

South Dakota FBLA 2022-2023 State Officer Candidate Handbook



Appendix B: State Officer Candidate Application Cover Sheet

State Officer Candidate Application Cover Sheet

Please fill in the forms online or print neatly.

School:	
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	



Appendix C: State Officer Candidate Chapter Advisor Recommendation

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 aptle 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			

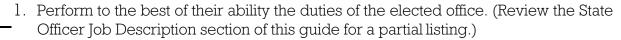


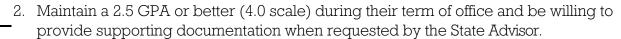
Appendix D: State Officer Candidate Contract for All Parties (p. 1)

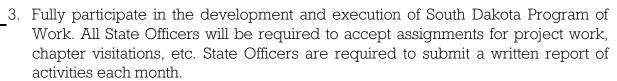
State Officer Candidate Contract for All Parties

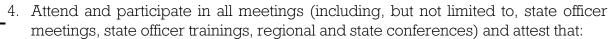
Becoming a SD FBLA State Officer requires a commitment by all concerned parties. To make that commitment, all parties must understand their responsibility to this leadership experience. For a State Officer Candidate to be eligible for office, all parties *must* sign this agreement. State Officer Candidates 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.









"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 <u>required</u> 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.



Appendix D: State Officer Candidate Contract for All Parties (p. 2)

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

ational Leadership Conference – Chicago, IL officer Leadership Institute, Aberdeen, SD** officer Leadership Institute, Vermillion, SD** officer Leadership Conference, Mitchell, SD officer Leadership Conference - Aberdeen, SD officer Leadership Leadership Conference - Aberdeen, SD officer Leade
officer Leadership Institute, Aberdeen, SD** officer Leadership Institute, Vermillion, SD** all State Leadership Conference, Mitchell, SD officer Legislative Shadow Day – Pierre, SD officer Leadership Conference - Aberdeen, SD officer Leadership Institute, SD officer Leadership Institute, Vermillion, SD** The Legislative Shadow Day – Pierre, SD officer Leadership Conference, Mitchell, SD officer Leadership Institute, Vermillion, SD** The Legislative Shadow Day – Pierre, SD officer Leadership Conference, Mitchell, SD officer Leadership Conference, SD officer L
officer Leadership Institute, Vermillion, SD** all State Leadership Conference, Mitchell, SD TE Legislative Shadow Day – Pierre, SD tate Leadership Conference - Aberdeen, SD ttends the SD FBLA Board of Directors meetings. tired to attend monthly virtual team meetings. s may be determined in the SD Program of Work. workshops, trainings, and conferences is the state sor's responsibility. Te pin, polo, blazers, skirt, and blouse will be provided
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l khaki pants.
rill receive a designated amount, found in the 2021- e National Leadership Conference. The State Advisor for the National Leadership Conference.
re some compensation for attending the National Fall. The amount will be in the 2022-2023 SD FBLA budget.
nd the State Officer Code of Conduct and the Code of ulations.
d, you will abide by National and South Dakota FBLA duct and understand the Code of Conduct
(



Appendix D: State Officer Candidate Contract for All Parties (p. 3)

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	Γ O: Advisor please initial next to each item.
Recommend the student as one who can fare no academic restrictions on participal prevent them from being able to fulfill the	ation in curricular activities that would
Host SD FBLA activities at the request of S	tate Advisor and/or Board of Directors.
Ensure the candidate's attendance at all read the candidate agreement on previous	
Read the Candidate Contract, Code Disciplinary Regulations and discuss its in	
Actively support and advise the state office	er during their term of office.
Permit the State Officer to visit South D chapter activities for conducting official SI	
Certify the State Officer Candidate has greater for the preceding semester prior maintains it during their term of office.	· · · · · · · · · · · · · · · · · · ·
I have read and understand the State Off Conduct Disciplinary regulations.	icer Code of Conduct and the Code o
Your signature verifies that if elected, you will suppresponsibilities through their term in office.	port and assist the student with their
Chapter Advisor Signature	Date
Printed Name	-
High School Principal Signature	Date
Printed Name	



Appendix D: State Officer Candidate Contract for All Parties (p. 4)

THE PARENT(S)/GUARDIAN(S) AGREE TO	: Please initial next to each item below.
	to participate in all scheduled SD FBLA pter visits, and other official duties. Please uing on page 26.
Encourage candidate to take advantaç	ge of the leadership experience.
State Officer to and from all state offi sponsored events which their State	ng/coordinating safe transportation of their cer meetings, state conferences, and state Officer is required to attend. Required vill be held in various locations throughout be required.
Support the student fully in their pursu	it of scholastic achievement.
removed from state office at any time State Officer Handbook or acts or harmful/detrimental to the State Office student will receive a copy of the State and parent(s)/guardian(s) will be	at it is possible for their student to be if the student violates the provisions of the conducts themselves in any way that is cer Program or South Dakota FBLA. Each the Officer Handbook upon election to office asked to sign a document(s) from the ead and agree to abide by its provisions.
and likeness (including photographs,	th Dakota FBLA to use the student's name video footage, silhouettes, and audio clips) media, and websites for informational, ses.
authorize the student to visit South	and in the case of parent(s)/guardian(s), Dakota schools and participate in South conducting official FBLA State Officer
I may attend any scheduled South Dak	cota FBLA activities when I so desire.
I have read and understand the State of Officer Code of Conduct Disciplinary	
Your signature verifies that if elected, you will responsibilities through their term in office.	support and assist the candidate with their
Parent/Guardian Signature	 Date



Appendix E: State Officer Candidate Code of Conduct

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 abid Rules and Regulations, State Officer Candidate Co State Officer Candidate Code of Conduct Disciplin	de of Conduct and understand the
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	Data
State Officer Candidate Signature	Date