

Officer Handbook

26-27

FBLA inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.

Service
Education
Progress

Officer Expectations

All individuals who serve as District or State Officers are expected to meet certain requirements:

- District and State Officers must be members of active local chapters which participate in Missouri FBLA conferences and projects.
 - Officers whose chapters do not actively participate in Missouri FBLA conferences and projects will not be allowed to remain an officer.
- District and State Officers are expected to personally recruit 5-10 new members.
- District and State Officers are REQUIRED to attend ALL mandatory conferences and meetings.
 - Officers who cannot commit to ALL of the REQUIRED meetings should not apply. Officers who do not attend all of the required meetings will be removed from office.
- District and State Officers are required to complete assignments in a timely fashion.
 - District and State Officers who are late with assignments will not be assigned speaking parts at upcoming conferences and will lose some, if not all, of the financial benefits that come with serving as a State Officer.
 - District and State Officers are expected to submit their assignments to the highest level of quality possible. This requires the officers to make sure all assignments are proofread carefully by another party, are started early enough to exhibit the best effort, and are submitted at the most professional manner and style possible
- District and State Officers are expected to exhibit the highest level of character possible at all times. This includes actions in school, outside of school as well as their presence online.
- District and State Officers are expected to maintain an excellent school attendance policy while avoiding excessive tardiness.
- District and State Officers are expected to manage their school work and FBLA responsibilities so that academic grades do not suffer as a result of serving as a District and State Officer.
 - Officers whose grades suffer will be placed on probation and could be removed from office. Probation time period determined by State Adviser and/or State Officer Coach.
- District and State Officers are expected to complete other duties and assignments as assigned.

Officer Behavior

District and State Officers serve as ambassadors for Missouri FBLA and their conduct and demeanor are critical to the reputation, visibility, and success of the state chapter. Officers are expected to abide by the following Code of Conduct, as well as the official Code of Ethics and Dress Code, which apply to all members of the association. District and State Officers and candidates should be fully familiar with these codes and should strive not only to meet their standards, but also to serve as role models in their implementation.

FBLA Code of Conduct

- District and State Officers shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon FBLA.
- District and State Officers shall fully participate in all appropriate activities, conferences, workshops, business meetings, etc. for which they have responsibility.
- District and State Officers shall abide by the dress code as approved by National FBLA.
- District and State Officers shall abide by the rules of each conference and recognize they serve as a role model for other members.
- District and State Officers shall be willing to take and follow instructions as directed by those responsible for them.
- District and State Officers shall avoid places and actions, which in any way could raise questions as to moral character or conduct.
 - This includes activities and incidents away from Missouri FBLA.
- District and State Officers shall treat all members equally.
- District and State Officers participating in FBLA assignments shall not damage or deface property. Damage to any property or furnishings in hotel rooms, private accommodations, and/or buildings will be paid for by State

Officers at their own expense.

- District and State Officers shall not endorse any candidates for local or state FBLA office.
- District and State Officers shall refrain from endorsing any product, vendor, or sponsor or entering into financial obligations on behalf of Missouri FBLA or business education, without the consent of the State Chair/State Adviser.
- District and State Officers shall refrain from entering into romantic relationships with other State Officers or allowing personal relationships to interfere with State Officer duties while on duty at a conference.
- District and State Officers shall not hold official meetings or appoint individuals or committees without the permission of Missouri FBLA.

FBLA Code of Ethics

The Code of Ethics is a standard of conduct that should be ascribed to by all FBLA members and advisers. As role models, District and State Officers and candidates for District and State Office must conduct themselves according to the Code of Ethics at all times.

- I will be honest and sincere.
- I will approach each task with confidence in my ability to perform my work at a high standard.
- I will willingly accept responsibilities and duties.
- I will seek to profit by my mistakes and to take suggestions and criticisms directed toward the improvement of myself and my work.
- I will abide by the rules and regulations of my school.
- I will exercise initiative and responsibility, and will cooperate with my employer and fellow workers.
- I will dress and act in a manner that will bring respect to me and to my school.
- I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.

Social Media

Serving as a District or State Officer means that all activity, both in person and digital, becomes a representation of our organization. Both the State Adviser and Officer Coach must be added to social media for the student. Should any activity be deemed inappropriate, the officer and adviser will receive a communication on the post and the punishment (at the discretion of the State Adviser & State Chair). Behavior could include:

- Negative political posts – While we encourage officers to be involved in the political process, we as an organization and government operated entity do not want to engage in political commentary that could put the organization in a negative light. Supporting candidates, commenting on events, and liking party pages is acceptable, but sharing negative stories or rumors is not acceptable.
- Explicit posts – Posts shared that contain foul language, references to drugs or alcohol, or sexually explicit material will not be tolerated. Even liking or commenting on a post can bring it into the news feed of a befriended member.

Removal of Office

If an officer is found to have acted against the Code of Conduct and Code of Ethics, the State Adviser and State Chair have the authority to enter into corrective action plans which may include removal from office.

If an officer is removed from a State or District Officer position, they may not hold a District or State Office in the future, at any division (Middle School, High School, Collegiate).

Initial below statements:

_____ I will meet the Officer Expectations outlined in this Handbook, and meet expectations/deadlines assigned to me by my advisers.

_____ I will follow the Code of Conduct and Code of Ethics.

_____ I will follow the Social Media Policy and accept friend requests from my Local Adviser, District Adviser, State Adviser, or State Officer Coach.

_____ I understand that failure to meet these expectations will result in consequences and can led to my removal from office.

Officer Name

Officer Signature