a two-day conference and consists of general sessions, special-interest sessions, and social activities. These sessions emphasize leadership and personal development, career planning and opportunities, and other topics related to FBLA chapter management. Sessions for advisers include opportunities for professional development and sharing of ideas and concerns.

FBLA NATIONAL LEADERSHIP CONFERENCE (NLC)

The FBLA National leadership Conference (NLC) is held in late June and early July in a major American city. This four-day conference includes participation in competitive events, motivational general sessions, business sessions that include the election of national officers, special-interest sessions, Southern Region business meetings, and awards assembly, tours, and social activities. It also provides opportunities for travel and sightseeing. Kentucky FBLA often adds one or two days to the conference in order to take advantage of these travel opportunities.

The first-place state winners who will represent Kentucky FBLA in national competitive events and the state officers will have a major portion of the expense of attending the NLC paid through the Kentucky FBLA treasury. Other FBLA members and advisers who wish to attend the NLC are welcome and encouraged to do so. Group travel arrangements are usually provided for all who wish to attend if they meet the pre-registration deadline. Except for national competitors and state officers, all FBLA members must be accompanied by a local chapter adviser who will assume responsibility for them.

The National Leadership Conference is an exciting conference, providing many opportunities for personal and professional development. It can be both a learning and motivational tool for local members and advisers who attend.

STATE PARTICIPATING FUNDRAISERS

Your chapter can help send Kentucky's participants to the National Leadership Conference each year by utilizing the State Participating Fundraisers. These fundraising companies have been screened and approved by past State Executive Councils. In addition to the normal profit for the local chapter, the state participating fundraisers give an additional percentage of net sales to the state chapter. These funds are used specifically to send competitors and state officers to the National Leadership Conference. To send these participants, a large amount of money is needed each year.

At a State Executive Council meeting during the Leadership Development Conference at Hardinsburg, Kentucky, evaluations of fundraisers are presented. These companies must have an excellent evaluation to remain on the approved list. The State Executive Council attempts to select the very best companies and tries not to duplicate products so that the chapter will be assured of excellent service, adequate profit, and good products.

The selected companies have the opportunity to present their products and speak to the officers and advisers during the two sessions of the Leadership Development Conference.

Because of the review process and the selection process, the list of state participating fundraisers could change each year. An approved list, along with the percentage that will be sent to the state office from the fundraisers, will be sent to each chapter in the fall mailing. A copy of the current list can be found in the appendix.

SPECIAL RECOGNITION

Kentucky offers four different awards for those who go the extra mile to make FBLA great. Local chapter members are honored with the Who's Who in FBLA Award. Dedicated local advisers are recognized with the Outstanding Local Adviser Award. Local chapters may earn the Gold Seal Chapter Award of Merit and the Commonwealth Award of Merit (see Appendix).

WHO'S WHO IN FBLA

This event honors FBLA members who have made outstanding contributions to the association at the local, regional, state, and national levels. Each chapter is encouraged to enter one candidate for this award, and all nominees will be recognized at the regional conference. Candidates must have paid their dues and must not have been entered in this event at a previous National Leadership Conference.

An application form will be provided to each chapter by the state office. Each candidate must complete an application for the competition and return it to his/her adviser.

The chapter adviser must forward the application to the designated person by the appointed date, usually February 15.

Being a nominee does not prevent the member from participating in another competitive event.

Selection and Award Procedure

- A. Each nominee for Kentucky's Who's Who will be recognized at a general session of the Regional Leadership Conference and will receive a certificate.
- B. State Officers who complete the application are automatically Who's Who winners at the Regional Level. In addition, a panel of judges will review the applications and will select one or the additional applicants from each region to be awarded Who's Who plaques at the regional conferences. These nominees will be recognized at the State Conference.
- C. Another panel of judges will select one of the regional nominees to be honored at the State Leadership Conference and to be Kentucky's nominee at the National Leadership Conference. This individual will receive special recognition at the Kentucky FBLA Leadership Conference.
- D. Selection of winners will be made prior to the regional and state leadership conferences.

GOLD SEAL CHAPTER AWARD OF MERIT

The Hollis and Kitty Guy Gold Seal Chapter Award of Merit recognizes outstanding local chapters which have actively participated in projects and programs dealing with the goals of FBLA-PBL. Awards are given at the National Leadership Conference and chapters will be recognized at Kentucky Leadership Development Camp.

Each state may select two chapters or 15 percent of its active chapters, whichever is greater.

The local chapter must complete the entry form, which is mailed from the state office. The completed application and a copy of the Local Chapter's Annual Business Report must be forwarded to the state office by the designated date, usually May 1.

The designated state official must complete the entry form and certify that the chapters listed have met the Gold Seal Award of Merit suggested criteria.

The following are suggested criteria for the evaluation process. The more criteria completed, the greater the chance of recognition. Letters A, B, C, D, and K are required criteria, while letters N and O are optional.

- A. Paid state and national dues by October 20.
- B. Conducted projects or programs identified with the goals of FBLA-PBL.
- C. Sent representatives to conferences sponsored by the state or national association including State Leadership Conference and Camp.
- D. Entered participants in at least ten events at the regional conference.
- E. Participated in state or national activities or projects.
- F. Encouraged other schools to organize FBLA or PBL chapters.
- G. Participated in the state and national projects for the current year.
- H. Planned visitation to business and industry.
- I. Conducted financial development project, if allowed.
- J. Invited business people and other professionals to become involved in chapter activities.
- K. Promoted FBLA-PBL through FBLA Week/Month Activities.
- L. Submitted Monthly Activity Reports to state office.
- M. Conducted public relations programs in the school and community, and documented the activity with newspaper clippings and reports of radio or television coverage.
- N. Contributed to the FBLA State Scholarship Fund.
- O. Conducted activities related to the current state project.

Not all of the listed criteria are required. However, completion of several of the optional criteria enhances the chance for a good evaluation. Please refer to the appendix to see the current application/rating form for specific requirements in Kentucky FBLA.

OUTSTANDING LOCAL ADVISER

The Outstanding Local Adviser Award is presented each year to an adviser who gives the extra time and effort to make his/her chapter the best it can be.

Nominations may be made by any FBLA member or adviser. In order to nominate an adviser, one needs to complete the nomination form, which is mailed to each local chapter by its respective Regional President in November, and attach a maximum of one typed page explaining the adviser's credentials. List such items as how many years he/she has been an adviser, accomplishments he/she has made as an adviser, and why he/she should receive the award. Nominations must be mailed by the appointed date to the state office.

The nominations will be reviewed by the State Executive Council who will then select five nominees as finalists. The five nominees will be notified and asked to complete an application for the award. An independent committee will make the final selection for the Outstanding Local Adviser of the Year.

All five nominees will be recognized at the State Leadership Conference. The one selected as Outstanding Local Adviser will also be recognized during the Awards Program at the State Leadership Conference and will be Kentucky FBLA's representative at the National Leadership Conference. The local adviser representing Kentucky FBLA in this award will receive the same travel allowance to the NLC as Kentucky's state officers and first-place competitors.

ATTRIBUTES OF SUCCESSFUL FBLA ADVISERS

The success of an FBLA chapter hinges on many factors, but perhaps the most important factor of all is the chapter adviser.

Being a chapter adviser is not a responsibility to be taken lightly; on the other hand, it is not to be feared and dreaded. It is one to be enjoyed, understood, and attempted with diligence. It should be considered both a privilege and a duty.

The possession on the part of the adviser of certain personal qualities, such as stamina and vitality, enthusiasm, insight, initiative, patience, a sense of humor, adaptability, zest for living, ability to discipline, confidence, a very thick skin, and a genuine liking for working with people—especially young people—is essential if they are to be successful as advisers.

No organization can move forward without the proper guidance of dynamic and dedicated leaders. Thus, advisers should be good planners, organizers, and capable leaders of students. They must display the desirable traits of integrity, perseverance, and initiative in their professional and daily activities.

Advisers should avail themselves of opportunities to participate in community, civic, and professional organizations. As progressive leaders, they read the literature available in their field. Not only are the advisers interested in their own organization, but also they should display interest in other school organizations and activities.

Whenever possible, chapter activities should grow out of the curriculum. Advisers should assist the chapter in selecting activities that relate to the subject matter taught in the classroom.

GENERAL RESPONSIBILITIES OF FBLA ADVISERS

- A. Work with the local officers and committees in developing chapter programs and activities.
- B. Secure the cooperation of all teachers in the business department to help with programs; work with officers; conduct competitive events in order to select participants for competition; help prepare students for competitive events; assist in editing and proofreading the written projects and reports of the members; and assist in planning and implementing field trips, social activities, and fundraising activities.
- C. Handle the pre-registration materials for regional and state leadership conferences and other applicable activities.
- D. Plan travel and accompany members to the regional leadership conference, a one-day conference.
- E. Plan travel and accompany members to the State Leadership Conference, a three-day conference usually held in Louisville in April or May.

- F. If eligible, accompany members or arrange for chaperones for members to attend the Pre-NLC and the National Leadership Conference.
- G. Accompany local officers to a three-day Leadership Development Conference at Hardinsburg in late July.
- H. In all activities, be responsible for monitoring the conduct and activities of the members in attendance.
- I. Work with the officers in submitting membership dues, monthly activity reports, and other requested information by the designated deadlines.
- J. Seek the involvement of local businesspersons in chapter activities.

FBLA ADVISERS—SETTING THE CLIMATE FOR A SUCCESSFUL CHAPTER

Teachers/Advisers should set the climate for the following:

- A. **Selecting officers:** Explain fully the qualifications and responsibilities of all officers and encourage qualified members to run for election.
- B. **Determining activities:** Activities should be those who the students want. The advisers may give suggestions, but the decision must be made by the members.
- C. **Program planning:** A workshop may be conducted with the officers to plan the year's program of activities, subject to approval of the total membership.
- D. **Informing:** Keep the school authorities and other business teachers informed of chapter activities.
- E. **Reporting:** See that officers complete required reports and submit them on time.
- F. **Generating confidence:** Advisers should like what they are doing and be enthusiastic. They should be available when needed and should be familiar with guidelines for regional, state, and national competitive events and activities.
- G. **Recruiting:** Recruit members by encouraging business students who would benefit themselves and the organization by participating in activities.
- H. **Encouraging:** Recognize the potential of members and encourage them to participate in activities, run for office, or compete in events.
- I. **Advising:** Advisers should not dominate the chapter. Advisers may make suggestions to an officer or a member and have the student present the ideas to the entire membership.
- J. **Sharing responsibility:** If there are several business teachers, encourage all teachers to take an active role in FBLA.
- K. **Providing a base of operation:** Designate a space in the business department as the FBLA Resource Area where materials will be available for use by officers and members.

SUGGESTIONS FROM EXPERIENCED ADVISERS TO NEW ADVISERS

- A. Read! Become familiar with the FBLA handbooks—state and national—and with competitive event guidelines.
- B. Contact other experienced advisers for assistance.
- C. Involve **all** business teachers in FBLA activities. This is essential if the organization is to be an integral part of the curriculum. However, it is necessary to name one “adviser” to serve as the link with the region, state, and national organizations.
- D. Advertise FBLA! Get publicity through school and local newspapers and other media.
- E. Plan **interesting** and **varied** programs to stimulate or maintain student interest. Draw on community leaders who are outstanding business people.
- F. Before organizing an FBLA chapter, get all the information you can. Active local chapters, regional/state officers, or the State Department of Education are all good resources. Talk to your principal about FBLA, explaining the type of organization it is, its purpose and goals, and what you think it would do for the students. Emphasize that FBLA is approved by the National Association of Secondary School Principals and is the official student organization for business students in Kentucky.
- G. Start with a small, select group of students. Orient these students to the organization and program and have them form a committee to help get FBLA started. This group should, with the help of the adviser, be able to suggest ways in which FBLA can be a beneficial organization that doesn't duplicate the activities of another organization within your school.
- H. Have all plans for the year's program of activities approved by the principal before it is presented to the entire group for adoption.
- I. If at all possible, have a meeting of the executive council of FBLA prior to the regular business meeting in order to plan and agree on some preliminary ideas.
- J. Help members plan. The biggest job of the adviser is to help the students plan how to do what they are supposed to do. No matter how simple the activity, the adviser should meet with the committee in charge and help them to work out, in a step-by-step procedure with time allotments, exactly how they are going to carry out the activity.
- K. Don't try to do too much in FBLA the first year, but do enough to keep the group interested. Try to have good meetings each month. Publicize each meeting well in advance so that students can plan to come and will look forward to the program. Monthly program meetings should relate to knowledge of business, human relations in business, business careers, free enterprise, personality and grooming, and other business topics.
- L. Use and teach members proper terminology; **chapter**, not club; **adviser**, not sponsor; **student organization**, not youth organization; **conference**, not convention; **competitive events**, not contest. Note that in FBLA, adviser is spelled with **er**.
- M. Try to see that FBLA receives recognition because of the members' business skills and knowledge. For example, if FBLA members type and duplicate a

- program for another group, on the back of the program include a credit line, "Prepared by _____ FBLA."
- N. Draw on the local business community for help with chapter programs and projects. A business organization in the community might be a co-sponsor of the FBLA chapter. Care, however, must be taken to select the right group or club. Many chapters have become involved with their local chamber of commerce.
 - O. Do not have too many fundraising activities. There are some things for which money is essential, of course. Money is needed to send delegates to meetings and to provide materials needed in organizing a chapter. An FBLA banner, a good permanent book for chapter minutes, a cashbook, a gavel, and a flag are suggested items to be purchased the first year. These and other items should be kept in a central location for continued use year after year.
 - P. All meetings are better if conducted according to correct parliamentary procedure. A copy of the most current edition of **Roberts Rules of Order** should be available. Additional booklets of helpful hints are available from a variety of sources.
 - Q. Many advisers have found it advantageous to elect new FBLA officers in the spring to serve until the same time next year. This means that the officers who were seniors will have their major responsibilities over early and their senior activities will not interfere with FBLA activities. At the same time, they are available to assist the new officers with their duties. This method also gives the officers a good opportunity to become thoroughly familiar with FBLA prior to their attendance at the FBLA Leadership Development Conference (Camp) held in the summer.
 - R. Make it a point to get your officers to camp! The FBLA Leadership Development Conference (Camp) gives students a good understanding of the FBLA program and their responsibilities and the enthusiasm they need to carry out the program. **Camp will make the adviser's job much easier!**

RESPONSIBILITIES OF ADVISERS TO REGIONAL/STATE OFFICERS

Selection of a regional/state officer candidate is a major responsibility of the local chapter adviser. He/She will serve as that officer's adviser during the officer's term. The adviser should carefully consider whether the student possesses the leadership qualities and skills necessary for serving the organization as an officer.

A thorough understanding of the organization's purpose, goals, and program of activities enables the student to bring valuable insight to the office. Although not a strict prerequisite for all offices, it is helpful for the regional/state officer candidate to have served at the local level in the office for which he/she is campaigning. The officer candidate should have been involved in many aspects of the local chapter's activities. The adviser should discuss with the student the opportunities and responsibilities which are a part of serving as a regional/state officer and the commitments that must be made to ensure a successful venture.

The adviser must be prepared to accept the added responsibilities and obligations associated with having a regional/state officer. The adviser must be prepared to accompany the officer to meetings and conferences which require the officer's attendance and/or participation. If the officer's adviser is unable to accompany the officer on a trip, adequate chaperoning arrangements must be made.

The adviser serves as a voting member on the regional/state executive council and should be present for all meetings. Often the adviser's assistance is solicited for special committee responsibilities and projects to strengthen the FBLA Program of Activities. The adviser must be prepared to accept more responsibility for carrying out the program of work for the regional/state organizations than is normally expected of other local advisers.

The officer candidate must receive the support of his/her entire local chapter membership. Occasionally, tasks and committee assignments accepted by the officer will require assistance from members of the local chapter. These responsibilities will provide valuable educational experiences and recognition for the officer and other chapter members.

Time should be set-aside for the adviser, officer candidate, parents, and school administration to discuss the responsibilities and obligations of serving as an FBLA regional/state officer. The purposes, goals, program of work, and how FBLA fits into the instructional program should be discussed. Activities on the local, regional, state, and national levels should be explained. Everyone should be made aware of the amount of time that will be devoted to FBLA during the term in office. The parents, adviser, officer candidate, and school officials should be familiar with the expenses that will be reimbursed from the regional/state treasury and those that potentially would require financial assistance from other sources.

An FBLA officer must have the support and encouragement of his/her teacher/adviser, local chapter, parents, and school to provide the reinforcement necessary for the officer to achieve success during his/her term in office.

FBLA'S LEADERS STATE, REGIONAL, AND LOCAL OFFICERS

Serving as an FBLA officer in Kentucky, whether on the local, regional, or state level, can be a very positive and rewarding experience for any young person. FBLA members who choose to serve as officers have the opportunity to develop their leadership, communication, and organizational skills to their fullest potential. They make lasting friendships with their fellow officers and develop contacts in the business community that can be invaluable in the future. They learn the importance of teamwork and cooperation. They set goals and work hard to achieve them. Serving as an FBLA officer can be the foundation for future success.

Officers serve on three levels in the state of Kentucky: local, regional, and state.

STATE OFFICES	REGIONAL OFFICES	LOCAL OFFICES
President	President	President
Vice President	Secretary	Vice President
Secretary	Treasurer	Secretary
Treasurer	Reporter	Treasurer
Reporter	Parliamentarian	Reporter
Historian		Historian
Parliamentarian		Parliamentarian
Six Regional Presidents		

There may be some variations to the local offices shown based on individual needs; for example, first and second vice presidents, recording and corresponding secretaries, or co-historians.

All state and regional offices are elected offices with the exception of parliamentarian. The selection of the regional and state parliamentarian is based on the highest-scoring underclassman taking the written parliamentary procedure test at the regional and/or state conference who is on a parliamentary team.

General Responsibilities

Anyone considering the possibility of serving as an FBLA officer should be familiar with the duties and responsibilities of the various offices. Specific duties and responsibilities may differ slightly from chapter to chapter and from local to regional levels. However, each office has basic responsibilities that will be common throughout the local, regional, and state levels.

Some general responsibilities for each office include:

President	presiding at chapter meetings
Vice President	presiding in the absence of the president may be responsible for planning chapter programs
Secretary	taking and distributing minutes handling chapter correspondence
Treasurer	keeping financial records making financial reports (may not necessarily include handling funds)
Reporter	publicizing chapter activities
Historian	maintaining a photographic record of chapter activities
Parliamentarian	seeing that meetings are conducted in an orderly manner

Additional specific duties for most offices can be located in the Chapter Management Handbook from the national office.

Running for Office

Choosing strong leadership for your local chapter as well as for the region and state is crucial. Officers should not be selected on the basis of popularity alone. Candidates for office should

- be responsible and willing to work;
- meet all qualifications required for the particular office;
- have the potential to perform their duties and responsibilities promptly and efficiently; and
- be cooperative and able to work with their peers.

Many chapters go through an election process to select officers, while other chapters may use an interview or screening process. Whatever the selection method, local elections are usually held in the spring so that new officers can attend Kentucky FBLA Leadership Development Conference during the summer. Camp gives the officers a head start on their year of service. They attend the appropriate officer class to learn about their duties and responsibilities in greater detail. They learn basic parliamentary procedure and how to work on committees. They have fun! While attendance at camp is required for all regional and state officers, it is an opportunity in which each local officer should participate!

Running for regional or state office is a challenging and rewarding experience for the candidate, adviser, and local chapter members. The decision to run for regional or

state office should not be made lightly, and it should be made first by consulting school administrators and parents to secure approval. If selected, the officer will need the support and approval of these important people in order to effectively carry out their duties and responsibilities. In addition, the decision should be made in time for adequate preparation for the campaign—writing and practicing speeches, developing and securing campaign materials, and practicing skits if they are permitted. Developing a strong campaign can be time consuming and is often expensive, but it is a worthwhile chapter activity that encourages teamwork and chapter enthusiasm!

Regional officers are elected or appointed at the Regional Spring Leadership Conferences, and state officers are elected or appointed at the State Leadership Conference. To run for state or regional office, the candidate must:

- complete an application which is included in the regional or state conference; registration materials sent to each chapter prior to the conference,
- abide by campaign regulations as set forth in the campaign guidelines (included in the regional and state registration materials) regarding: enrollment in appropriate business classes, acceptable/unacceptable campaign materials, and time limitation on speeches (and skits if permitted); and
- agree to the conditions (also included in campaign guidelines) which state the circumstances under which an officer may be replaced (for example, not attending the Kentucky FBLA Leadership Development Training Conference during the summer).

The campaign guidelines are extremely important and should be read thoroughly by both adviser and candidate to ensure that the candidate is qualified for the selected office and is able to carry out the duties involved.

Copies of both the application and the guidelines are included in the appendix of this handbook. Please read them carefully before running a candidate for office!

Campaigning

Once the candidate and adviser have agreed to meet all the conditions and responsibilities involved in serving as a state or regional officer, the campaign can begin!

Regional officer candidates will campaign at the Regional Leadership Conference. At this one-day conference, candidates will have time to do only limited campaigning in addition to making their campaign speeches during a general session.

Campaigning for state office is more intense since the state conference is a three-day conference. State officer candidates will:

- make a speech at the campaign rally;
- be assigned a campaign booth from which they may distribute campaign materials and meet as many members as possible; and

- appear before the Voting Delegate Assembly where the voting delegates will have an opportunity to question them about their qualifications for state office.

The Voting Delegate Assembly is a very important part of the campaign since elections have been won or lost on the basis of a candidate's responses in this assembly.

State Officer Duties and Responsibilities

While each state officer is expected to carry out the usual duties of his/her office **(For a complete list of state officer duties and responsibilities, see Article IV, Section 2E of the state bylaws which are included in the appendix.)**, there may be additional responsibilities assigned to a particular office. These specific responsibilities may include:

President	prepare the annual state report to be submitted to the national office
Vice President	assist with campaigns and elections prepare a report on Pre-NLC, FBLA National Conference, and Leadership Development Camp
Secretary	keep an accurate record of meetings of the state chapter and the State Executive Council supply copies of minutes and substantiating reports to the State Executive Council
Treasurer	collect dues disburse funds as directed by the State Executive Council or state adviser
Reporter	prepare and publish the state newsletter send state news to national publications
Historian	assist in the preparation of the scrapbook
Parliamentarian	upon request, assist local chapters with questions relating to parliamentary procedure

Regional Officer Duties and Responsibilities

While each regional officer is expected to carry out the usual duties of his/her office **(For a complete list of regional officer duties and responsibilities, see Article IV, Section 3E of the state bylaws which are included in the appendix.)**, there may be additional responsibilities assigned to a particular office. These specific responsibilities may include:

President	preside over regional leadership conference
Secretary	keep an accurate record of all meetings of the region and of the Regional Executive Council act in the temporary absence of the regional president
Treasurer	prepare a budget for the approval of the Regional Executive Council disburse funds as directed by the Regional Executive Council
Reporter	prepare and publish the regional newsletter
Parliamentarian	advise the regional president and/or members of the Regional Executive Council of proper parliamentary law and procedure

Adviser, Chapter, and Parental Responsibilities

The adviser takes on certain responsibilities upon the election of his/her student as a state/regional officer. The adviser should be aware that attendance is required at state and regional executive council meetings not only by the officer but also by the adviser. **This includes camp!** In addition, attending executive council meetings and accompanying officers to various other activities requires extra travel and may require some additional funds from the departmental travel budget. Advising a state officer is time consuming, but it provides the adviser an opportunity to get to know the officer in a very special way. These friendships can last a lifetime!

Parents need to know just what is involved when their son or daughter decides to run for office. Holding a state or regional office may often involve some extra expenses. In addition, the officer will be spending a lot of time working on FBLA projects and traveling to regional, state, and national meetings while still working on local chapter projects and keeping up with school work. Before running a student for office, have a conference with the parents. Their support and approval can be the difference between a good experience and a great one!

The local chapter also takes on some additional responsibilities when a member serves as a state or regional officer. The local chapter will have extra expenses—postage, phone calls, etc.—as the officer carries out his/her duties. There may be additional projects taken on by the state officer that will require chapter assistance and cooperation. This additional involvement usually pays off when members start to think about running for office themselves the following year!

Benefits

Running for and/or serving as a regional or state officer demands a great deal from the candidate, the adviser, and the chapter. The investment of time and energy is

considerable. However, this investment can return great dividends—lifelong friendships, a special relationship between officer and adviser, valuable business contacts, and increased self-esteem just to name a few. Make that initial investment in Kentucky FBLA. **It is the investment of a lifetime!**

CHAPTER MEETINGS

SO, YOU ARE GOING TO HAVE A CHAPTER MEETING...

THE FIVE W'S OF CHAPTER PLANNING

WHO?

Make sure that every student who has paid dues is informed about the meeting date. You may also want to invite members of the business faculty and/or administrators. Don't be afraid to invite new people to your meetings—new people mean new ideas!

WHY?

Every meeting should have a purpose—one that is clear to all those in attendance and especially to the chairman. It is very important to get your officer involved. They need to feel confident, so they present topics with enthusiasm! Without a clear understanding of what is to be accomplished, the officers may find it all too easy to ramble. Preparation is the key!

WHEN?

Try to find an appropriate meeting time—a time when you do not have to compete with other activities. You want to select a time when all of your members may be in attendance. Avoid the worst possible meeting times—Friday afternoon or right after lunch!

WHAT?

What type of program can you provide at your meeting? Invite...

- a guest speaker from the local business community;
- a representative from a nationally sponsored activity such as “Just Say No,” the American Cancer Society, MDA, Junior Achievement;
- a state or regional officer; or
- a member of your local school administration or state staff.

After the invitation has been granted and accepted, assign an officer to write an introduction for your speaker. Remember to send your guest speaker a thank you card.

WHERE?

Have you ever attended a meeting where the yawns were contagious? Or the temperature was unbearable? Make sure your next meeting is in a comfortable, well-ventilated room. Although this is sometimes difficult in a school situation, it is not impossible. Prepare your room in advance—have podium, gavel, chairs, and any other necessary audio/visual equipment ready and functional prior to the meeting time.

DO'S AND DON'T'S OF WRITING MINUTES

DO use a copy of the agenda as a guide in taking and writing minutes.

DO record the name of the mover but not the seconder of motions.

DO record all the lost and adopted main motions.

DO record the names of persons appointed to committees or elected to offices.

DO record the number of votes on each side in a ballot or counted vote.

DO be specific when recording corrections in the minutes. Record the date, page, and line in which the correction is made.

DON'T record discussion unless directed to do so by the assembly, and don't record personal opinion.

DON'T record motions which are withdrawn.

DON'T record an entire report unless directed to do so by the assembly.

DON'T include "Respectfully Submitted" at the close of the minutes.

DON'T forget to sign the minutes and to initial them after approval.

*Refer to the Chapter Management Handbook for a sample copy of minutes.

EFFECTIVE USE OF COMMITTEES

A committee is a member or group of members elected or appointed to consider or make plans for one particular purpose or event. The most active FBLA chapters are those who use several committees and use them most effectively. The use of committees to plan activities is desirable for such reasons as these:

1. gives responsibility and leadership experience to more members and spreads the work load.
2. gives more members an opportunity to take part and, therefore, gets more accomplished.
3. makes chapter meetings smoother and more efficient by having specific ideas presented for consideration.
4. concentrates effort on a problem.
5. brings together people who are qualified to work on specific problems.

Purposes of Committees

Committees basically serve three general purposes. These purposes are:

1. to investigate
2. to plan
3. to take action

If the committee is to investigate, the committee gathers information and reports its findings back to the group. If the committee is to plan, the committee makes recommendations based on information it has gathered. It must submit its plans back to the group for approval. If the committee is to take action, the committee has permission from the group to take needed action. When the job is done, the committee reports back on what has been done.

Types of Committees

There are two types of committees:

1. standing committees
2. special committees

Standing committees are permanent committees that are active throughout the year. There are many types of standing committees that may be needed. Some examples of these permanent or standing committees are social, community service, school service, program, finance, activity, refreshment, membership, nominations, and recreation.

Special committees are active for specific problems or events. Special or temporary committees are needed frequently for work that is not continuous during the entire year. Some examples of these temporary or special committees are parade, banquet, party, and special activities not covered by permanent committees.

Committee Reports

Mere appointment of committees will not get the work done. The president and vice president should check with committee chairpersons to see that they hold committee meetings; they should meet with committees as often as possible. Each committee having a report should be called on at every meeting so committees will see the necessity for functioning efficiently.

Committee reports should be submitted in writing to become a permanent part of the secretary's records. A brief oral report should be given at the chapter meeting. A written committee report should be given at the chapter meeting. A written committee report should usually be worded in the third person; for example, "The report of the Finance Committee" or "the report of the committee to which was referred...(stating the subject)."

A committee report should begin with an identification of the committee submitting it. For example:

For a Standing Committee:

The committee on _____ wishes to report that _____.

For a Special Committee:

The committee appointed to _____ reports that _____.

If a committee report is of considerable importance, it should be signed by all committee members. Otherwise, the committee can authorize its chairperson to sign the report alone, in which case the word chairperson is added after the signature.

Conclusion

The chapter can work together more efficiently and productively through the use of committees. The success of the chapter depends upon the work of individual members as well as the leadership of the officers. Committee work gives leadership experience to more members, and it spreads the work load among more people. When those members feel they are a necessary part of the chapter, they will become more active in all aspects of the chapter's activities. The following information will give further guidelines for duties of committee chairpersons and committee members.

DUTIES OF A COMMITTEE CHAIRPERSON

- A. Arrange in advance a meeting time and place. Be certain each committee member is informed.

- B. Call the meeting to order. Introduce the members unless everyone is acquainted.
- C. Appoint one member to serve as secretary for the committee.
- D. State the purpose of the committee and the goal toward which the group is to work.
- E. Ask the group how the committee can go about suggesting solutions to the problems.
 - a. Give every member a chance to participate
 - b. Solicit opinions
 - c. Keep the discussion on the subject
- F. Summarize each point after the group has agreed on what action to take.
- G. Review, in closing, the points decided.
- H. Thank all members of the committee for their help.
- I. Get the secretary's notes. Write out the committee report.
- J. Make a duplicate copy of the report. Give the second copy to the chapter secretary or to the president.

When called on for the committee's report:

- K. Give the committee members credit. (When possible, call each name. Ask the members to stand unless the group is acquainted.)
- L. Be prepared to give the report orally to the chapter unless detailed figures are to be given.
- M. Offer some suggestions to the organization at the conclusion of the report.
Example: If the committee reaches a favorable decision, the chairperson may conclude the report with an appropriate motion which, if adopted, would implement the recommendations of the committee.

EFFECTIVE COMMITTEE MEMBERS

Effective group discussion depends upon the extent to which the resources of all are used. You may be a more effective group member if you remember and act upon the following suggestions:

- A. Speak your mind freely. Discussion is based on the exchange of ideas.
- B. Listen thoughtfully. Try to understand the other's point of view—seek out the experience and reasoning on which it rests.
- C. Strike while the idea is hot. Volunteer—don't wait to be called upon.
- D. Let the other person talk, too. Don't speak longer than a minute or so at a time.
- E. Don't fight over the ownership of ideas. Once you have given an idea, let it become group property.
- F. Don't let the discussion get away from you. If you don't understand what is being said, say so.
- G. Stay on the subject. Digressions hinder progress. Keep remarks relevant. Don't repeat.
- H. Make discussion pleasant. Don't be a sad sack and don't get angry. Have fun and help others have fun.
- I. Remember to be attentive and respect the opinions of others. You are all involved for the success of the chapter!

TIPS ON PARLIAMENTARY PROCEDURE

If this is your first chapter meeting, you may need assistance in the correct wording of certain items on your agenda. Below is a sample agenda which you may wish to follow:

- I. Call Meeting to Order:
"The meeting will come to order."
- II. Opening Ceremony (optional):
"Please stand and recite the FBLA pledge."
- III. Roll Call and Reading of Minutes:
"Jane Doe, Secretary, will call roll and read the minutes of the previous meeting."
- IV. Officer Reports:
"The next item of business is the report of officers, boards, and standing committees. The treasurer will read the treasurer's report."
- V. Special Committee Reports:
"John Doe will present the fundraising committee report."
- VI. Unfinished Business:
The chair does not ask for unfinished business. All items of unfinished business are a matter of record; therefore, the chair automatically opens the motion for debate. For example, "Under unfinished business and general orders, the first item of business is the motion relating to our chapter purchasing a computer which was postponed to this meeting. The question is on the adoption of the motion that our chapter purchase a computer."
- VII. New Business:
"Is there any new business?" (Members may propose new business. Each proposal must be disposed of before a new one is considered.)
- VIII. Program: The program is optional.
- IX. Announcements: Chair may make announcements.
"Members are reminded to pick up fundraising merchandise in room 222 immediately after school on Wednesday."
- X. Adjournment:
When the agenda has been concluded, the chair may declare the meeting adjourned by general consent without taking the time for a formal motion and vote.

HOW TO MAKE MOTIONS

1. Member rises to address the presiding officer by his or her title.
"Mr. or Madam President" or "Mr. or Madam Chairman"
2. Member is recognized by the presiding officer. The chair states his/her name.
The member "has the floor." He or she is the only member entitled to present or discuss a motion at this time.
3. Member proposes motion:
"I move that our chapter purchase a computer for the business department."
The motion is not to be discussed until it has been seconded and stated in full by the presiding officer.
4. Another member—without rising or addressing the chair—may say:
"Second."
If no one seconds the motion the presiding officer may ask, "Is there a second to the motion?" If there is not one, the motion is not before the assembly.
5. The presiding officer must state the motion in full:
"It is moved and seconded that our chapter purchase a computer for the business department."

When the motion has been stated in full by the presiding officer, it is open to the membership for discussion. The maker of the motion has the right to debate first if he or she wishes to speak. All speakers must address the chair (Mr./Madam President) and wait to be recognized before beginning debate.

6. After debate, the presiding officer takes the vote on the motion. Before voting he/she should ask: "Are you ready for the question?" If no one wishes to speak, debate is closed.

The chairman will then repeat the motion and take the vote:

"It is moved and seconded that our chapter purchase a computer for the business department. All in favor say "aye," (pause for reply) all opposed say "no." The chairperson will then announce the result. "The ayes have it, the motion carries, and our chapter will purchase a computer for the business department."

If the chair cannot determine the results, he/she should retake the vote by a rising vote. He/She would indicate that the chair was in doubt. He/She would then continue by saying, "those in favor, please rise." After counting, the chair says "be seated." "Those opposed, rise. Be seated."

If a tie vote occurs, the chair may cast the deciding vote to pass the motion.

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