

Policy Manual

Approved by the Foundation Board & Missouri Department of Elementary and Secondary Education

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Missouri Future Business Leaders of America – Phi Beta Lambda

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Section 1: Foundation Board

1.1: Foundation Board Bylaws

- 1.1.1 The Missouri Future Business Leaders of America – Phi Beta Lambda Chapter shall be guided by the bylaws approved by the Foundation Board.

Section 2: State & National Officers

2.1: State Officer Roles

- 2.1.1 The student state officers of Missouri FBLA-PBL shall be divided into two divisions – Future Business Leaders of America for high school students (grades 9-12) and Phi Beta Lambda for college students. Each division will have the following offices:

President

- Presides at council meetings and official business meetings
- Appoints appropriately needed committees and committee chairpersons
- Maintains close communication with the state adviser and other division presidents
- Ensures that the tasks required to accomplish the program of work are being performed in a timely manner by the officer team
- Performs duties for the promotion and development of local, district, state and national FBLA-PBL
- Serves a two year term on the Foundation Board

Vice President of Membership

- The Vice President of Membership presides at meetings in absence of the president and would assume that position if it became vacant
- Works with the state adviser and other officers to develop a membership strategy for the year
- Works with local chapters and districts to increase membership and participation
- Promote the national membership programs to chapters
- Works with the other Vice Presidents to develop recruitment materials
- Performs other duties as directed by the president or state adviser
- Performs duties for the promotion and development of local, district, state and national FBLA-PBL

Vice President of FBLA-PBL Relations

- The VP of FBLA-PBL Relations works with the other divisions to make sure that there is a seamless transition between membership levels
- Assists Election Coordinator with campaigning oversight
- Oversees candidate speeches during state chapter election
- Assists Election Coordinator with the election process
- Works with the other Vice Presidents to develop recruitment materials
- Performs other duties as directed by the president or state adviser
- Performs duties for the promotion and development of local, district, state and national FBLA-PBL

Vice President of Communication

- The Vice President of Communication oversees communication from the state organization to the chapter and national organizations
- Monitors and updates FBLA social media outlets with news from the state officer team
- Encourages chapters to submit pictures and news articles for publication on the website and social media outlets
- Collects and submits local-level news and pictures to the state office and state social media outlets
- Keeps the FBLA website updated with chapter pictures and news links

- Performs other duties as directed by the president or state adviser
- Performs duties for the promotion and development of local, district, state and national FBLA-PBL

Secretary

- Records the minutes of the council meeting and official business meetings
- Keeps an accurate record of business brought before the voting delegates at the Executive Leadership Conference
- Assists the Vice Presidents with the creation of recruitment materials
- Performs other duties as directed by the president or state adviser
- Performs duties for the promotion and development of local, district, state and national FBLA-PBL

Parliamentarian

- The Parliamentarian is appointed to assist the President and Vice Presidents with the use of proper rules of order
- Ensures that business is conducted properly at council meetings and other business meetings of FBLA
- Uses the newest edition of Robert's Rules of Order as a guide for decisions not otherwise outlined
- Assists the Vice Presidents with the creation of recruitment materials
- Performs other duties as directed by the president or state adviser
- Performs duties for the promotion and development of local, district, state and national FBLA-PBL
- Parliamentarian may go unfilled for Middle Level should there be no candidate for office.

2.1.2 The Missouri Middle Level officers are to include President, Vice President of Membership and Vice President of Public Relations.

President

- Presides at council meetings and official business meetings
- Appoints appropriately needed committees and committee chairpersons
- Maintains close communication with the state adviser and other division presidents
- Ensures that the tasks required to accomplish the program of work are being performed in a timely manner by the officer team
- Performs duties for the promotion and development of local, district, state and national FBLA-PBL

Vice President of Membership

- The Vice President of Membership presides at meetings in absence of the president and would assume that position if it became vacant
- Works with the state adviser and other officers to develop a membership strategy for the year
- Works with local chapters and districts to increase membership and participation
- Promote the national membership programs to chapters
- Works with the other Vice Presidents to develop recruitment materials
- Performs other duties as directed by the president or state adviser
- Performs duties for the promotion and development of local, district, state and national FBLA-PBL

Vice President of Public Relations

- Manages State social media accounts

- Posts news articles submitted by local chapters to the State website
- Capture SLC memories through video and pictures
- Record the minutes for all called meetings
- Store and log officer, adviser, and member contact information
- Logs all activities and completion dates against POW

2.2: State Officer Elections

- 2.2.1 No one chapter may have more than one candidate, with the exception of Parliamentarian or a National Officer; a school may run a candidate for an elected position and either Parliamentarian or National Office, though this candidate may not be the same student.
- 2.2.2 Candidates must follow the steps outlined in the official State Officer Candidate Packet and submit a State Officer Application by the stated deadline. Candidates who meet the minimum requirements must attend the State Officer Qualifier and receive a minimum score in order to be named an official candidate.
- 2.2.3 If there is not an applicant for an office, the State Adviser shall notify the current applicants to see if they would like to switch to run for the vacant office.
- 2.2.4 All candidates will run and be elected at the State Leadership Conference. All state officers will be elected/appointed by ballot vote (paper or digital) of the local chapter voting delegates. Each chapter will receive 2-4 voting delegates based upon their chapter membership. The membership cutoff deadline for the determination of voting delegates by chapter will be the SLC Dues Eligibility Deadline. No proxy voting is permitted and chapters may not have more voting delegates than the number of members pre-registered for the conference.
- 2.2.5 A majority vote is required for election. If no candidate receives a majority vote on the first ballot, there will be a runoff. A runoff will be held between the two candidates who received the highest number of votes on the first ballot if there are more than two candidates and a majority was not reached on the preliminary vote.
- 2.2.6 Teller reports will be issued upon written request to the state adviser seven (7) days after the election.
- 2.2.7 Voting Delegate Allocation
- 4 delegates Over 100 members
 - 3 delegates 50-100 members
 - 2 delegates 49 or fewer members
- *Virtual PBL members will each receive one (1) vote

2.3: National Officer Election

- 2.3.1 Individuals interested in running for national office must also follow the same procedures as state officer candidates and meet the qualifications for running for State President. The candidate will be voted on just as all state officer positions and the winning candidate will receive the endorsement of Missouri and the signature of the State Adviser for their National Candidate submissions.
- 2.3.2 No member in Missouri FBLA or Missouri PBL may campaign for or serve as both a State and National Officer. Each National Officer will serve as an ex-officio State Officer but may not hold one of the positions outlined in [Section 2.1.1](#).
- 2.3.3 Should the National Office open a special application period for a vacancy, the Foundation Board shall:

1. Open an application period (with the length of the period based on the special application period determined by the National Office) for interested parties to apply for the vacant position
2. Interview each candidate with the help of the State Adviser and/or State Chair, current respective division officers and at least three (3) current Board members
3. Select only one (1) candidate to interview with the National Office for the vacant position

2.4: Removal from Office

- 2.4.1. Officers must meet the expectations outlined in the State Officer Candidate Packet. Failure to meet the requirements will result in probation, removal of financial benefits and in extreme cases removal from office. The decision to remove a candidate from office must be approved by the State Chair, State Adviser and Board Chair unanimously.

2.5: State Officer Advisers

- 2.5.1. State Officer Advisers must remain at their school during the term of office for the student of the state officer may be removed from office. State Officer Advisers are responsible for their officer at all official functions and must submit all reimbursement requests immediately following the event.

2.6: State Officer Travel Policy for FBLA and Middle Level

- 2.6.1 At no point during any conference, event, meeting or activity affiliated with FBLA or Middle Level, is the Missouri Department of Elementary and Secondary Education to be the sole supervisor of the officer.
- 2.6.2 All officers must be supervised and transported by an approved school staff member or a legal parent/guardian while attending an official FBLA-PBL event.
- 2.6.3 An officer may not travel alone or be left alone with anyone other than the approved school staff member or a legal parent/guardian when traveling as an officer. If for any reason another school is providing transport, a letter written from both schools must acknowledge this arrangement and waive all liability from Missouri FBLA-PBL.
- 2.6.4 Meetings and gatherings of the group must occur in a public location. At no point may officers meet in a hotel room or private residence.

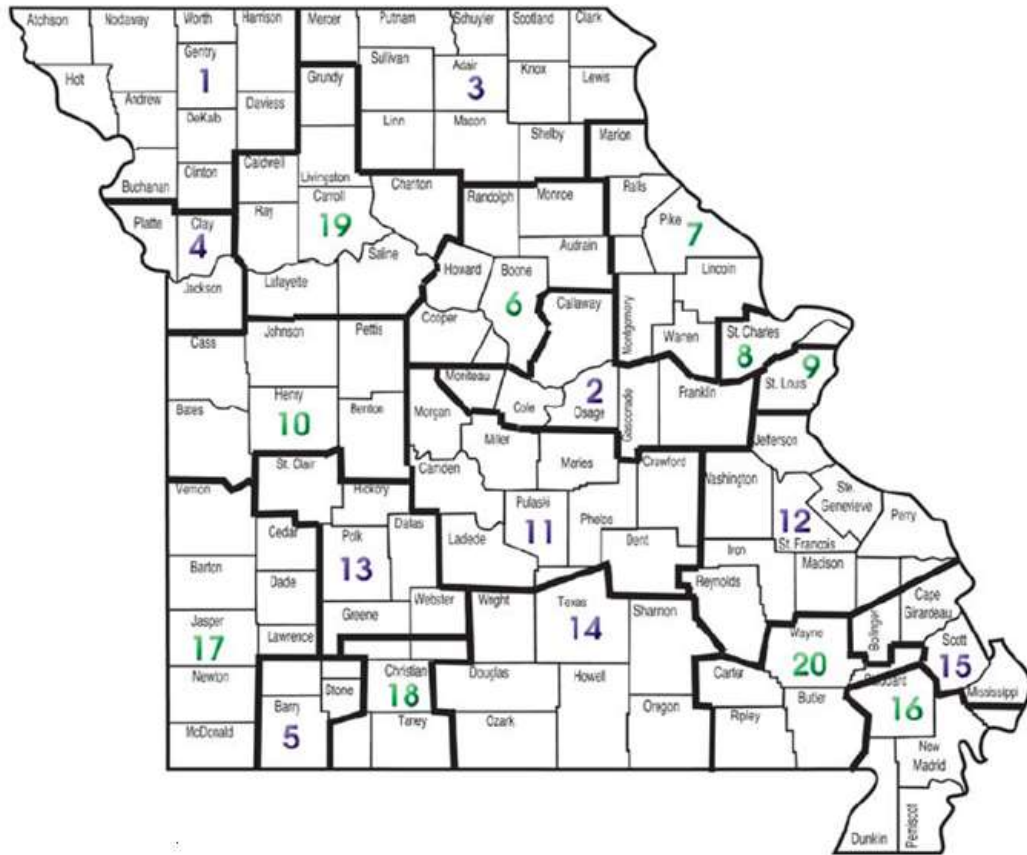
2.7: Officer Vacancies

- 2.7.1 Should a vacancy arise in a position due to removal from office, resignation or other circumstances, the Foundation Board shall:
 1. Open an application period (not to exceed two (2) weeks) for interested parties to apply for the vacant position
 2. Interview each candidate with the help of the State Adviser and/or State Chair, current respective division officers and at least three (3) current Board members
 3. Appoint a candidate for the position, to begin immediately following appointment or after installment at the respective SLC

Section 3: Districts

3.1: Creation of Districts & District Boundaries

- 3.1.1 Missouri FBLA is divided into 20 geographical districts. Each district must have a District Adviser(s) (DA) to manage the operations of the district.



- 3.1.2 Adjustments to Boundaries: Any respective chapter may petition to have their chapter moved into a different district based on school needs. The decision to approve a district boundary change must be approved by the State Adviser, DA of current district and the DA of proposed district. Formal notice will be made to all parties immediately following the decision.
- 3.1.3 Should the State Adviser seek to adjust district boundaries without the request of a chapter, respective DAs and the Foundation Board must be contacted for approval.
- 3.1.4 The Missouri FBLA district has the responsibility to select their District Adviser, either by nomination, a rotation schedule or a permanent appointment. The State Adviser will approve the selection.
- 3.1.5 Each district is allotted a stipend to be used to compensate the DA for their additional work. This stipend will be approved yearly by the Foundation Board.
- 3.1.6 Each District Adviser is responsible for the management of their respective District Leadership Conference. All duties and responsibilities are outlined in the District Adviser Handbook, updated by the State Adviser on a yearly basis.
- 3.1.7 Each FBLA District President, along with the FBLA State Officer Team, comprises the Missouri FBLA Executive Council; the Parliamentarian is a non-voting member. The Executive Council's responsibilities include suggesting changes to Competitive Event to be presented to the Foundation Board.

- 3.1.8 Phi Beta Lambda and Middle Level Executive Councils are comprised of the State Adviser, State Chair and the respective division State Officer Team.

3.2: District Officers

- 3.2.1 Each district is required to elect the following officers at their respective District Leadership Conference:
- President
 - Vice President of Membership
 - Vice President of FBLA-PBL Relations
 - Vice President of Communications
 - Secretary
 - Parliamentarian

Section 4: Competitive Events

All current competitive event policies and procedures are outlined in the division's respective Competitive Event Handbook.

4.1: Board Approved Competitive Events

- 4.1.1 All competitive event changes for Missouri FBLA-PBL must first be presented to the Executive Council of the respective division for approval.
- 4.1.2 The Foundation Board, upon review of the decisions, will accept or decline any competitive event changes, including the approval of new events. All current approved competitive events can be found in **Appendix E**.

4.2: General Competitive Event Policies & Procedures

- 4.2.1 If a student and/or chapter is deemed by the State Adviser or District Adviser to have engaged in cheating or academic dishonesty on any approved FBLA-PBL competitive event, a meeting shall be set with the student, adviser, District Adviser and State Adviser to determine repercussions. A student may be disqualified from their event, the entire chapter may be disqualified from their competitive events and the chapter may be banned for a period of time from competing at the discretion of the State Adviser and State Chair.
- 4.2.2 If a high school student graduates early, they may still compete in FBLA competitive events. The school, however, must accept full responsibility for the student and their action. A letter from the school must be sent to the State Adviser prior to registration for the conference closing.
- 4.2.3 College students must be concurrently enrolled in an undergraduate program in order to compete in the PBL competitive events program.

Section 5: General Conference Policies & Procedures

5.1: Missouri FBLA-PBL Comprehensive Consent Form

- 5.1.1 Each year, Missouri FBLA-PBL requires students to complete a Comprehensive Consent Form (**Appendix B**). This form absolves Missouri FBLA-PBL of responsibility for the student and allows for the distribution of a student's name, contact information and image.
- 5.1.2 Missouri FBLA-PBL asks that the local chapter adviser collect the Comprehensive Consent Form from each student and submit a signed Adviser Assurance Form (**Appendix A**) to the State Office prior to the start of the conference.

5.2: Supervision Policy

- 5.2.1 At each Missouri FBLA-PBL conference, an adviser, school official or school approved adult, must accompany the students. If there is no such person available, the chapter will not be permitted to attend the conference.

- 5.2.2 Under no circumstances should an adviser leave the conference site without a school approved adult supervising their students.
- 5.2.3 In some instances, a student may be traveling with another chapter to an event. The chaperoning chapter must accept full responsibility for the student and their actions. All permissions and liabilities must be arranged between the two chapters.

5.3: Alcohol & Tobacco Policy

- 5.3.1 Missouri FBLA-PBL's policy prohibiting alcohol use, smoking and the illegal manufacture, distribution, dispensation, possession or use of alcohol and illicit drugs is designed to promote both the health and safety of all members at all sanctioned events. Should any member or adviser be found in violation of this policy, their school district may be notified of the infraction. If the incident is in violation of Missouri or Federal law, appropriate legal action may occur.

5.4: Disciplinary Policy

- 5.4.1 In most instances, the discipline of a student is left to the adviser and their respective school district; however, if the incident is in direct violation of a Missouri FBLA-PBL policy, the State Adviser, State Chair and Foundation Board have the right to intervene.

5.5: Travel Policy

- 5.5.1 Members of Missouri FBLA-PBL are expected to travel with their adviser or school approved adult to all Missouri FBLA-PBL events.

5.6: Dress Code Policy

- 5.6.1 Missouri FBLA-PBL adopts the approved National FBLA-PBL Dress Code (**Appendix C**) each year.

5.7: Conference Registration Rate Policy

- 5.7.1 Missouri FBLA-PBL Conference registration rates are approved by the Foundation Board each year and cannot be reduced for any chapter for any reason. National conference registrations are subject to change via the National Board of Directors.
- 5.7.2 All members and advisers must pay the respective conference registration rate. Guests must pay the same rate with the exception of additional chaperones at DLC.

5.8: Conference Refund Policy

- 5.8.1 Refunds for Missouri FBLA-PBL conferences will be issued if a formal request is made to the State Office by the Substitution/Change/Cancellation Deadline; this deadline will be the close of conference registration for each conference.
- 5.8.2 The State Office may issue a conference refund at the discretion of the State Adviser and/or State Chair after the deadline.

5.9: Conference Late Fee Policy

- 5.9.1 Payments for conference registration not received by the pre-published Payment Receipt Deadline will be subject to a \$25 late fee.
- 5.9.2 Payment not received by the conference date is subject to an additional \$35 late fee and the cancellation of conference registration and all subsequent competitive event registration.
- 5.9.3 A chapter will not be allowed to register for any future conferences if there is an outstanding balance on their account. If a balance remains one month from the close of the unpaid conference, the school district will be contacted to collect the debt owed to Missouri FBLA-PBL.

5.10: Cancellation/No Show Fees

- 5.10.1 A \$20 no show fee may be imposed on a chapter for each student competitor who fails to complete their competitive event at their assigned time at SLC.

5.11: Family Educational Rights and Privacy Act (FERPA) Waiver

- 5.11.1 Missouri FBLA-PBL has the right to collect student contact information for strategic uses, including communications between partners and students. Should a student/parent/guardian

not wish to have their student's information shared, they must provide written notification to Missouri FBLA-PBL by the close of the respective conference registration. The FERPA Waiver (**Appendix D**) is included with the Comprehensive Consent Form.

Section 6: Educational Conferences

6.1: Creating Leaders & Unleashing Excellence

- 6.1.1 The purpose of Creating Leaders & Unleashing Excellence is to train newly elected local, district and state officers to be successful leaders throughout the upcoming school year.
- 6.1.2 Only registered members of Missouri FBLA-PBL may attend Creating Leaders & Unleashing Excellence. Members must be registered in the National Database and must register for Creating Leaders & Unleashing Excellence by the respective deadline.

6.2: Show-Me Leadership Conference

- 6.2.1 The purpose of the Show-Me Leadership Conference is to provide hands-on career development opportunities for members, prepare for competitive events and engage in discussions on organization pillars.
- 6.2.2 Only registered members of Missouri FBLA-PBL may attend the Show-Me Leadership Conferences. Members must be registered in the National Database and must register for their Show-Me Leadership Conference by the respective deadline.

6.3: National Fall Leadership Conference

- 6.3.1 The purpose of the National Fall Leadership Conference is to develop comprehensive business and leadership skills in a national environment through professional networking and innovate workshops and keynote presentations.
- 6.3.2 Only registered members of Missouri FBLA-PBL may attend the National Fall Leadership Conferences. Members must be registered in the National Database and must register in advance or on-site for the conference.

6.4: District Leadership Conference

- 6.4.1 The purpose of the District Leadership Conference is to provide students with the opportunity to showcase their career and technical education skills via tests, productions and through presentations. Winners may qualify to represent their chapter and their district at the State Leadership Conference.
- 6.4.2 Only registered members of Missouri FBLA-PBL may attend the District Leadership Conferences. Members must be registered in the National Database by the close of DLC registration, registered for their respective DLC by the aforementioned deadline and members must be paid in the National Database by the dues eligibility deadline; failure to do so may result in the disqualification of students from the conference and competition.
- 6.4.3 The Missouri FBLA-PBL State Office manages certain aspects of the District Leadership Conferences, including:
 - Collecting and processing registration
 - Collecting and processing payments
 - Preparing district competitive event materials
 - Prompts
 - E-Sess testing keys
 - Judge, administrator, timekeeper, prep room worker instructions
 - Coordinating pre-judging of events
 - Purchase and distribution of medals and labels

6.5: State Leadership Conference

- 6.5.1 The purpose of the State Leadership Conference is to provide students with the opportunity to showcase their career and technical education skills via tests, productions and through presentations; winners may qualify to represent their chapter, district and state at the National Leadership Conference. Students also engage with business and industry leaders in workshops, keynotes and additional career and technical education events.
- 6.5.2 Only registered members of Missouri FBLA-PBL may attend the State Leadership Conference. Members must be registered in the National Database by the close of SLC registration, registered for SLC by the aforementioned deadline and members must be paid in the National Database by the dues eligibility deadline; failure to do so may result in the disqualification of students from the conference and competition.
- 6.5.3 Missouri FBLA-PBL requires that all members and advisers attending the State Leadership Conference book with approved, contracted properties of Missouri FBLA-PBL. Hotel rates are negotiated in advance for chapters. For the protection of all members and advisers, only contracted properties are covered under the General Liability Insurance policy carried by Missouri FBLA-PBL in the amount of \$2,000,000. By booking outside the approved block, a chapter waives Missouri FBLA-PBL of all liability and will have all competing members disqualified. Should a chapter be local (within 60 miles), they may appeal this via the approved form made available at the time of hotel booking, to be signed by the adviser and school administration waiving Missouri FBLA-PBL of any liability from their housing arrangements.

6.6: National Leadership Conference

- 6.6.1 The purpose of the National Leadership Conference is to provide students with the opportunity to showcase their career and technical education skills via tests, productions and through presentations; winners receive recognition and may receive a scholarship or cash money.
- 6.6.2 Only registered members of Missouri FBLA-PBL may attend the National Leadership Conference. Members must be registered in the National Database by March 1 (FBLA & Middle Level) or April 15 (PBL), registered for NLC by the start of conference and members must be paid in the National by March 1; failure to do so may result in the disqualification of students from the conference and competition.

6.7: NLC Bootcamp

- 6.8.1 The purpose of the NLC Bootcamp is to allow Missouri FBLA members a chance to present real cases and presentations to a qualified panel of judges in preparation for their competitive events and receive feedback and recommendations.

6.8: Missouri Summer Adviser Innovation Conference (MOSAIC)

- 6.8.2 The purpose of the Missouri Summer Adviser Innovation Conference is to facilitate growth and discussion among business educators who support FBLA-PBL programming through workshops, speaker, and exhibitors.

Section 7: State Association Operations

7.1: State Adviser Travel

- 7.1.1 The State Adviser may travel to local chapters for the purpose of promoting FBLA-PBL and supporting career and technical education. Any travel expense that is not covered by the Missouri Department of Elementary and Secondary Education, the State Adviser may submit a reimbursement request through Missouri FBLA-PBL.

7.2: Financial Policy

- 7.2.1 All finances for Missouri FBLA-PBL business operations will be held through an approved checking, savings or CD account at the Missouri Department of Elementary and Secondary Education/Office of College and Career Readiness/Business, Marketing, IT Education Section.

- 7.2.2 The Foundation Board may, at the discretion of DESE, invest funds from Missouri FBLA-PBL's primary accounts into approved checking, savings or CDs held by the Foundation Board.
- 7.2.3 Any investments held by Missouri FBLA-PBL and accounts managed by the Missouri Department of Elementary and Secondary Education may only be broken and/or used with agreement from the State Chair and State Adviser and approved by the Foundation Board.
- 7.2.4 Should the FBLA checking account balance exceed \$90,000 at the end of the fiscal year (and barring any planned large expenditures), all funds in excess of \$75,000 shall be invested into a CD.

Section 8: Membership

8.1: Membership Eligibility

- 8.1.1 Missouri FBLA-PBL is separated into three divisions based on school level achieved:
 - Missouri Middle Level: 5th-8th grade
 - Missouri Future Business Leaders of America: 9th-12th grade
 - Missouri Phi Beta Lambda: College Students

8.2: Transferal of Membership

- 8.2.1 A student member may, at the discretion of the State and National Office, transfer their membership to a different chapter within Missouri. If a student intends to compete for their new chapter, the transferal of membership must be completed before registration close and the new chapter must register the student for their competitive event(s).

Appendices

Appendix A: Adviser Assurance Form



Missouri FBLA-PBL Adviser Assurance Form

(for the Comprehensive Consent Form)

I, _____, Chapter Adviser for _____, verify that:
(Name of Adviser) (FBLA-PBL Chapter)

All conference-registered school representatives (including but not limited to students, instructors, advisers and observers) participating in Missouri FBLA-PBL sponsored conferences, have completed the **Comprehensive Consent Form**.

The **Comprehensive Consent Forms** of all conference-registered school representatives (including but not limited to instructors, advisers and observers) will remain in my possession at all times during any Missouri FBLA-PBL sanctioned conference.

I understand that, under no circumstances (other than those approved by the State Adviser and/or State Chair) I may not leave the conference premises for the entire duration of the conference. I agree to be the responsible party for my students and their actions.

I recognize and understand that Missouri FBLA-PBL will NOT collect the **Comprehensive Consent Forms** of my

conference-registered school representatives (including but not limited to students, instructors, advisers and observers). I also have communicated the complete contents of this signed Assurance page with all Conference-registered school representatives (including but not limited to students, instructors, advisers and observers).

(Signature of School Adviser) *(Date)* *(E-mail)*

(Signature of Principal/Director/Dean) *(Date)* *(E-mail)*

Missouri FBLA-PBL Personal Liability

I hereby agree to release FBLA-PBL Inc. and Missouri FBLA-PBL, its representatives, agents, servants and employees from liability for any injury to the named person, resulting from any cause whatsoever occurring to the named person at any time while attending the Missouri FBLA-PBL Leadership Conference indicated on the other side of this page, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of representatives, agents, servants and employees.

Having read and understood completely the "Code of Conduct" of Missouri FBLA-PBL, I do hereby agree to follow the procedures and practices described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and will uphold at all times the finest qualities of a person representing Missouri FBLA-PBL.

NOTE: All persons under legal age must have a parent or guardian sign this form (see other side). Otherwise, this form will be returned for a parent or guardian signature. All participants must sign this form.

Code of Conduct Agreement

The Missouri FBLA-PBL Leadership Conferences are designed to be an educational function and all plans are made with that objective. The Conferences represent Missouri FBLA-PBL's most significant meetings of the year. Missouri FBLA-PBL wants every person to have an enjoyable experience with every attention paid to safety and comfort. All participants will be expected to conduct themselves in a manner best representing the nation's greatest student organization.

In order that everyone may receive the maximum benefits from their participation, the "Code of Conduct," as established by the Missouri FBLA-PBL Foundation Board, must be followed at all times.

Note that attendance is not mandatory. By voluntarily participating, you agree to follow the official conference rules and regulations or forfeit your personal rights to participate. We are proud of our students and know that by signing this "Code of Conduct" you are simply reaffirming your dedication to be the best possible representative of your school and chapter.

1. I will, at all times, respect all public and private property, including the hotel or motel in which I am housed.
2. I will spend each night in the room of the hotel or motel to which I am assigned.
3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
4. I will not be in the sleeping room of the opposite sex.
5. I will not use alcoholic beverages. I will not use drugs unless I have been ordered to take certain prescription medications by a licensed physician. If I am required to take medication, I will, at all times, have the orders of the physician on my person.
6. I will not leave the hotel or motel without the express permission of my local chapter adviser.
7. My conduct shall be exemplary at all times.
8. I will keep my adviser informed of my whereabouts at all times.
9. I will, when required, wear my official identification badge.
10. I will respect official FBLA-PBL dress.
11. I will attend and be on time for, all general sessions and activities that I am assigned to and registered for.
12. I will adhere to the dress code at all required times.

Violations and Penalties

I agree that if, for any reason, I am in violation of any of the rules of the conference I am attending, I may be brought before the appropriate discipline committee for an analysis of the violation. I also agree to accept the penalty imposed on me. I understand that any penalty and reasons for it will be explained to me before it is carried out. I further realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being immediately sent home at my own expense.

1. Violations of Items 1 through 6 of the "Code of Conduct" will be grounds for disqualification, immediate removal from competition and relinquishment of awards and recognition. In addition, the violator will be sent home at his or her own expense. Notification of the violation and the action taken will be sent to the participant's local school district and parents/guardians. The participant's entire voting delegation could be unseated and the candidates or competitors from the participant's local chapter could be disqualified as well.
2. Violations of Items 7 through 12 will result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant's local school district administration and parents or guardians. Repeated violations of Items 7 through 12 may result in the participant being sent home at his/her own expense.

It is within the spirit of being a proud and meaningful member of FBLA-PBL that I agree to these rules of conduct by signing my name on the other side of this page.

Photography, Video and Sound Release

I hereby grant the Missouri FBLA-PBL permission to make still or motion pictures and sound recordings, separately or in combination and also give a production company approved by the Missouri FBLA-PBL permission to use the finished silent or sound pictures and/or sound recordings as deemed necessary.

Further, I so hereby relinquish to the Missouri FBLA-PBL all rights, title, interest in and income from the finished sound or silent motion pictures, still pictures and/or sound recordings, negatives, prints, reproductions and copies of the originals, negatives, recording duplicates and prints and further grant the Missouri FBLA-PBL the right to give, sell, transfer and/or exhibit the same to any individual, business firm, publication, television station, radio station or network or governmental agency or to any of their assignees, without payment or other consideration to me.

My agreement to perform under camera, lighting and stated conditions is voluntary and I do hereby waive all personal claims, causes of action or damages against the Missouri FBLA-PBL and the employees thereof, arising from a performance or appearance.

I hereby authorize Missouri FBLA-PBL to display my picture, school information (school, address and telephone number) and e-mail address on the Missouri FBLA-PBL web site.



NATIONAL DRESS CODE

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for all attendees—advisers, members, and guests—at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Professional attire acceptable for official FBLA-PBL activities includes:

FEMALES

Business suit with blouse

Business pantsuit
with blouse

Skirt or dress slacks with
blouse or sweater

Business dress

Capris or gauchos with
coordinating jacket/suit,
worn below the knee

Dress shoes



MALES

Business suit with collared
dress shirt and necktie

Sport coat, dress slacks,
collared shirt, and necktie

Dress slacks, collared shirt,
and necktie

Banded collar shirt may be
worn only if sport coat or
business suit is worn

Dress shoes and socks

INAPPROPRIATE ATTIRE (FOR BOTH MEN AND WOMEN)

Jewelry in visible body piercing, other than ears; denim or chambray fabric clothing of any kind, overalls, shorts, skirts, stretch or stirrup pants, exercise or bike shorts; backless, see-through, tight-fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses/skirts; T-shirts, Lycra™, spandex, midriff tops, tank tops, bathing suits; sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee boots; athletic wear, including sneakers; hats or flannel fabric clothing; bolo ties; visible foundation garments.



CLARIFICATION—Many women's two-piece suits currently are designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes, open-toe shoes, and sleeveless dresses are accepted.

Appendix D: FERPA Waiver

Family Educational Rights and Privacy Act (FERPA) Missouri Future Business Leaders of America – Phi Beta Lambda

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Missouri Future Business Leaders of America – Phi Beta Lambda**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, **Missouri Future Business Leaders of America – Phi Beta Lambda** may disclose appropriately designated “directory information” without written consent, unless you have advised the **Missouri Future Business Leaders of America – Phi Beta Lambda** to the contrary in accordance with **Missouri Future Business Leaders of America – Phi Beta Lambda** procedures. The primary purpose of directory information is to allow the **Missouri Future Business Leaders of America – Phi Beta Lambda** to include information from your child’s education records to higher education institutions, the military and Missouri FBLA-PBL partners.

Who may receive directory information?	Purpose for which directory information may be used?
Higher Education Institutions	Scholarship opportunities, open house events, Phi Beta Lambda communications, admissions contact
Military Recruiters	Military opportunities, scholarship opportunities, ROTC programs
Additional Missouri FBLA-PBL Partners	Internship, apprenticeship and job opportunities

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that partner with **Missouri Future Business Leaders of America – Phi Beta Lambda** for the promotion of college and career readiness. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. [These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want **Missouri Future Business Leaders of America – Phi Beta Lambda** to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify the **Missouri Future Business Leaders of America – Phi Beta Lambda** in writing by [**conference registration deadline**]. **Missouri Future Business Leaders of America – Phi Beta Lambda** has designated the following information as directory information:

- Student's name
- Telephone listing
- Electronic mail address
- Photograph
- Dates of participation
- Grade level
- The most recent educational agency or institution attended
- Student membership number used to communicate in electronic systems

Appendix E: Approved Competitive Events

PBL		
Accounting Analysis & Decision Making	Financial Concepts	Microeconomics
Accounting for Professionals	Financial Services	Network Design
Accounting Principles	Forensic Accounting	Networking Concepts
Administrative Support Technology	Future Business Educator	Organizational Behavior & Leadership
Business Communication	Future Business Executive	Parliamentary Procedures
Business Decision Making	Global Analysis & Decision Making	Personal Finance
Business Ethics	Help Desk	Programming Concepts
Business Law	Hospitality Management	Project Management
Business Presentation	Human Resource Management	Public Speaking
Business Sustainability	Impromptu Speaking	Retail Management
Client Service	Information Management	Sales Presentation
Community Service Project	Insurance Concepts	Small Business Management Plan
Computer Concepts	Integrated Marketing Campaign	Social Media Marketing
Cost Accounting	Job Interview	Sports Management & Marketing
Cyber Security	Justice Administration	Statistical Analysis
Desktop Publishing	Local Chapter Annual Business Report	Strategic Analysis & Decision Making
Digital Media	Macroeconomics	Website Design
Economic Analysis & Decision Making	Management Analysis & Decision Making	Who's Who in PBL
Emerging Business Issues	Management Concepts	
Entrepreneurship Concepts	Marketing Analysis & Decision Making	
Financial Analysis & Decision Making	Marketing Concepts	

FBLA		
3D Animation	E-Business	Journalism
Accounting I	Economics	Local Chapter Annual Business Report
Accounting II	Electronic Career Portfolio	Management Information Systems
Advertising	Entrepreneurship	Marketing
Agribusiness	Future Business Leader	Mobile App Development
American Enterprise Project	Graphic Design	Network Design
Banking & Financial Systems	Healthcare Administration	Networking Infrastructures
Broadcast Journalism	Help Desk	Organizational Leadership
Business Calculations	Hospitality & Event Management	Parliamentary Procedure
Business Communication	Human Resource Management	Partnership with Business Project
Business Ethics	Impromptu Speaking	Personal Finance
Business Financial Plan	Insurance and Risk Management	Public Service Announcement (PSA)
Business Law	International Business Concepts	Public Speaking
Business Management	Introduction to Business	Publication Design
Business Plan	Introduction to Business Communication	Sales Presentation
Client Service	Introduction to Business Presentation	Securities and Investments
Coding & Programming	Introduction to Business Procedures	Social Media Strategies
Community Service Project	Introduction to Event Planning	Sports and Entertainment Management
Computer Applications	Introduction to FBLA	Spreadsheet Applications
Computer Game & Simulation Programming	Introduction to Financial Math	Supply Chain Management
Computer Problem Solving	Introduction to Information Technology	UX Design
Cyber Security	Introduction to Parliamentary Procedure	Website Design
Data Analysis	Introduction to Public Speaking	Who's Who in FBLA
Database Design & Applications	Introduction to Social Media	Word Processing
Digital Video Production	Job Interview	

Middle Level		
Annual Chapter Activities Presentation*	Exploring Business Issues*	Keyboarding Applications II
Business Ethics*	Exploring Computer Science*	Leadership*
Business Etiquette*	Exploring Economics*	Learning Strategies*
Career Exploration*	Exploring Technology*	Marketing Mix Challenge*
Career Research*	FBLA Concepts*	Microsoft Office Concepts
Community Service Presentation*	FBLA Mission & Pledge*	Multimedia and Website Development*
Critical Thinking*	Financial Literacy*	Proofreading & Editing
Digital Citizenship*	Interpersonal Communication*	Public Speaking
Digital Video Production	Intro to Graphic Design	Running an Effective Meeting
Elevator Speech*	Keyboarding Applications I	Video Game Challenge*
	*denotes State and National	

Appendix F: Conflict of Interest Policy

CONFLICTS OF INTEREST POLICY

Section 1. Purpose. The purpose of the conflicts of interest policy is to protect the Missouri FBLA-PBL Foundation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Missouri FBLA-PBL Foundation. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

Section 2. Definitions.

(a) ***Interested Person.*** Any director, principal officer, or member of a committee with board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.

(b) ***Financial interest.*** A person has a financial interest if the person has, directly or indirectly, through business, investment or family-

- (1) an ownership or investment interest in any entity with which the Missouri FBLA-PBL Foundation has a transaction or arrangement, or
- (2) a compensation arrangement with the Missouri FBLA-PBL Foundation or with any entity or individual with which the Missouri FBLA-PBL Foundation has a transaction or arrangement, or
- (3) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Missouri FBLA-PBL Foundation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature. A financial interest is not necessarily a conflict of interest. Under this Article, a person who has a financial interest may have a conflict of interest only if the appropriate board or committee decides that a conflict of interest exists.

Section 3. Procedures.

(a) ***Duty to Disclose.*** In connection with any actual or possible conflicts of interest, an interested person must disclose the existence of his or her financial interest and must be given the opportunity to disclose all material facts to the directors and members of committees with board delegated powers considering the proposed transaction or arrangement.

(b) ***Determining Whether a Conflict of Interest Exists.*** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

(c) ***Procedures for Addressing the Conflict of Interest.***

(1) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

(2) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

(3) After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more disadvantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

(4) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Missouri FBLA-PBL Foundation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

Section 4. *Violations of the Conflicts of Interest Policy.*

(a) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

(b) If, after hearing the member's response and after make further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 5. *Records of Proceedings.* The minutes of the board and all committee with board-delegated powers shall contain-

(a) the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.

(b) the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

Section 6. Compensation.

(a) A voting member of the board of directors who receives compensation, directly or indirectly, from the Missouri FBLA-PBL Foundation for services is precluded from voting on matters pertaining to that member's compensation.

(b) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Missouri FBLA-PBL Foundation for services is precluded from voting on matters pertaining to that member's compensation.

Section 7. Periodic Reviews. To ensure that the Missouri FBLA-PBL Foundation operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

(a) Whether compensation arrangements and benefits are reasonable and are the result of arm's-length bargaining.

(b) Whether any partnership or joint venture arrangements with other nonprofit organizations conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further the Missouri FBLA-PBL Foundation's charitable purposes and do not result in impermissible private inurement or private benefit.