



South Dakota FBLA
2022-2023
State Officer Candidate
Handbook



State Officer Candidate Application Cover Sheet

Please fill in the forms online or print neatly.

School: _____

Chapter Advisor: _____

Student First and Last Name: _____

Student Home Address: _____

City: _____ State: _____ Zip Code: _____

Student Cell: _____ Student Email: _____

Student birthday: _____ Current Grade (2021-2022): 9 10 11

Parent/Guardian First and Last Name: _____

Cell Number: _____ Email: _____

Parent/Guardian First and Last Name: _____

Cell Number: _____ Email: _____

Candidate Commercial Link: _____

Office Seeking (*Select below*):

- State President
- North Vice President
- South Vice President
- Treasurer
- Secretary
- Reporter
- Historian
- Parliamentarian



State Officer Candidate Chapter Advisor Recommendation

State Officer Candidate: _____

School: _____

Office Seeking (*Select below*):

- State President
- North Vice President
- South Vice President
- Treasurer
- Secretary
- Reporter
- Historian
- Parliamentarian

Mentor is defined as a trusted counselor or guide, a tutor or coach. This definition aptly describes the role of a state officer's chapter advisor. From the moment a student considers running until their term of office ends, the chapter advisor is a key figure.

As the Chapter Advisor:

- I have counseled the student on the qualifications and duties of a state officer.
- I am willing to support this State Officer Candidate through the election process.
- I will take on the responsibility of reviewing and approving all campaign materials to ensure they are appropriate and suitable.
- I am willing to serve as tutor and coach during the state officer's term of office.
- I am willing to secure the endorsement and support of the candidate's parent(s)/ guardian(s), and school officials.

Your signature verifies that you have approved this State Officer Candidate to run for a South Dakota FBLA State Office; and if they are elected, you will support and assist them with their responsibilities through their term in office.

Chapter Advisor Signature

Date

Printed Chapter Advisor Name



State Officer Candidate Contract for All Parties

Becoming a SD FBLA State Officer requires a commitment by all concerned parties. To make that commitment, all parties must understand their responsibility to this leadership experience. For a State Officer Candidate to be eligible for office, all parties *must* sign this agreement. State Officer Candidates should understand that, if elected, attendance at all state officer meetings and activities is mandatory and that failure to attend any of these meetings may result in their removal from office, except for emergencies/unsafe traveling conditions. They should also understand that they may be removed from office if, in the opinion of the State Advisor and the Board of Directors, they fail to comply with state officer responsibilities/assignments or participate in activities that reflect negatively on South Dakota FBLA or the State Officer Team.

IF ELECTED, THE CANDIDATE AGREES TO: *Please initial next to each item below.*

- _____ 1. Perform to the best of their ability the duties of the elected office. (Review the State Officer Job Description section of this guide for a partial listing.)
- _____ 2. Maintain a 2.5 GPA or better (4.0 scale) during their term of office and be willing to provide supporting documentation when requested by the State Advisor.
- _____ 3. Fully participate in the development and execution of South Dakota Program of Work. All State Officers will be required to accept assignments for project work, chapter visitations, etc. State Officers are required to submit a written report of activities each month.
- _____ 4. Attend and participate in all meetings (including, but not limited to, state officer meetings, state officer trainings, regional and state conferences) and attest that:
"I fully understand the responsibilities and obligations of the position I seek; and, if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of most of the Board of Directors or the State Advisor, I fail to fulfill my responsibilities and obligations of office, and/or I violate the South Dakota FBLA Code of Conduct, I can be removed from office. Should I fail to complete the duties of my office, I will be liable to return to FBLA the amount expended for my participation during my term in office."
- _____ 5. Agree to authorize South Dakota and National FBLA to use my name and likeness (including photographs, video footage, silhouettes, and audio clips) in South Dakota FBLA and National FBLA publications, productions, social media, and websites for informational, promotional and other related purposes.

Please Note: Every effort is made to avoid scheduling conflicts. However, often the chosen dates conflict with other school and personal activities such as proms or playoff games. If you choose to be a State Officer, you will be required to attend all the scheduled state officer activities no matter what other conflicts arise. If you are not willing to put FBLA activities ahead of local and personal activities (not including family and religious obligations), please do not apply to be a State Officer.



IF ELECTED, THE CANDIDATE AGREES TO: *Please initial next to each item below*

All State Officers must participate in **EVERY** activity scheduled by South Dakota FBLA Board of Directors or State Advisor. A tentative schedule of activities includes:

June 8-9, 2022	SD DOE CTSO Leadership Retreat - Mitchell, SD
June 29-July 2, 2022	National Leadership Conference – Chicago, IL
September 20, 2022	Officer Leadership Institute, Aberdeen, SD**
September 27, 2022	Officer Leadership Institute, Vermillion, SD**
November 7, 2022	Fall State Leadership Conference, Mitchell, SD
February 7-8, 2023	CTE Legislative Shadow Day – Pierre, SD
April 2-4, 2023	State Leadership Conference - Aberdeen, SD

ADDITIONAL EVENTS

- The State President also attends the SD FBLA Board of Directors meetings.
- All State Officers are required to attend monthly virtual team meetings.
- Other events and activities may be determined in the SD Program of Work.

STATE OFFICER EXPENSES

- Travel to and from all workshops, trainings, and conferences is the state officer's and chapter advisor's responsibility.
- Name badge, state officer pin, polo, blazers, skirt, and blouse will be provided for newly elected officers. It is the responsibility of the newly elected officer to purchase black shoes and khaki pants.
- Newly elected officers will receive a designated amount, found in the 2021-2022 budget, to attend the National Leadership Conference. The State Advisor will register new officers for the National Leadership Conference.
- State Officers may receive some compensation for attending the National Fall Leadership Conference. The amount will be in the 2022-2023 SD FBLA budget.
- I have read and understand the State Officer Code of Conduct and the Code of Conduct Disciplinary regulations.

Your signature verifies that if elected, you will abide by National and South Dakota FBLA Rules and Regulations, Code of Conduct and understand the Code of Conduct Disciplinary Regulations.

State Officer Candidate Signature

Date



Attention Advisors, Parents and School Officials:

The preceding South Dakota FBLA schedule of required events will result in the student missing over 15 school days plus additional days of weekend and vacation time. All expenses for required activities will be reimbursed as the budget permits by the state association. Non-required activities may be partially reimbursed upon approval of the State Advisor and the Board of Directors.

ADVISOR AND SCHOOL OFFICIALS AGREE TO: Advisor please initial next to each item.

_____ Recommend the student as one who can fully participate as a State Officer. There are no academic restrictions on participation in curricular activities that would prevent them from being able to fulfill their state officer duties

_____ Host SD FBLA activities at the request of State Advisor and/or Board of Directors.

_____ Ensure the candidate's attendance at all South Dakota FBLA activities. Please read the candidate agreement on previous page.

_____ Read the Candidate Contract, Code of Conduct and Code of Conduct Disciplinary Regulations and discuss its implications with the student.

_____ Actively support and advise the state officer during their term of office.

_____ Permit the State Officer to visit South Dakota schools and participate in FBLA chapter activities for conducting official SD FBLA State Officer business.

_____ Certify the State Officer Candidate has earned a GPA of 2.50 (4.0 base) or greater for the preceding semester prior to the election and that the State Officer maintains it during their term of office.

_____ I have read and understand the State Officer Code of Conduct and the Code of Conduct Disciplinary regulations.

Your signature verifies that if elected, you will support and assist the student with their responsibilities through their term in office.

Chapter Advisor Signature

Date

Printed Name

High School Principal Signature

Date

Printed Name



THE PARENT(S)/GUARDIAN(S) AGREE TO: Please initial next to each item below.

_____ Permit the State Officer Candidate to participate in all scheduled SD FBLA activities, state officer meetings, chapter visits, and other official duties. Please read the candidate agreement beginning on page 26.

_____ Encourage candidate to take advantage of the leadership experience.

_____ Agree to be responsible for providing/coordinating safe transportation of their State Officer to and from all state officer meetings, state conferences, and state sponsored events which their State Officer is required to attend. Required meetings, conferences, and events will be held in various locations throughout South Dakota, so significant travel will be required.

_____ Support the student fully in their pursuit of scholastic achievement.

_____ Parent(s)/Guardian(s) understand that it is possible for their student to be removed from state office at any time if the student violates the provisions of the State Officer Handbook or acts or conducts themselves in any way that is harmful/detrimental to the State Officer Program or South Dakota FBLA. Each student will receive a copy of the State Officer Handbook upon election to office and parent(s)/guardian(s) will be asked to sign a document(s) from the Handbook indicating that they have read and agree to abide by its provisions.

_____ Agree to authorize National and South Dakota FBLA to use the student's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, social media, and websites for informational, promotional, and other related purposes.

_____ If the student is elected, permit, and in the case of parent(s)/guardian(s), authorize the student to visit South Dakota schools and participate in South Dakota FBLA chapter activities for conducting official FBLA State Officer business.

_____ I may attend any scheduled South Dakota FBLA activities when I so desire.

_____ I have read and understand the State Officer Code of Conduct and the State Officer Code of Conduct Disciplinary Regulations.

Your signature verifies that if elected, you will support and assist the candidate with their responsibilities through their term in office.

Parent/Guardian Signature

Date



State Officer Candidate Code of Conduct

Attendance at any FBLA sponsored conference or activity is a special privilege. Knowing that any organization is judged largely by the behavior of its individual participants, the following Code of Conduct is to be subscribed to by not only South Dakota State Officers, but by anyone associated with local, state, or national chapters who attend any FBLA conference or sponsored activity.

South Dakota State Officers shall:

1. Show respect for authority and act professionally not only during FBLA functions, but in all instances where the State Officer represents their school.
2. Not consume alcohol or use tobacco while involved in official or unofficial FBLA activities from the day the officer is elected until he or she installs a new state officer. This means 24 hours a day, 7 days a week and 365 days a year. This also means anywhere in the USA and on any international travels. The use of tobacco or alcohol is strictly forbidden and will result in termination of any position within the SD FBLA organization. A person(s) does not need to be convicted to be removed from office, but rather a determination made by school officials that such conduct occurred is enough.
3. To behave in a manner that conveys respect without an air of superiority.
4. State Officers will not be allowed to drive their own cars or motorbikes during FBLA activities without prior consent by parent(s)/guardian(s) and the State Advisor. Contact the State Advisor for the appropriate consent forms.
5. State officers involved with/in fighting may be suspended from their state office for up to 3 months. If the situation is severe, they may be removed from their state office.
6. State officers are reminded that distasteful and offensive language has no place in a group setting. Any infractions of this rule may result in suspension from their position for up to 3 months.
7. Using electronic devices is NOT ACCEPTABLE and they must be completely shut off during any FBLA activity, except in special circumstances. The use of cell phones and other electronic devices is permitted outside of FBLA activities. Infractions may result in suspension for up to 3 months.

Your signature verifies that if elected, you will abide by National and South Dakota FBLA Rules and Regulations, State Officer Candidate Code of Conduct and understand the State Officer Candidate Code of Conduct Disciplinary Regulations.

State Officer Candidate Signature

Date



State Officer Candidate Code of Conduct Disciplinary Regulations

State officers are required to conduct themselves with respect for themselves and others through their actions, their language, and their dress. Student behavior will reflect favorably on the individual, SD FBLA and their school. Students will show consideration for others and will create a learning atmosphere for all individuals involved. Students must recognize their individual responsibilities and obligations and discharge them in accordance with SD FBLA and local school regulations.

1. Consequences are designed to be fair, firm, and consistent for all state officers. The rules apply to all state officers in any building, property, vehicles or at events. The State Advisor, chapter advisor, and/or the Board of Directors have the right to enforce reasonable disciplinary action found to be warranted by the situation.
2. Because it is impossible to list every infraction that may occur, the State Advisor and Board of Directors reserve the right to respond to infractions not included in this guide or State Officer Handbook. Infractions are to be dealt with by chapter advisors, chaperones, and school administrators.
3. Progressive discipline may be used when possible, in conjunction with school policies. SD FBLA reserves the right and sole discretion as to its use, including whether progressive discipline will be used.
4. Actions which may be used by chapter advisors, State Advisor and Board of Directors to discipline students and/or encourage them to modify their behavior include but are not limited to student conference, parent or guardian notification, parent or guardian conference, fine, restitution, removal from state office, suspension of state office, exclusion from activities, or expulsion from FBLA events, and referral to law enforcement.
5. Due Process: State officers shall be afforded the rights of fair procedure or due process. This includes the right to (1) be informed of conduct which would result in disciplinary action; (2) notice of any rule violation; (3) explanation of the evidence supporting the charge; (4) an opportunity to present the student's side of the story; and (5) a penalty that is proportionate to the violation.
6. At any point if a school official, adult or law enforcement officer has evidence that a state officer has used alcohol, drugs or other illegal substances, the state officer will be dismissed, and the office left vacant. If the account or violation was "forgiven" by the school district or the justice system, the fact that the state officer was caught, convicted, or admitted to the violation, still warrants dismissal.

Your signature verifies that if elected, you will abide by National and South Dakota FBLA Rules and Regulations, State Officer Candidate Code of Conduct and understand the State Officer Candidate Code of Conduct Disciplinary Regulations.

State Officer Candidate Signature

Date



Appendix G: State Officer Candidate Campaign Expense Report

South Dakota FBLA State Officer Candidate Campaign Expense Report Income

Category	Amount
Personal Contributions	
Donors List each donor separately with the amount donated. Maximum of \$50 in donations.	
Total Income (maximum of \$100)	0

Expenses

Category	Amount
Materials (please list each individually)	
Giveaways (please list each individually)	
Miscellaneous (please list each individually)	
Total Expenses (maximum of \$100)	0

Total Income (minus)	0
Total Expenses	0
Campaign Balance	0

I, _____, certify this report to be accurate.
 I understand that filing an erroneous report could lead to my disqualification.

 State Officer Candidate Signature

 Date