

# State Officer Handbook

2025-2026



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## Wisconsin FBLA Information

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### Who is an Officer?

Being a Wisconsin FBLA officer is a privilege afforded for only those members deserving of the experience. Being an officer is not about being seen in the public eye or about gaining extra recognition, but instead about serving the 6,000+ members of our organization. Being an officer requires a great deal of work, effort, and sacrifices. In return, officers will be rewarded by discovering an experience unmatched by any other. Officers also have the privilege of receiving opportunities, training, and experiences that will last a lifetime.

Wisconsin FBLA officers serve as ambassadors for the association and for the State of Wisconsin. They also serve as representatives of their families, schools, and communities.

### Officer Procedures

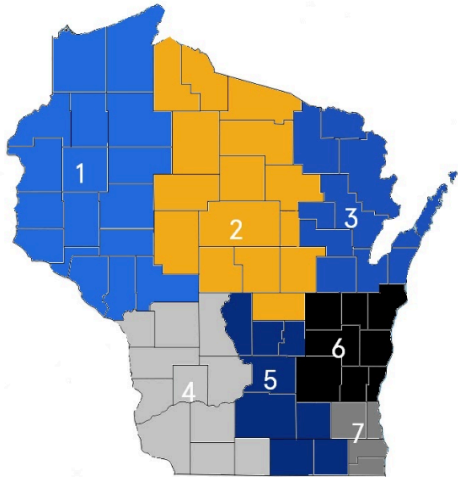
The President, Vice President, Secretary/Treasurer, and Reporter shall be elected annually at the State Leadership Conference by the local voting delegates. The Regional Vice Presidents shall be elected annually at their respective Regional Leadership Conference by the local voting delegates and shall be installed at the State Leadership Conference.

Appointment of the Parliamentarian is the underclassperson scoring the highest on the Parliamentary Procedure written objective test at the State Leadership Conference, and who has completed the state officer application, declaration, and candidate worksheet in accordance with deadlines.

Only active members are eligible to hold state office. Candidates must have at least one full year remaining in his/her secondary business program.

### Position Responsibilities

State President	<ul style="list-style-type: none"><li>• Preside at officer meetings and official business meetings.</li><li>• Maintain communication with the state adviser and state office.</li><li>• Lead the development and ensure that the tasks required to accomplish the Program of Work are being performed in a timely manner by the executive board.</li><li>• Perform duties for the promotion and development of local, regional, state, and national FBLA.</li><li>• Correspond with prospective and new chapters in the state offering encouragement and assistance where appropriate.</li></ul>
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	<ul style="list-style-type: none"> <li>• Serve as a voting delegate at the National Leadership Conference.</li> </ul>
State Vice President	<ul style="list-style-type: none"> <li>• Assume all duties of the presidency if the office of the president becomes vacant.</li> <li>• Coordinating the state service projects (e.g., Alzheimer's Association).</li> <li>• Serve as a voting delegate at the National Leadership Conference.</li> </ul>
State Secretary/ Treasurer	<ul style="list-style-type: none"> <li>• Take minutes at all official state meetings and all executive board meetings.</li> <li>• Assist with executive board initiatives and programs.</li> <li>• Present the financial report of the Wisconsin FBLA Chapter at the State Leadership Conference and executive board meetings.</li> <li>• Promote fundraising partners to local chapters.</li> <li>• Promote scholarship opportunities for members at the state and national level.</li> </ul>
State Reporter	<ul style="list-style-type: none"> <li>• Serve as the social media coordinator for Wisconsin FBLA and increase social media followers/subscribers.</li> <li>• Collecting photos from all Regional Leadership Conferences, as well as assisting the state president in submitting appropriate items to the editor of the national publication, <i>Tomorrow's Business Leader</i>.</li> </ul>
State Parliamentarian	<ul style="list-style-type: none"> <li>• Serve as the official parliamentarian at all business sessions of the Wisconsin FBLA chapter.</li> <li>• Make sure the election of executive board members follows correct parliamentary procedure and Wisconsin bylaws.</li> </ul>
Region Vice Presidents	<ul style="list-style-type: none"> <li>• There will be seven (7) region vice presidents representing membership statewide.</li> <li>• Have the responsibility of planning and hosting the respective Regional Leadership Conference.</li> <li>• Serve as liaisons between the executive board, the State Office, and all FBLA members of their respective region.</li> <li>• Initiate communication and follow-up with prospective and inactive chapters in the counties in their <a href="#">respective regions</a>.</li> </ul>  <p>The map shows Wisconsin divided into seven regions, each represented by a different color and number: Region 1 (blue, western), Region 2 (yellow, north-central), Region 3 (blue, northeast), Region 4 (light gray, southwest), Region 5 (dark blue, south-central), Region 6 (black, southeast), and Region 7 (gray, south-central/east). The numbers are placed within their respective regions.</p>

## Officer Behavior

State Officers serve as ambassadors for Wisconsin FBLA and their conduct and demeanor is 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. 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.

## State Officer Accountability System

### FBLA Code of Ethics

The Code of Ethics is a standard of conduct that should be adhered to by all FBLA members and advisers. As role models, State Officers and candidates for state office must always conduct themselves according to the FBLA Code of Ethics.

- 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.

### National Officer Candidate Information

Individuals interested in running for national office must also follow the same procedures as state officer candidates and meet the qualifications for running for a state officer position. The candidate will be voted on just as all state officer positions, and the candidate with the most votes will receive the endorsement of Wisconsin and the letter of support of the State Adviser for their national candidate submission materials. All state campaign guidelines must be followed during the officer's campaign. All national officer candidates must have served in a state officer role for a minimum of one year or currently serving in a state officer role, prior to applying to be an applicant for national office.

Officer candidates may run for both a state and national position, but cannot hold office for both during the same membership year. State President candidates who also wish to run for national office endorsement, must indicate during their officer screening which office is their priority if they were to win both elections.

## State Officer Financial Benefits

### State Officer Uniform

Each Wisconsin FBLA State Officer will be required to have the state officer uniform. Each state officer will be eligible for reimbursement up to \$300 (\$200 reimbursement from the State Office and \$100 from the sale of pins at the National Leadership Conference) for the required uniform items. Receipts will be required to receive reimbursement from the state office. A list of the required items will be provided to all newly elected state officers following their induction at the State Leadership Conference. Uniform items must be purchased prior to State Officer Training for official portraits, or prior to the National Leadership Conference if attending.

### Officer Resignation or Dismissal

If an officer resigns before their term is complete, they will be responsible for reimbursing the association for all costs incurred during the officer's period. Costs can include (but not limited to) officer uniforms, complimentary conference registration(s), hotel stays, travel reimbursements, and meals consumed during events.

Please see the Wisconsin FBLA Bylaws for procedures applicable to vacancy in office.

## Calendar of Events

FBLA state officers have specific expectations and responsibilities while they are in office. Events may come up throughout the year not on this list that officers will be expected to attend. The following events require each state officer and chaperone to attend. Failure to attend required events and conferences can result in removal from office.

## 2025-26 Required Events & Financial Support

### High School Officer Travel Policy

State officers are required to be accompanied by their local adviser or a school district chaperone at all official training and high school events. Parents/guardians are allowed to serve as the chaperone at middle school required events. The required chaperone who must be in attendance at the event is laid out above. If the adviser is not able to attend the required events, the officer should not run for a state officer position.

## High School State Officer Campaign Guidelines

### Candidate Eligibility

A chapter may nominate only one candidate for an elected state office. More than one candidate from the same chapter will not be permitted. The Parliamentarian can be from the same local chapter as an elected state officer since this position is based on a written objective test placement. Current officers may campaign for an

additional term as a state officer. Officers may succeed themselves in the same office or seek a different state office.

It is the policy of Wisconsin FBLA that current Wisconsin FBLA State Officers may not endorse any candidate other than themselves running for any office, nor may you use any statement that could be inferred as an endorsement by a current Wisconsin FBLA State Officer. National FBLA Officers may not endorse any Wisconsin or national officer candidate.

## Candidate Requirements

To be eligible to run for state office, applicants must meet the following requirements:

- Must be a current freshman, sophomore, or junior who is currently listed as a FBLA paid member.
- Apply with all required documents and attachments by the due date.
- Wisconsin State President candidates must have completed or be serving a term as a Wisconsin FBLA State Officer, State or National Executive Council, or Local Chapter Officer

## Application

Applications must be submitted by the deadline set in the State Officer Handbook. At the time of application, an officer must select the position they wish to apply for. Candidates may not apply for multiple positions or switch the position they are applying for after submitting their application. If a position does not have any applicants at the published deadline, the Wisconsin FBLA Bylaw vacancy procedures will be followed.

- Wisconsin State Officer Application Process
  - o A completed [Application Form](#) and [Worksheet](#) is due on December 15. Each candidate must provide their platform in 500 words or less and a recommendation from their local chapter adviser, school official (principal, superintendent, district administrator, etc.), and a parent/guardian using the [Recommendation Form](#).
  - o Region Vice President candidates will be screened by the state office prior to the RLC. All other state officer candidates will be screened prior to the SLC. Screening of candidates will determine sincerity of the candidate, knowledge of FBLA, and personal commitment to the office if elected. The state office will be in contact with each candidate and local chapter adviser regarding the due date for a copy of the candidate campaign speech. Candidates and advisers will receive an email confirmation if the candidate is determined to continue their efforts for a state officer position or if they are not approved to continue in the application process.
- National Officer Application Process
  - o A completed [Application Form](#) and [Worksheet](#) is due on February 28. Each candidate must provide their platform in 500 words or less and a recommendation from their local chapter adviser, school official

- (principal, superintendent, district administrator, etc.), and a parent/guardian using the [Recommendation Form](#).
- o Each candidate will be screened by the state office prior to the SLC. Screening of candidates will determine sincerity of the candidate, knowledge of FBLA, and personal commitment to the office if elected. A copy of the candidate campaign speech will be due to the state office prior to the candidate screening by March 6. Candidates and advisers will receive email confirmation if the candidate is determined to continue their efforts for a National Officer position.
  - o National Officer candidates are endorsed by the voting delegates at the State Leadership Conference to serve as the Wisconsin nominee for national office.

## Campaigning

Campaigning for Regional Vice Presidents will occur during the respective Regional Leadership Conferences during the designated campaign booth time determined by the regional host location. Campaigning for Executive State Officers, except Parliamentarian, will occur during the State Leadership Conference during the designated campaign booth time determined by the SLC Planning Team.

A maximum of \$100 may be spent on the campaign: including the printing of materials, promotional items, and campaign booth decorations. A printed [financial report](#) using the spreadsheet template provided by the state will be required for submission in advance of the conference. Each candidate will also be provided a space on the respective regional website or State Leadership Conference webpage where the candidate picture and platform will be shared with voting delegates in advance of the conference.

## General Rules

- A candidate is on behalf of their local chapter. A chapter adviser has the ability to withdraw their endorsement for that candidate and will be automatically removed as a candidate.
- Campaigning is not allowed outside the designated campaign booth area.
- No pictures or names of current State or National Officers may appear at the campaign booth or be used in the campaign message.
- Social media campaigning, including posting intent to run for office, is prohibited.
  - No references to the candidate's intent to run may be posted by members of the chapter, an adviser, peers, or a family member before this time. This includes posts related to the preparation of materials or encouraging attendees of the conference to visit the candidate or candidate's booth.
  - Candidates may post their involvement in FBLA on social media channels but cannot mention or insinuate their campaign or intent to run before this time.



- If an officer candidate is found to have used social media to campaign, the State Adviser has the ability to remove the candidate and ask for the posts to be removed.

### Campaign Booth

- Except for small items (such as candy, ribbons, etc.) as approved by the state office, no other items can be distributed at the campaign booths.
- Wisconsin FBLA & the hotel or host school are not responsible for damages or missing personal property that is left unattended at any time during the conference.
- All materials that will be used in your campaign booth must be approved by the State Office prior to the conference on the [financial report](#).
- The placement of the booth table must remain in its set up position by the host school or conference staff.
- Each booth will need to be staffed by at least one person for the entirety of the time.
- Only the candidate and up to three (3) additional assistants (including advisers), may campaign at the booth during the session.
- Items may not be affixed to any walls, and items cannot be placed on the floor in front of your booth.
- Damage of any kind to the facility from the campaign booth will be billed to the candidate's chapter.
- Candidates and their workers may not play music with lyrics at their booths.
- All candidates and campaign staff must be dressed in accordance with the conference dress code. Candidates and campaign staff are not allowed to wear costumes, aprons, t-shirts, hats, buttons, sashes, etc. in the campaign booth area, campaign hall, or conference sessions.
- Candidates may bring a laptop or tablet to show their campaign video at their booth. The cost of the computer does not need to be factored into the cost of the booth. TVs or extended screens are not permitted.
- Power will not be provided for the campaign booths; use of the hotel or host school power (and extension cords) is not permitted.
- Live animals may not be a part of the campaign booth.
- Walking around the campaign area or standing in the aisle of the campaign hall to engage members or campaign is prohibited.
- Gymnastic type stunts/cheers with stunts are prohibited for reasons of safety and liability.
- Each candidate will receive a standard table and chairs provided by the site. Table covers may be provided but are not guaranteed.
- Booths will be pre-assigned to each candidate and cannot be moved.
- No items that create noise may be used (cowbells, buzzers, etc.)
- No items that could cause a safety issue (bouncy balls, etc.) may be used. If using balloons they must be latex-free, helium free, and decoration only.
- No raffles for giveaways are allowed; approved giveaway items (pencils, candy, pins, ribbons, etc.) must be available to all attendees.

- Any donations that are received must show on the financial statement and can not exceed the \$100 budget. For example, if a candidate receives \$50 in donations (items or funds), they can then only invest an additional \$50 in their booth materials.
- The \$100 booth budget is not provided by the Wisconsin State Office. The funds must come from the candidate, candidate chapter, or through community donations.
- Any items in the booth that are already owned by the chapter or candidate and used in the booth, must be reported at either the documented rental rate or fair-market estimation as part of the \$100 budget.

### Campaign Materials

- Comments should not be made in campaign publications, speeches, etc. that portray the organization, its officers, or staff in a negative way. Doing so will lead to review by the Board of Advisers and potential removal from candidacy.
- Candidates should check that they are not using items that are copyrighted.
- The candidates' materials should not have personal campaign goals that are roles of the Wisconsin State Office, National Center staff, or Board of Directors.
- No statements of endorsement from anyone outside the candidate's chapter may be included in materials. Pictures of candidates with Wisconsin State Officers (current or past) or National Officers (current or past) may not be used in campaign materials since they imply endorsement.
- Applicants should check that campaign goals do not conflict with the FBLA strategic plan available on the national website.

### Promotional Items

There is no limit on the number of promotional items that can be passed out. All items being passed out at your booth must be included in your [financial report](#).

- Any food or beverage must be factory pre-packaged and not homemade.
- Money may not be used as a promotional item or contest prize.
- A copy of all items at your booth must be sent electronically to the State Office by the date shared prior to the conference.
- Raffles for providing raffle items are prohibited.

### Speeches

Speeches will take place during the Regional Leadership Conference and the State Leadership Conference. Candidates will have three (3) minutes to give their speech, except for the State President candidates who will have five (5) minutes. This time may be used for a speech by the candidate, a speech by the campaign manager, or a combination of the two. There will

be a timer in front of the stage that will start when speaking begins. Once the allotted time is reached, the State President will wrap the gavel and the candidate must stop speaking. Speeches begin with the order of Reporter, Secretary/Treasurer, Vice President, and President.

A copy of your speech must be emailed to the State Office by the date outlined in communication from the State Office. You may make edits after submitting your speech, but your final draft (with changes highlighted) must be submitted by the designated deadline shared with candidates. If the campaign speech is denied by the State Adviser, the candidate will have one opportunity to make corrections to seek approval or face removal from candidacy by the Board of Advisers.

### State Officer Candidate Briefing Session

Each state officer candidate must set up their booth during the allotted timeframe. Following the set up, each booth will be evaluated by conference staff for approved budget compliance. Should any materials be deemed against guidelines at that time, it will not be allowed and can be removed from the booth. If the violation continues during the campaign booth during the scheduled time the candidate will be disqualified.

### Elections

- Regional Vice Presidents will be elected by voting delegates at the respective RLCs and all other officers will be elected by voting delegates at the SLC. The Parliamentarian will be the individual who scores the highest on the Parliamentary Procedures written objective test at the SLC and has indicated a willingness to serve by submitting the state officer application.
- Election of officers will begin with the Regional Vice President and proceed through the office of State President. If a Regional Vice President candidate is not elected to that position, they have the opportunity to submit their application for an Executive State Officer position.
- Elections will be conducted electronically by ranked choice. Voting delegates must cast their ballot during the designated voting window by checking in with name badge, voting delegate ribbon, and registered as a voting delegate in the conference management system.
- Each chapter will name two voting delegates. Chapters may not have more voting delegates than the number of members registered for the conference.
- Results for Region Vice Presidents will be shared during the Awards Session at each respective RLC, and Executive State Officer results will be shared during the Awards of Excellence when the newly elected team is installed. The term of the newly elected officers begins at the close of the SLC and continues for one year or until their successors are elected or appointed.

## High School Adviser's Role

A state officer's local adviser plays a very important role in the state officer's success. As an adviser to a state officer, it is important to maintain contact with them at school and check in periodically with the officer. The adviser should carefully consider whether the student possesses the leadership qualities and skills necessary for serving the organization as an officer.

### If the Candidate is Elected

If your state officer candidate is elected to serve Wisconsin FBLA, the new officer and local chapter adviser will be **required** to attend the required trainings, which is listed in the FBLA High School Conferences & Events schedule in the State Officer Handbook. Failure to attend Officer 101 and/or State Officer Training by the local chapter adviser may result in the removal of the state officer from the executive board. In the event of extenuating circumstances that prevent attendance, such as illness or unavoidable conflicts, it is important to communicate with the FBLA State Office within a week following officer election or as soon as possible if it is an unexpected conflict. The office will work with you to explore possible solutions or alternatives. The adviser serves as a member of the state executive board and must be present for all executive board meetings. The adviser's assistance will be solicited for special committee responsibilities and projects to strengthen Wisconsin FBLA.

Time should be set aside for the adviser, officer, parents/guardians, and school administration to discuss the responsibilities and obligations of serving as a FBLA state officer. Everyone should be made aware of the amount of time that will be devoted during the term in office. The parent(s), adviser, officer, and school administration should be familiar with the expenses that will be reimbursed from the state office and those that would require financial assistance from other sources.

### Travel

As an adviser to a Wisconsin FBLA State Officer, includes traveling with the officer to events, including conferences and other state sponsored events. See the travel policy above.

### Officer Supervisor at Events

As an adviser of a state officer, you will be responsible for chaperoning the officers' overnight events. You are required to arrange transportation for the officer to arrive at all conferences/events/meetings. Wisconsin FBLA will cover expenses related to chaperoning as outlined in the financial benefits section of the State Officer Handbook.

### Region Vice President Advisers

Every school that has a Region Vice President has the honor of hosting the Regional Leadership Conference. This conference should be organized by the Region Vice President and their local adviser. As an adviser you need to assist the officer and help guide them to hold a successful event. Detailed instructions and

assistance for hosting the Regional Leadership Conference will be provided by Wisconsin FBLA along with assistance from the Regional Host Liaison contracted by Wisconsin FBLA.

### Conference Registration

Advisers are responsible for registering the state officer for all events and conferences. When registering for events, select the “State Officer” option, if available. See the Conferences and Events sections for financial costs covered by Wisconsin FBLA for service as a state officer.

### Key Information for State Officers and Advisers

- It is required that officers attend all executive board meetings. The Fall Executive Board meeting is held at the National Fall Leadership Conference or equivalent state held conference. The Spring Executive Board meeting is held at the State Leadership Conference.
- It is optional that officers attend the National Leadership Conference at the beginning of their term. Registration for officers and advisers attending NLC will be reimbursed, along with one meal expense for the state officer. No other expenses are reimbursed.
- It is required that officers attend the Wisconsin Fall Leadership Conference. Registration fees for officers and advisers are reimbursed, one meal expense for the state officer and adviser, and one night lodging will be covered by the state office for the officer. No other expenses are reimbursed.
- Assist with the State Leadership Conference with duties to be assigned by the State Adviser and/or State Planning Team.
  - Two night’s lodging for the State Leadership Conference will be covered for the state officer. No other expenses are reimbursed.
- State officers should wear official FBLA officer attire at all functions when representing Wisconsin FBLA. Officers will be reimbursed \$200 towards the required uniform and receive 100 trading pins to sell for an additional \$100 towards the cost of the uniform.
- What does a state officer do?
  - State officers are the “voice” of the membership at the state level of our organization. They are called upon to gather and provide input into program development, event planning, membership recruitment efforts, and other activities that directly impact student members. State officers are key ambassadors for Wisconsin FBLA and represent the state association to spread the word about FBLA programs and member benefits.
- How much time is required to be a state officer?
  - This will vary greatly depending on the time of year and the activities that are going on. Although there are no set guidelines, an officer needs to plan on spending **at least 5-10 hours per week** to keep up on his/her correspondence, reports, and other ongoing duties.
- What if an emergency or other situation comes up and I cannot make it to one of the required sessions?
  - As a rule, applicants can be disqualified from candidacy if they miss a required session, unless the State Adviser feels that you have a reasonable excuse. Advance notification is required & expected.

- Will I have any assignments or work to complete before the State Officer Training?
  - Yes! It is common for the State Adviser and/or leadership trainer to assign preparation activities prior to the first official meeting in summer. Assignments will be mailed or emailed out to newly elected state officers following the SLC.
- Can I be a voting delegate and still be a candidate? Also, can I compete at the SLC?
  - Yes. Candidates are members and are not disqualified from assuming the roles of local voting delegates. It is preferred; however, that, if possible, your local chapter choose other members to serve as local voting delegates. Similarly, candidates can compete in any of the SLC competitive events. However, keep in mind that campaign-related events cannot be rescheduled to accommodate other commitments, including competitive events.
- Can State Officers compete at the National Leadership Conference?
  - Yes, state officers can compete at the National Leadership Conference in all competitive events.

## Appendix A: Student Certification

A state officer of Wisconsin FBLA requires a commitment on the part of all parties concerned. To make that commitment, each party must understand their responsibility. This agreement must be signed by all parties indicated for a candidate to be eligible for office.

IF ELECTED, the candidate agrees to:

- Perform to the best of their ability the duties of the selected office.
- Participate in all activities scheduled by the Wisconsin FBLA State Office, State Adviser, FBLA State Officer Liaison, or the Wisconsin FBLA Executive Board.
- Purchase pieces of the uniform that are not provided by Wisconsin FBLA.
- If you resign from your position anytime during your term, you will reimburse Wisconsin FBLA for any expenses incurred throughout the year related to your position.
- Attend required scheduled activities from the State Office.

The Parents/Guardians, Coaches, and Employer Agree To:

- Permit the candidate to participate in all scheduled Wisconsin FBLA State Activities
- Encourage the candidate to take full benefit of the leadership development experience.
- Provide transportation when necessary to events sponsored by Wisconsin FBLA.
- Adhere to the State Officer Travel Policy

The Adviser and School Administrator Agree To:

- Recommend for state office only those candidates who are qualified.
- Support their State Officer Candidate(s) throughout their campaigning period and if they are elected to office, their term with the association.
- Provide a Chaperone for all required events for the state officer if elected.
- Ensure the candidate's attendance at all Wisconsin FBLA activities, adhering to the State Officer Travel Policy.
- Follow all procedures as outlined in the State Officer Handbook.
- If a candidate is running to serve as a Regional Vice President, you acknowledge that your facilities will be available to host the Regional Leadership Conference during the term of service on the Wisconsin State Executive Board.

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Student Signature

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Date

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Parent/Guardian Signature

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Date

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Adviser Signature

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Date

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School Administrator Signature

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Date



## Appendix B: Code of Conduct

### Wisconsin FBLA State Officers Code of Conduct

1. State Officers shall abide by the Wisconsin FBLA Code of Conduct for all members.
2. State Officers shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon FBLA.
3. State Officers shall fully participate in all appropriate activities, conferences, workshops, business meetings, etc. for which they have responsibility.
4. State Officers shall abide by the dress code as approved by National FBLA.
5. State Officers shall abide by the rules of each conference and recognize they serve as a role model for other members.
6. State Officers shall be willing to take and follow instructions as directed by those responsible for them.
7. 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 Wisconsin FBLA.
8. State Officers shall treat all members equally.
9. 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 will be paid for by State Officers at their own expense.
10. State Officers shall not endorse any candidates for local or state FBLA office.
11. State Officers shall refrain from endorsing any product, vendor, or sponsor or entering financial obligations on behalf of Wisconsin FBLA or business education, without the consent of the State Adviser.
12. 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.
13. State Officers shall not hold official meetings or appoint individuals or committees without the permission of Wisconsin FBLA.
14. State Officers shall complete assignments in a timely fashion and at the highest level of quality possible.

Wisconsin officers who violate or ignore any of the above subject themselves to:

1. Being removed from the FBLA conference and/or activity and sent home at their own expense by their local chapter adviser in consultation, when appropriate, with the Wisconsin FBLA State Adviser
2. Have any honors or offices withdrawn.

As a State Officer, I agree that I will abide by the above prescribed code of conduct.

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Student Signature

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Date

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Parent/Guardian Signature *(if the student is under 18)*

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Date



## Appendix C: State Officer Discipline Policy

Wisconsin FBLA State Officers serve as ambassadors for the association and their conduct and deportment are critical to the success of this responsibility.

1. Any concerns affecting officer performances should be sent to, or initiated by, the State President and/or State Adviser of the association.
2. The State President and/or State Adviser will inform the officer of charges and make an inquiry.
3. If the violation is of the type that can be corrected, the officer involved will be informed and the State President and/or State Adviser will collaborate with the officer in improving performance.
4. If the violation is not of the type that can be corrected, removal procedures, to be determined by the State Adviser, will be initiated.
5. The officer may appeal the decision to the State Executive Board. The action of the board is final.

As a State Officer, I understand the above policy and agree to abide by the regulations set for Wisconsin FBLA Officers.

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Student Signature

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Date

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Parent/Guardian Signature *(if the student is under 18)*

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Date

## Appendix D: Social Media & Photo Release Agreement

Social media can be a useful tool to communicate with peers, members, friends, advisers and more. Social media can also be dangerous if you are not careful. Every picture, link, quote, tweet, status, or post that you or your friends put online is forever part of your digital footprint. You never know when that will come back to hurt or help your reputation during your time in office, applying for a scholarship or new job, or other key areas of your life.

Recognizing the above:

- I take responsibility for my online profile, including my posts and any photos, videos or other recordings posted by others in which I appear.
- I will not degrade others before, during, or after conferences or competitions.
- I will post only positive things about my peers, advisers, other members, judges, and any stakeholders of FBLA.
- I will use social media to purposefully promote abilities, organization, community, and social values.
- I will consider “Is this the me I want you to see?” before I post anything online.
- I will ignore any negative comments about me and will not retaliate.
- If I see another officer post something potentially negative online, I will have a conversation with that person. If I do not feel comfortable doing so, I will talk to the State President, or an adviser.
- I am aware that I represent Wisconsin FBLA, my school, my family, and my community always, and will do so in a positive manner.

### WISCONSIN FBLA PHOTO RELEASE FORM

I hereby consent to and authorize the use and reproduction by Wisconsin FBLA, or anyone authorized by Wisconsin FBLA, of any and all photographs/digital images / videotapes / recordings of (individual's name) \_\_\_\_\_ on (date) \_\_\_\_\_ at all Wisconsin FBLA Activities, for use by Wisconsin FBLA, its employees, officers and agents, and the right to copyright and/or use, reuse and/or publish, republish photographic pictures, digital images, videotapes, and recordings in conjunction with the students name listed above.

I also give permission for these photographs/digital images/videotapes/recordings to be used in its entirety and/or edited version as deemed necessary by Wisconsin FBLA (to include usage of images on Wisconsin FBLA and other CTSO websites/promotion materials) at any time in the future without further clearance from me.

I understand that these photographs/digital images/videotapes/recordings may be used for marketing purposes (including websites) by Wisconsin FBLA.

I have read, understand, and agree to the Wisconsin FBLA Photo Release Form and the State Officer Social Media agreement form.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (*if the student is under 18*)

\_\_\_\_\_  
Date