



*NYS FBLA
2024-2025
State Officer
Candidate
Packet*

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PLEASE NOTE:

**STATE LEADERSHIP CONFERENCE
APRIL 10-12, 2024
ROCHESTER RIVERSIDE CONVENTION
CENTER**

**STATE OFFICER TRAINING
JULY 14-19, 2024
CHRIST THE KING SPIRITUAL CENTER
GREENWICH**



September 1, 2023

Dear FBLA Advisers, Chapter Officers, and Members

It is that time of the year when New York State FBLA's local chapter members begin thinking about the State Leadership Conference and the competitions in which they will compete.

I would like to remind you that there is one activity held at the SLC that many FBLA members wish they could have participated in, had they only been made aware of it: **RUNNING FOR A STATE OFFICER POSITION!**

There are 21 elected State Officer positions and one appointed State Officer position (Parliamentarian). There are specific guidelines for running for a state office, including the taking the State Officer exam, given at your Spring District Meeting.

To assist you in recruiting a State Officer candidate from your chapter, please find the enclosed Regulations and Qualifications for State Office, Guidelines and Procedures for State Officer Campaigns, State Officer Application, and a list of position duties.

Once a candidate has uploaded the completed State Officer Candidate Application and uploaded the required documents by December 15, 2023, the candidate will receive an email from Mr. Johanson by December 22 verifying your continued eligibility to run for a state office position.

Your cooperation in attaining our goal of having a full slate of state officers for the 2024-2025 year is appreciated. If you have any questions, please contact your district's Board of Trustees member or me at (914) 671-5291. You may also email me at tjohanson@nysfbla.org

Thank you!

Tim Johanson
Co-State Officer Adviser

NEW YORK STATE
FUTURE BUSINESS LEADERS OF AMERICA



OFFICIAL APPLICATION PACKET

State Officer Application Instructions

1. Please be sure to read the entire state officer candidate packet. There are several important requirements that must be met if you are interested in running for state office or if you are interested in being considered for State Parliamentarian.
2. Required documents that **MUST** be completed prior to an interview.
 - a. Cover Letter Addressed to:
Mr. Tim Johanson
BOT Nominating Committee Chair
20 Locust Ave
Larchmont, NY 10538
 - b. Resume
 - c. Transcript
 - d. Signature Page. Details include:
 - i. Candidate's Signature
 - ii. Parents/Guardian's Signature
 - iii. Adviser's Signature
 - iv. Principal's Signature
3. Request an interview.
 - a. Email tjohanson@nysfbla.org to request an interview before or up to November 22, 2023 at 11:59 pm. **NO EXCEPTIONS.** Email must be sent from your personal email address and cc your adviser.
 - b. Attach all required documents outlined in step #2 above to the email at the time of your requests.
 - c. Mr. Johanson will notify the candidate and adviser with your scheduled interview date and time. All advisers must attend the interview.
 - d. All interviews will be completed by December 8, 2023.

AFTER THE INTERVIEW

1. Complete the online State Officer Application and upload all required documents no later than December 15, 2023 by 11:59pm. **Failure to do so will render you ineligible to run for state office. NO EXCEPTIONS.**
2. You will receive an email confirming your submission along with your study guide no later than December 22, 2023. Study guide is for the State Officer Exam which you must take at your Spring District Meeting.
3. Following your completion of the State Officer Exam, the candidate will receive an email with the next step.

Second Choice Option for the State Officer Application

1. Any State Officer candidate may elect to be considered for a second choice position by checking the appropriate box on the State Officer Application (including those wishing to be considered for Parliamentarian).
2. Once all of the applications have been received, a list of vacant positions will be compiled. All candidates (including candidates for parliamentarian) not running unopposed that wish to be considered for a vacant position will be contacted to see if they would like to switch from their primary (original) choice to the vacant position.
3. Only candidates who are fully qualified to run for a vacant office will be given the opportunity to do so. Please review the full list of State Officer Guidelines.
4. If vacancies exist after the voting session at the State Leadership Conference, only non-elected candidates (not parliamentarian applicants at this point) may submit a letter of intent and a resume to the Chairperson of the Board of Trustees at the Incoming State Officers Meeting (see SLC program). The Board of Trustees has up to 30 days after the State Leadership Conference to announce their decision.

Please Note: Any missing component of this State Officer Application Packet that is not uploaded by the December 15 at 11:59pm deadline will disqualify the candidate.

THE ONLINE STATE OFFICER APPLICATION FORM WILL ASK FOR THE FOLLOWING INFORMATION

PERSONAL INFORMATION

CANDIDATE NAME: _____

BLAZER SIZE: _____ DATE OF BIRTH: _____

HOME ADDRESS (including city and zip): _____

PHONE NUMBER: _____ CELL PHONE or LANDLINE/HOME PHONE

EMAIL (use personal email -not school email): _____

CURRENT GRADE LEVEL: _____

CHAPTER INFORMATION

ADVISER'S NAME: _____

ADVISER EMAIL: _____

SCHOOL NAME: _____

FBLA DISTRICT #: _____ SCHOOL PHONE: _____

SCHOOL ADDRESS (including city and zip): _____

PARENT/GUARDIAN INFORMATION

PARENT/GUARDIAN NAME(S): _____

HOME ADDRESS: _____

PHONE NUMBER: _____ CELL PHONE or LANDLINE/HOME PHONE

EMAIL: _____

Permission to Use Photos and Videos – by checking this box, I authorize NYS FBLA to use photos or videos of my child during the course of their office.

CANDIDATE INFORMATION

OFFICE SOUGHT: _____

I WISH TO BE CONSIDERED FOR STATE PARLIAMENTARIAN (applicants must sit for the Parliamentary Procedure exam, as well as the State Officer Exam, at their Spring District Meeting)

I WISH TO BE CONSIDERED FOR A SECOND CHOICE

FBLA OFFICES HELD:

Name of Office	Local, State, District, National	Dates

BUSINESS SUBJECTS COMPLETED OR CURRENTLY ENROLLED:

Class Name	Grade/Expected Grade	Year

OTHER EXTRACURRICULAR ACTIVITIES

Activity	Position	Dates

COMMUNITY SERVICE ACTIVITIES

Activity	Responsibility	Date

AWARDS AND HONORS

Award	Date

ESSAY: In 500 words or less, please explain why you would like to be a New York State FBLA Officer.

OFFICER CANDIDATE SIGNATURES' PAGES

New York State FBLA makes every effort to ensure that officers travel together by public or school-approved transportation and will work with the officers to help coordinate arrangements for travel. Travel provided by your parent(s) and/or guardian(s) is acceptable transportation. However, under no circumstances, is a state officer allowed to drive themselves to an FBLA event. It will be the officer's responsibility to arrange for approved transportation to required events.

CERTIFICATION BY CANDIDATE:

I hereby agree to conduct myself at all times in a manner befitting a state officer of FBLA, to perform the duties and responsibilities of my office to the best of my ability, and to work for the good of the state chapter.

I have read and fully understand the guidelines and regulations pertaining to my state officer campaign and have met all of the requirements necessary to hold the office I seek.

SIGNED: _____ DATE: _____
(Candidate's Signature)

TO PARENTS/GUARDIANS:

If your son/daughter should become an FBLA State Officer, your cooperation will be needed in carrying out the responsibilities of the office. This will necessitate your son or daughter being absent from home and school to attend district and state meetings. We are sure that the training and experience he/she will receive as an officer will warrant your cooperation. Please sign below, indicating your approval of your son/daughter's candidacy.

SIGNED: _____ DATE: _____
(Parent/Guardian's Signature)

TO ADVISER:

The development of true leadership demands a continuous effort on the part of both the student and that of the adviser.

I certify that _____ (candidate), is qualified for the designated office and is enrolled in a secondary school education program. I will do everything in my power to see that this student will receive the training and direction needed to fulfill the obligation of the office.

SIGNED: _____ DATE: _____
(Adviser's Signature)

TO PRINCIPAL:

It is essential that you be aware of the importance of the adviser's part in helping the student to carry out the duties and responsibilities as an FBLA State Officer. The adviser is expected to provide leadership throughout the year as needed.

I certify that, in my opinion, _____ (candidate), is qualified for the office of, _____ and that the adviser, _____ will be permitted the necessary time and travel to assist this candidate in carrying out the duties and responsibilities of this office.

SIGNED: _____ DATE: _____
(Principal's Signature)

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**STATE OFFICER DUTIES
BY POSITION**

DUTIES OF ALL STATE OFFICERS

- All State Officers will fulfill the duties and responsibilities of their respective office with efficiency, dedication, and business-like conduct; meet all required deadlines established by the State Officer Team and the State Association; and promote the goals and objectives of the Future Business Leaders of America.
- All officers will attend six required meetings during their tenure in office:
 - State Officer Training
 - Fall District Meeting (their own)
 - Fall Leadership Workshop (if held)
 - January Joint Board of Trustees/State Officer Meeting
 - Spring District Meeting (their own)
 - State Leadership Conference
- Attend all state officer conference calls.
- All State Officers will assist in establishing annual goals for the New York State Association of FBLA and promote these goals throughout the year. Officers will establish appropriate committees and serve/chair these committees to implement state goals.
- Submit articles to *The FBLA Express* and district newsletters
- State Officers will work closely in all activities with local advisers, Board of Trustees, State Advisory Board members, State Officer Adviser, Program of Work Coordinator, and Assistant to the State Officer Adviser.
- All State Officers will prepare and submit monthly/quarterly correspondence and supporting documentation to the Evaluation Committee. Correspondences are to be emailed by the specified date.
- All State Officers will maintain a complete and up-to-date file of correspondence and materials relating to their respective state office. These files will be turned over to their successor upon completion of their terms of office.
- All State Officers will participate in three State Officer evaluations with a committee of the FBLA Board of Trustees assigned for that purpose. Evaluations will take place at State Officer Training, the January Joint Meeting, and the State Leadership Conference. Travel grants to attend the NLC will be awarded to those officers that have met the requirements set forth by the Board of Trustees.
- All State Officers will keep the State Officer Adviser and State President informed of all official functions and activities of their respective office. The State Officer Adviser will maintain a correspondence file for each officer and will use the file to evaluate individual and team performance.
- Provide monthly updates to officer page on state's website
- All handouts of State Officers must have the approval of the State Officer Adviser and/or Board of Trustees member. The legal implications of using other's materials will be discussed at State Officer Training.
- Participate in the planning process of FLW & SLC and conduct workshops at those conferences
- Purchase necessary pieces of the State Officer Uniform after approval from the State Officer Adviser prior to the State Officer Training.
- Communicate regularly with the State Officer Team and State Officer Adviser.
- Perform additional duties as assigned by State Officer Adviser

DUTIES OF THE STATE PRESIDENT

- Maintain up-to-date correspondence files for all mainline officers
- Evaluate mainline officers monthly
- As incoming President, participate in the Parade of Presidents at NLC
- As outgoing President, present 1-minute report on state activities during Eastern Regional Meeting at NLC, represent NYS during awards ceremony and accepts all state awards (if either in/outgoing president does not attend NLC, the other President accepts these duties)
- Plan agenda for SOT and JJM with State Officer Adviser
- Preside at State Officer Meetings - SOT, FLW, JJM, SLC, and conference calls
- Remain neutral and impartial in all matters while presiding
- Oversee the establishment of state goals and state projects
- Assign state committees, committee chairs, and council directors
- Submit a welcome letter by September 1 to the Executive Secretary to be included in the first mailing
- Submit summary letter to State Historian for State Annual Report by April 30
- Run Chapter President Meeting at SLC
- Prepare and present mainline officer report at SOT, JJM, SLC
- Submit welcome letters for FLW and SLC programs by designated deadlines

DUTIES OF EXECUTIVE VICE PRESIDENT

- Prepare Fall District Meeting and Spring District Meeting Manual
- Present "Planning FDM/SDM" Workshop at State Officer Training to all State Vice Presidents
- Preside at State Vice President Meeting at January Joint Meeting to review SDM procedures
- Coordinate all activities of State Vice Presidents
- Maintain up-to-date correspondence files for all State Vice Presidents
- Evaluate all State Vice Presidents monthly
- Communicate regularly with all State Vice Presidents and State Officer Adviser
- Collate all FDM & SDM Report Forms and prepare summary report
- Recruit new chapters
- Prepare and present mainline officer report at SOT, JJM, SLC
- Assume the duties of any State Vice President unable to perform duties
- Prepare and submit a monthly summary of SVP progress to the SOA, and ASOA

DUTIES OF STATE SECRETARY

- Assist State President with brainstorming sessions and note-taking at State Officer Training
- Record meeting minutes at SOT, JJM, and monthly conference calls
- Distribute meeting minutes to State Officers and State Officer Adviser within seven days
- Prepare thank you letters as instructed by State Officer Adviser & mail within 1 week of SOT, FLW, and SLC
- Prepare Certificates of Appreciation & obtain necessary signatures for FLW & SLC
- Communicate regularly with all state officers and State Officer Adviser
- Recruits new chapters
- Prepare and present mainline officer report at SOT, JM, and SLC

DUTIES OF STATE TREASURER

- Maintain records for state officer expenses
- Review all reimbursement requests
- Collect all funds from state officers for various projects (sponsorships, SO deposits, etc.)
- Prepare treasury reports with assistance from Executive Treasurer
- Prepare and present mainline officer reports at SOT, JM, SLC

DUTIES OF STATE REPORTER

- Create and publish 4 issues of The FBLA Express to include but not limited to:
 - Fall edition: NLC Winners, Intro of new SO team, committees, and goals
 - Winter edition: FLW/NFLC wrap-up, chapter news, committee reports
 - Spring edition: SLC preview, chapter news, committee reports
 - Fourth edition: SLC wrap-up, NLC preview
- Responsible for obtaining multi-level editing of newsletter before its publication
- Responsible for forwarding final drafts to designee for editing and, upon approval, final copy to webmaster
- Prepare and present mainline officer report at SOT, JM, FLW, and SLC
- Submit articles to local newspapers/contact TV media for publicity at FLW/SLC
- Submit articles to TBL
- Monitor and oversee NYS FBLA Social Media platforms in conjunction with the Social Media Director

DUTIES OF STATE HISTORIAN

- Prepare conference slideshows & videos
 - SOT Recap
 - NFLC Recap
 - JJM Recap
 - SLC
 - State Officer Farewell
 - Adviser Appreciation
 - State Scenery
 - Year in Review
 - SLC Recap
 - Videos/countdowns for 4 general sessions
- Submit music requests (audio and lyrics) to State Officer Adviser and other designated personnel by deadlines. All music for slideshows MUST be preapproved by the SOA
- Prepare and present mainline officer report at SOT, FLW, JM, and SLC
- Submit portions of Annual Report to State Officer Adviser and Board of Trustees designee for proofreading by deadlines
- Submit final copy of NYS Annual Report to BOT Chairperson and webmaster by May 5

DUTIES OF STATE VICE PRESIDENTS

- Plan and organize FDM & SDM
- Preside at Fall District Meeting and Spring District Meeting
- Send thank you letters within one week of FDM and SDM
- Coordinate District projects & social activities
- Create and publish 4 district newsletters (Sept, Nov, Feb, Apr)
- Select district officers as necessary
- Conduct district meeting at SLC
- Recruit new chapters
- Submit pictures to State Historian
- Coordinate chapter mailings for district in coordination with the district BOT (registration for FDM/SDM)
- Create a district directory
- Submit FDM & SDM Report Forms promptly

DUTIES OF STATE PARLIAMENTARIAN

- Assist President in writing agenda and conducting meetings
- Promote Parliamentary Procedure through conferences & district meetings
- Develop and distribute Parliamentary Procedure Manual
- Assist with Parliamentary Procedure when requested
- Recruit new chapters
- Prepare & present mainline officer reports at SOT, JM, SLC
- If attending National Leadership Conference - enforce proper parliamentary procedure during state caucus

**NEW YORK STATE
FUTURE BUSINESS LEADERS OF AMERICA**



**STATE OFFICER
CAMPAIGNING GUIDELINES**

Guidelines and Procedures for State Officer Campaigns

I. General Regulations

- A. Only current dues-paying FBLA members are eligible to hold a state office.
- B. Only one member per chapter can apply for the same state office (with the exception of State Parliamentarian).
- C. Only those applicants who are officially approved by the Board of Trustees Nominating Committee are eligible to become candidates for a state office.
- D. Candidates for state office, including State Vice Presidents, **must be present** at the Campaign Rally and Caucusing Sessions at the State Leadership Conference.
- E. Candidates must have their local chapter adviser present at the SLC in order to campaign.
- F. Not more than two state officers, other than State Vice President and Parliamentarian, shall be elected from the same district. If a district has more than two elected state officers, the member elected to the higher-ranked position will be granted that position and the student in the lower-ranked position will be dropped from the ballot.
- G. With the exception of State Vice Presidents and Parliamentarians, no two officers may be elected from the same chapter. If a chapter has more than two elected state officers, the member elected to the higher-ranked position will be granted that position and the student in the lower-ranked position will be dropped from the ballot.
- H. Only three candidates may run for any one elected position. If more than three candidates exist, then the candidate(s) with the lowest score(s) on the State Officer exam will be dropped from the ballot.
- I. The State President shall not be elected from the same district for two successive years.
- J. The candidate for any office must agree that in case he/she enrolls later in a school in which there is not an active chapter of FBLA, he/she will resign the position automatically.
- K. Current state officers are to remain neutral and may not take an active part in the campaign of another state officer candidate.

II. Qualifications for Elected State Officer Candidates

- A. Before any member may be considered for an elected office, he/she must:
 - 1. Have the endorsement of his/her local chapter and the recommendation of the local chapter adviser as well as parental and school administrative approval.
 - 2. Interview
 - 3. Complete and upload the official application form with the required documents: signature form signed by the candidate, parent/guardian, adviser, and principal, along with a school transcript, resume, and cover letter **no later than December 15, 2023**.
 - 4. Have at least one full year of school remaining in his/her educational program.
 - 5. Have campaign materials and literature approved by the campaign screening committee. No gum or stickers may be used as give-a-ways. Stickers that are adhered to giveaways as labels may be used, however, stickers/labels must already be affixed to the giveaway before the conference. No homemade food products may be used in campaigning; all food items must be in their company wrappers.
 - 6. Have ample free time to perform the duties of the office effectively.
- B. Candidates for the office of State President may seek the office at the end of their sophomore or junior year of high school.
- C. Candidates for the office of State Secretary must be familiar with word processing applications and possess strong communication skills.
- D. Candidates for the office of State Treasurer must be familiar with spreadsheet applications and basic math skills.
- E. Candidates for the offices of State Executive Vice President, Reporter, Historian, and State Vice President may seek the office at the end of their freshman, sophomore, or junior year of high

school.

- F. Candidates seeking the office of State Reporter should know:
 - 1. The State Reporter formats at least four (4) state newsletters per year.
 - 2. The local adviser edits and proofreads each newsletter prior to them being sent to the ASOA and webmaster for publication.
- G. Candidates seeking the office of State Historian should know:
 - 1. The State Historian prepares at least five (5) state slideshows per year and is responsible for preparing the NYS FBLA State Annual Report.
 - 2. The local adviser supervises and proofreads the State Annual Report prior to it being sent to the Board of Trustees Chairperson for final publication.
- I. All elected/appointed State Officers will be required to submit a \$300 State Officer Deposit. This deposit will cover the cost of the required State Officer Blazer and the cost of attending all mandatory State Officer Conferences (State Officer Training, the January Joint Meeting, and the State Leadership Conference).
 - 1. This deposit will be refunded upon successful completion of all officer duties and the return of the State Officer blazer at the end of the officer's term.
 - 2. This deposit may be paid in one or two payments. The first \$150 payment will be due on or before July 1. The second payment will be due on or before November 1.
 - 3. Failure of a State Officer to complete his/her term successfully will result in a forfeiture of the State Officer Deposit.
 - 4. The resignation of a State Officer prior to the successful completion of their term will result in forfeiture of the State Officer Deposit.

III. Nominating Procedures. Each candidate must:

- A. Have the approval of the Board of Trustees Nominating Committee (interview).
- B. Complete and upload the official application form and all required documents no later than December 15.
- C. Have taken and passed (minimum 60%) the written qualification examination given at their Spring District Meeting.
- D. Attend the campaign screening committee meeting and have all campaign materials approved by that committee prior to the first general session of the State Leadership Conference. The campaign screening committee consists of the State President, two additional State Officers, and a member of the FBLA Board of Trustees.

IV. Campaign Materials Regulations

- A. Handouts (pamphlets, flyers, buttons, balloons, and other specialty items)
 - 1. All handouts must be approved by the campaign screening committee with verification or disqualification by the State Officer Adviser or other designee. Gum and homemade food items are not allowed. Stickers that are not adhered to give-a-ways as labels will not be permitted.
 - 2. One copy of all handout materials must be submitted for approval at the time of the meeting with the screening committee.
 - 3. All handout items must be labeled with the candidate's name.
 - 4. District Vice President candidates may not campaign or distribute materials until after the first general session at the SLC.
 - 5. No campaigning or distribution of campaign materials of any kind is permitted prior to the presentation of the mainline officer candidates at the first general session of the State Leadership Conference. (Due to liability, handouts/giveaways are not to be thrown into the audience from stage.)
- B. Campaign Posters and Signs
 - 1. All signs and campaign posters must be approved by the campaign screening committee prior to distribution.
 - 2. Displays may not contain any pictures of current state officers (whether in uniform or not.)
 - 3. All approved signs and posters may be displayed in designated campaign booths or may be carried or worn by supporters at any time following the first general session.

4. No signs or posters shall be attached to the walls of the conference center or the hotel at the State Leadership Conference.
- C. It is the responsibility of the candidate and his/her campaign committee to see that any discarded campaign materials are picked up and disposed of. Any materials found littering the hotel or conference center may cause the candidate to be disqualified.

V. Campaign Rally Speeches and Presentations

- A. For the offices of President, Executive Vice President, Secretary, Treasurer, Reporter, and Historian: Speeches and presentations by the campaign manager and the response by the officer candidate will be given at the first general session of the SLC. Each candidate is limited to **two minutes or less**, inclusive of the campaign manager's introduction, the candidate's speech, and/or presentation. Candidates who exceed this time limit will be gavelled out of order. **If gavelled more than two times, the candidate will be disqualified.**
- B. Mainline officer candidates (as listed in A) will be given the opportunity to use a multi-media presentation (PowerPoint, Movie Maker, etc.) in accordance with the following guidelines:
1. All presentations must be emailed to the State Officer Adviser on/or before March 13. The State Officer Adviser will preview each presentation for appropriate content and once approved, the content cannot be changed.
 2. Any inappropriate content will cause the presentation to not be allowed with the possibility of disqualification.
 3. If music is used with the multimedia presentation, lyrics must be appropriate and provided with the submission. Music must be embedded into the presentation. No other equipment will be provided or allowed.
 4. Every effort will be made during candidate screening for each candidate with a presentation to review the presentation for technical operation only. Time will not be allowed for a complete run-through.
 5. NYS FBLA will not be responsible for any malfunctioning presentations.
 6. Skits are not allowed.
- C. District Vice Presidents: Speeches by the campaign manager and the responses by the candidate will be given at the district meeting at the SLC. Each candidate is limited to **two minutes or less**, inclusive of the campaign manager's introduction and the candidate's speech. Candidates who exceed the limit will be gavelled out of order. **If gavelled more than two times, the candidate will be disqualified.** Skits and presentations are not allowed.

VI. Caucus Procedures

- A. Mainline Officer Candidates
1. All mainline officer candidates will be required to participate in a statewide Question and Answer session.
 2. District delegations will be grouped together by the SLC Staff for candidate questions and answers.
 3. The statewide Question and Answer session will be supervised by an outgoing state officer and/or a member of the NYS FBLA Board of Trustees.
- B. State Vice President Candidates
1. All State Vice President candidates will be required to participate in districtwide question-and-answer sessions during their district meetings.
 2. Caucusing will be supervised by an outgoing state officer and/or a member of the NYS FBLA Board of Trustees.

VII. Campaign Tactics

It is the responsibility of each candidate for state office to assure that his/her campaign will be run in an ethical manner with emphasis on personal abilities, desire to work for the improvement of FBLA, and enthusiasm for FBLA goals and standards. It is in each candidate's best interest to present him/herself in a confident, able, and honest manner without resorting to unachievable claims or downgrading opponents or predecessors.

VIII. State Parliamentarian Appointment

- A. The State Parliamentarian shall be selected from among the top five scoring members on the State Parliamentary Procedure written test and who have passed the State Officer exam (with a grade of 65% or better). The top five candidates will be interviewed during the State Leadership Conference. The recommendation of the interview team must be approved by the Board of Trustees.
- B. Have at least one full year of school remaining in his/her educational program.
- C. Have the endorsement of his/her local chapter and the recommendation of the local chapter adviser as well as parental and school administrative approval.
- D. Have ample free time to perform the duties of the office effectively.
- E. Be approved by the Board of Trustees Nominating Committee.
- F. Be interviewed with his/her chapter adviser by the committee at the SLC.

IX. Special Reminders

- A. All members who are considering running for a state office should become familiar with the duties and responsibilities of the office they seek (refer to pages 9-12 in this document), and if they decide to run, they should follow all campaign guidelines and procedures carefully.
- B. Only eligible candidates who have taken and passed (with a minimum grade of 60%) the written qualification examination at the Spring District Meeting will be allowed to seek an elected state office. Eligibility is based upon fulfilling all previously mentioned requirements.
- C. All candidates and their campaign managers are to attend a mandatory meeting with the campaign screening committee at the SLC.
- D. State Vice Presidential candidates: Only delegates from your district will be voting for you. This should affect your campaigning strategy.
- E. Voting for all candidates will take place at the special election session.
- F. All campaigning for the day will end at 12:00 midnight.
- G. If the newly elected President is not a previous State Officer, he/she will receive a travel grant to attend the National Leadership Conference at the beginning of his/her term.
- H. After successful completion of their terms of office, state officers will earn a travel grant to attend the National Leadership Conference.
- I. State Officers will agree to be present for all of the State Officer Training held during the summer and all other required meetings throughout the year.
- J. All elected/appointed State Officers will be required to submit the \$300 State Officer Deposit in accordance with the above procedure.