

Arkansas Phi Beta Lambda



State Officer Candidate Guide & Application

11/2009

To the Prospective Candidate:

Congratulations! You have just taken the first step toward serving as a state officer of Arkansas FBLA-Phi Beta Lambda. Your state FBLA-PBL staff and current state officer team wish you the best of luck as you work toward your goal of becoming a state Phi Beta Lambda officer.

If elected, your year as a PBL State Officer will be a rewarding and enriching experience. Although you will dedicate much hard work and time to your duties as a state officer, the experience you gain will prepare you for your future and provide you with life-changing events and friendships along the way.

While preparing your campaign, remember that officers who win elections are the ones that do the most research and develop objectives that are truly attainable. Your preparedness, along with a well-developed campaign, will definitely give you the confidence to succeed.

The current state officers applaud you for your effort and willingness to take part in leading Arkansas Phi Beta Lambda, one of the best, largest, most active and award-winning chapters in the nation! As an officer of the Arkansas State Chapter of Phi Beta Lambda, you will have many opportunities to be proud; and along with this pride comes responsibility—the responsibility to represent your state in a professional and business-like manner at all times.

This guide includes the campaign rules and procedures you will need to be familiar with to run a campaign for state office. Read this guide carefully and please do not hesitate to contact the state president or state adviser should you have any questions.

Best of luck with a great campaign and successful year,

Your Arkansas State Adviser and State Officer Team

TABLE OF CONTENTS

Terminology and Definitions	2
Campaign Policies and Procedures.....	2
Campaign Materials and Regulations	3
Campaign Hall Regulations	4
Campaign Speeches.....	5
Election Activities and Schedule	5
Voting	6
Submitting the Application	6
Duties of State Officers	7
Tips for Officer Candidates.....	8
Application for State Office	10-18

Terminology and Definitions used in this guide:

State Leadership Conference (SLC) – refers to the Arkansas Phi Beta Lambda state conference, either Spring or Fall, in which a candidate is running for office. State Directors are elected at the State Fall Leadership Conference; and President, Executive Vice President, and Secretary-Treasurer are elected at the State Spring Leadership Conference.

Officer Candidate Briefing Session – the meeting held on the first day of the State Leadership Conference in which candidates, their advisers, and their campaign managers meet with current state officers and other officials to review campaign regulations and campaign materials. The official time and location for the Officer Candidate Briefing Session will be listed in the conference program.

Candidate Q&A – the designated time immediately following a general session in which each state officer candidate meets with the members in a Meet the Candidates Forum.

Campaign Hall – the area in the conference facility in which campaign tables, vendors, and state partners set up their tables and displays.

Campaign Policies and Procedures

It is the policy of Arkansas FBLA-Phi Beta Lambda that any intent or distribution of printed materials containing state officer candidate information be prohibited outside the candidate’s home chapter (where their membership exists) prior to the Officer Candidate Briefing Session. Candidate information released prior to the certification of the candidate at the State Leadership Conference is considered pre-campaigning outside of the chapter and may cause discussion of intent to run and the candidate to be disqualified.

Campaign Pre-Screening – State officer applications will be pre-screened prior to the State Leadership Conference, and any concerns will be communicated to the candidate. The preliminary review will give candidates reasonable certainty that they have complied with all campaign rules and regulations and can proceed with a fully developed campaign. If you have concerns before ordering materials, contact the Arkansas PBL State Adviser.

Material Transportation Regulations – Campaign materials may be carried, uncovered, to and from the Officer Candidate Briefing Session, as long as they’re not displayed in any way that would call attention to them.

Recruitment of Campaign Workers – Recruitment of campaign workers from outside of your home chapter may not be conducted prior to the SLC.

Out-of-Chapter Contact – Contacting members from other chapters prior to the SLC, distributing literature, and posting the candidate’s intent to run for state office on web pages, message boards, or in e-mail messages may not occur prior to the SLC. Contacting vendors, state or national officers, state staff, board members, and Professional Division members with questions is not considered out-of-chapter campaigning.

Official Campaign Start – Official campaigning for state office may begin at a designated time following the Officer Candidate Briefing Session.

Campaign Hours – Campaigning may not be conducted after 9:00 p.m. unless otherwise published in the SLC program. No campaigning is allowed the morning of the voting session.

Campaign Areas – Campaigning may be conducted in meeting room areas. Distribution or posting of campaign related items in any of the hotels, hotel room doors or windows, or in any areas of the meeting facilities other than those officially designated in the conference program, is prohibited. Candidates are reminded that the guest room areas, public lobbies, elevators, and restaurants/shops serve all guests.

State Officer Endorsements – Current State Officers are not allowed to endorse or campaign for any officer candidates. This includes wearing campaign buttons/stickers, distributing campaign materials, verbally endorsing a candidate, or making statements to conference delegates which could be interpreted as campaigning. State Officers may campaign for themselves if they are running for re-election or election to another state office.

Campaign Materials and Regulations

All campaign materials must be submitted and approved by the Officer Screening Committee, which may consist of the state staff and current state officers. Samples of all campaign materials, must be submitted at the Officer Candidate Briefing Session, including:

- One each of any campaign items and literature (stickers, brochures, flyers, data sheets, campaign signs, etc.). These items must be properly identified with the name of the candidate and the office sought. Community or state literature, buttons, or bumper stickers, which do not endorse or reference the candidate, do not need to be personalized or submitted.
- A sample of any items that will be given away at the campaign booth to generate name recognition (i.e. wrapped candy, pencils, stickers). All such items must be identified with the name of the candidate and office sought. Small items, such as candy, do not need to be labeled provided they are displayed in a labeled container.

Prohibited Campaign Materials – Money, alcohol, tobacco, matches, and hazardous materials such as gasoline and pesticides may not be distributed. Any food items that are distributed must be professionally sealed and packaged.

Distribution of Campaign Materials - Approved campaign materials for state officer candidates may be distributed in the campaign halls during campaign hours and placed in chairs before General Sessions begin. No material can be posted inside of General Session or other meeting rooms; however, hand-held candidate campaign signs can be used. Materials are allowed to be in

rooms of those chapters wishing to ask state officer candidates to speak to their chapter delegations. State officer candidates and their campaign staff may also hand out campaign literature at the doors as both students and advisers enter and leave the General Sessions. State officer candidates may use signs and any accompanying props as part of the candidate speech.

Cost of Violations – Violations of these guidelines can result in a candidate being disqualified from the election.

Campaign Hall Regulations

Candidates will be assigned an area in the campaign hall for their campaign booths. Candidates will not be notified of their booth assignment until the Officer Candidate Briefing Session. Candidate booths will consist of one 6 or 8 ft. table. Someone from the candidate's chapter must be at the table at all times.

Campaign Area - All candidates and their campaign managers are responsible for maintaining a clean and orderly campaign hall. Everyone will be expected to work together to ensure that stickers and other campaign material found stuck to the floor or outside the campaign area are cleaned up in a timely and appropriate manner.

Display of Posters - Approved posters or any other promotional materials may be displayed only in the assigned area. Items may not be pinned, taped, tacked, or in any way adhered to walls, floors, ceiling, or furniture. Items such as stickers may be distributed only if adhered to a person's name badge or clothing prior to leaving a candidate's booth area.

Respect for Exhibitors – Candidates should remember that the campaign booths share space with commercial exhibitors and state partners. As you plan your campaign area, please remember to be courteous to other exhibitors and not plan activities in the campaign hall that would disrupt their ability to conduct business.

Audio-Visual Equipment – Audio-visual equipment may be used in a candidate booth. Candidates are responsible for arranging and paying for audio-visual rental and electrical hook-up for their booth. Exhibit spaces with access to electrical outlets may be limited and will be assigned on a first-requested basis. Volumes of audio-visual equipment and displays should be kept low enough to not disturb other candidates, exhibitors, or meetings in nearby rooms.

Booth Setup and Hours – Candidates may set up their campaign booths at a designated time following the Officer Candidate Briefing Session. Campaign booth hours will be listed in the state conference program. State Officer Candidates should dismantle their booths immediately following the campaign booth hours. Campaign booths will be assigned and located in the exhibit area in an equitable and appropriate manner that promotes the election process and each candidate fairly.

Campaign Speeches

Candidates for state office will deliver their campaign speeches during the Opening General Session. The candidate's local chapter adviser must be present during the Opening General Session for the campaign speeches. All campaign speeches are limited to a total of two minutes. Only the state officer candidate may participate in the campaign speech (i.e., no introductions, skits, or props.) This time is monitored and strictly enforced.

Because FBLA-PBL is a professional association, candidates are strongly encouraged to develop their campaign presentations accordingly. Campaign speeches and other presentations should be professional, business-like, and delivered in a way to bring credit and respect to the candidate and to the association.

Use of Audio-Visual for Speeches – The only audio-visual equipment that may be used during the campaign speeches is an audiocassette tape or compact disc player. Candidates must provide their own equipment and operators. The player will be plugged into the lectern and held next to the microphone. The multi-media staff cannot be responsible for the operation of the player.

Election Activities and Schedule

Officer Candidate Briefing Session - All candidates for state office must attend the Officer Candidate Briefing Session. Each candidate **must have** at least one member of his/her campaign team and his/her adviser (or other faculty member) present at this meeting. **Candidate campaign materials will be reviewed at this time.** Any candidate in violation of this will be disqualified. Campaign guidelines will be reviewed and candidate's questions will be answered during this session.

Candidate Q&A - A question and answer session for candidates will occur during the Candidate Q&A, following a General Session.

Voting – State officer elections will take place on the final day of the State Leadership Conference. Check the conference program for time and location of voting. Voting delegates should arrive before the designated time. Delegates arriving to this session late will not be allowed to vote. Candidates may not be a voting delegate.

Officer candidate campaigning ends on the evening prior to the voting session, and absolutely no campaigning is allowed during the voting session. Any items distributed inside or outside these sessions with the candidate's name, theme, platform, or other identifying message will disqualify the candidate.

Installation of Newly Elected State Officers – Newly elected state officers are inducted during the Closing General Session on the second day of the State Leadership Conference. **During the State Fall Leadership Conference, there is no rehearsal for the officer induction.** Election results are announced immediately before the officer installation begins. During the Spring Leadership Conference, all officer candidates are required to attend the Awards of Excellence Rehearsal prior to the Awards of Excellence Program.

Voting

A majority vote is required for election. Voting will be held in accordance with Arkansas PBL State Bylaws. In accordance with state bylaws, no more than two state officers may be elected from the same local chapter.

If no candidate for an office receives a majority vote on the first ballot, the two candidates receiving the highest number of votes will be included on the next ballot.

It will be announced whether a majority has been reached for each office after each round of balloting. In the event that a majority is not reached on a ballot for a particular office, the vote totals will be announced prior to re-balloting. Once a majority is reached for all offices, the final vote tally will be included as part of the announcement of results at the appropriate session.

In the Event of Vacancy – If an office is not filled at the State Leadership Conference for any reason, the state officer team and the state adviser may accept applications from members of qualified chapters. Specific details on the process to be used will be announced if appropriate. Any necessary appointments will be made in time to allow the officer to participate in any officer training or planning sessions.

Submitting the Application

In accordance with Arkansas State Bylaws, Article VI, Section 4B, each interested person must submit an application to the State Adviser at least 15 days prior to the State Leadership Conference.

Please note that all officer candidates must attend the Officer Candidate Briefing Session, which occurs before the First General Session. Applications must be certified by the candidate's local chapter adviser, and sent to:

PBL State Adviser
Arkansas Department of Workforce Education
#3 Capitol Mall, Room 502
Little Rock, AR 72201
(501) 682-1768
Or fax to:
(501) 682-1268

If you have questions about this process, please contact the PBL State Adviser or State President.

Duties of the State Officers

The duties of the State Officers shall be as follows and as set forth in the Arkansas PBL Bylaws. All Officers shall assist in planning, organizing, and attending to the details of the Fall and Spring Leadership Conferences. Officially assigned conference duties of state officers take **precedence** over any other activities, *including* participating in competitive events.

All Officers are expected to attend National, Regional, and State Leadership Conferences, including Institute for Leaders and/or state officer training.

During their term of office, all Officers will submit a monthly state officer report by the 5th of each month to the State President. The reports will be compiled by the State President and forwarded to the State Adviser for distribution to local chapters by the 15th of each month.

The **President** shall

- Serve as Chair of the State Executive Council
- Preside over the Council meetings and business meetings of PBL
- Serve as a member of the Board of Directors
- Appoint appropriate committees and committee chairmen
- Serve as an ex-officio, non-voting member of all committees
- Create and publish the State Chapter Annual Business Report for distribution to local chapters by May 15th
- Perform other duties for the promotion and development of local, state, and national PBL, including the Arkansas business community
- Serve as an Ambassador for Arkansas PBL
- Consider serving as an Honorary State Officer Adviser for the year following elected term of office

The **Executive Vice President of Membership** shall

- Establish, maintain, and coordinate recruitment and retention of members, chapters, Alumni, Professional Division members, and Lifetime members
- Coordinate officer visits to active and inactive local chapters
- Coordinate officer interaction with FBLA and travel to FBLA District and State Conferences.
- Serve as an Ambassador for Arkansas PBL
- Assume the responsibilities of the Office of President if the President is unable to complete his/her term of office

The **Director of Marketing and Public Relations** shall

- Develop and maintain promotional materials for State Chapter
- Coordinate utilization of State Website to serve members and promote State Chapter
- Develop and maintain corporate and business database and partnership relations around the state to foster continuous involvement with State Association
- Coordinate interaction with Arkansas PBL Alumni, by creating and maintaining a database and fostering continuous Alumni involvement with State Association
- Coordinate promotion of PBL to Arkansas FBLA
- Serve as an Ambassador for Arkansas PBL

The **Director of Communications** shall

- Gather news from state chapter and local chapters to publish and distribute newsletters to members, inactive chapters, Alumni, Professional Division members, and business partners, etc.
- Initiate communication with state and national officers to promote quality articles for national publications
- Create press releases related to State Chapter activities and send to Local, State, and National media
- Create and maintain local chapter adviser directory
- Serve as an Ambassador for Arkansas PBL

The **Director of State Programs** shall

- Assist the State Adviser in planning of state conferences by coordinating workshop topics, workshop presenters, keynote speaker, etc.
- Assist the State Adviser with competitive events guidelines and coordination
- Coordinate State Chapter involvement with Arkansas Children's Hospital, the March of Dimes, and other nationally - and state - approved charitable organizations
- Serve as an Ambassador for Arkansas PBL

The **Secretary-Treasurer** shall

- Keep an accurate record of all business meetings of the State Leadership Conferences and the State Executive Council
- Promptly supply at least one copy of the minutes and substantiating reports to the President and State Adviser
- Present a financial report to members at the Spring and Fall Leadership Conferences
- Assist the President with the State Chapter Annual Business Report
- Coordinate collection and preservation of souvenirs, mementos, programs, and other items that can serve to trace the history of the State Chapter
- Serve as an Ambassador for Arkansas PBL

The **Parliamentarian** shall

- Advise the President of the orderly conduct of business in accordance with PBL Bylaws and the most recent version of Robert's Rules of Order Newly Revised
- Coordinate preparation of Arkansas's Parliamentary Procedure team for National competition
- Promote and facilitate state officer election process and procedures under direction of the State Adviser
- Serve as an ex-officio (non-voting) member of the State Executive Council
- Serve as an Ambassador for Arkansas PBL

These officers shall serve on the State Executive Council, and perform such duties as directed by the PBL President and the State Adviser and not inconsistent with the Bylaws and other rules adopted by PBL.

State Officer Training and other required meetings

State Officer Training is required of all state officers. **There are no exceptions to this requirement.** The dates and location of the State Officer Training will be announced prior to the State Fall Leadership Conference. Other required meetings include all Executive Council Meetings, State Leadership Conferences, National Leadership Conferences, and any special meetings called for by the State Adviser. Disciplinary action, including removal from office, may occur following absence from two consecutive required meetings.

State Officer Expenses and Reimbursement Policies

Any expense incurred by state officers must have prior approval by the State Adviser.

Reimbursement shall be for State Officer expenses at the following rates:

- Mileage of 20¢ per map mile traveled (limited to one vehicle per chapter)
- Up to \$200 for expenses related to traveling to the National Fall Leadership Conference and the National Leadership Conference
- State Leadership Conference (Spring) formal attire allowance shall not exceed \$50, if applicable
- Maximum of \$30 for lodging for the first night of each State Leadership Conference
- Cost of purchasing the FBLA-PBL official blazer for officer uniform will be divided equally between Arkansas PBL and the officer's local chapter. At the end of the officer's term of office, the blazer will become the property of Arkansas PBL.

Tips for Officer Candidates

- **Start planning early.** Effective campaigns require sufficient time to prepare and to complete all pre-conference and conference responsibilities.
- **Consult with current and former state officers.** They are a valuable resource for campaign tips, suggestions, and advice.
- **Develop a campaign timeline** with deadline dates for application, campaign materials, budget, printing, etc.
- **Create a distinguishing and creative campaign theme.** Use the theme throughout the entire campaign to establish a link of identification for conference delegates.
- **Develop a fact sheet or brochure** highlighting your ideas, goals, and qualifications.
- **Choose a dependable person to be your campaign manager.** The campaign manager should be someone who knows you well and can speak well.
- **Select a committee** to organize the campaign and one to assist at the campaign booth.
- **Practice, practice, practice** the campaign speech. Candidate introductions/nominations are also part of the campaign speech so be sure to practice and prepare accordingly to fit the allotted time.
- **Prepare for a great variety of campaign questions.** Consult a good interviewing book to get some possible questions. Be prepared to be asked about Arkansas PBL Programs.
- **Carefully read the FBLA-PBL *Chapter Management Handbook*, *State Officer Candidate Guide*, *State Program of Work*, and other association publications.** The FBLA-PBL Pledge, Creed, Goals, and Code of Ethics are the foundation of the association and the source of many questions for candidates.
- **Remember the campaign discussion can only be discussed within the chapter the candidate is running from until the candidate has been identified from the candidate briefing session. Any discussions outside the chapter on the candidate will result in automatic disqualification.**

STATE OFFICER APPLICATION

ARKANSAS CHAPTER
PHI BETA LAMBDA

Return to:
PBL State Adviser
Luther S. Hardin Building
Three Capitol Mall, Room 502
Little Rock, AR 72201-1083

Please submit the following materials to the state office:

- Completed State Officer Application
- Resume, not to exceed two pages, that includes the following
 - Qualifications
 - Number of years in PBL
 - PBL Offices Held and Term of Office
 - Business Courses taken or currently enrolled
 - Awards and Honors
 - Leadership Positions Held
- Two letters of Recommendation from your local chapter adviser and school officials stating credentials and qualifications of candidate and evidence of support by school and chapter.
- Transcript

CANDIDATE'S PERSONAL INFORMATION

OFFICE SOUGHT _____

NAME _____

SCHOOL _____

CANDIDATE'S PERMANENT ADDRESS AND TELEPHONE _____

ADDRESS AND TELEPHONE WHILE AT SCHOOL _____

CELL PHONE NUMBER _____ EMAIL _____

NAME OF PERSON WHO WILL GIVE NOMINATION SPEECH _____

ADVISER'S NAME _____

MAILING ADDRESS _____

PHONE NUMBER _____ EMAIL _____

IN CASE OF EMERGENCY, CONTACT _____

PHONE NUMBER _____ ALTERNATE PHONE NUMBER _____

SPECIAL MEDICAL INFORMATION (IF ANY)

NAME OF HOMETOWN NEWSPAPER _____

PHONE NUMBER _____ CONTACT PERSON _____

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- Serve as an ex-officio, non-voting member of all committees
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- Perform other duties for the promotion and development of local, state, and national PBL, including the Arkansas business community
- Serve as an Ambassador for Arkansas PBL
- Consider serving as an Honorary State Officer Adviser for the year following elected term of office

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- Assist the President with the State Chapter Annual Business Report
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- Serve as an Ambassador for Arkansas PBL

The **Parliamentarian** shall

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- Coordinate preparation of Arkansas's Parliamentary Procedure team for National competition
- Promote and facilitate state officer election process and procedures under direction of the State Adviser
- Serve as an ex-officio (non-voting) member of the State Executive Council
- Serve as an Ambassador for Arkansas PBL

I acknowledge that I have read, understand, and agree to perform the job duties for the office I am seeking and that I have at least one year left in my educational program.

Candidate's Signature

Date

REMOVAL POLICY AND PROCEDURES

Please read and acknowledge by signing that you fully understand the removal policy and procedures for Arkansas Phi Beta Lambda.

State Officers may be removed from office under the following condition(s):

- A. Two consecutive absences from their respective assignment, which includes Executive Council meetings, Leadership Conferences, and other assigned meetings.
- B. Failure to fulfill duties and/or obligations to acceptable standards as described in the Bylaws and in the State Officer Candidate Guide section of the Arkansas PBL State Handbook.
- C. Public misconduct, which may cause damage to the State Association's reputation or community standing.
- D. Failure to maintain school enrollment during both the fall and spring semesters of their term (year) in office, by carrying a minimum of six credit hours each academic term.

Removal Procedures

- A. Charges for removal must be initiated by any two (2) members of the Executive Council or any two members from the State Board of Directors.
- B. A committee of five (5) shall be appointed by the State Adviser and State Chairperson to hear dismissal charges. This shall consist of three (3) Executive Council members and two (2) members from the State Board of Directors, excluding the State Adviser.
- C. Once the disciplinary committee has been appointed, the Officer in question and his/her Adviser must be contacted in writing by certified letter with the special charges detailed.
- D. A formal hearing will be held in the State Office, Little Rock, Arkansas, 21 days after the date of certified, receipt requested letter to the Officer.
- E. During the hearing, the highest ranking PBL State Officer will act as Chairperson of the Committee.
- F. The Officer in question must supply any materials and/or witnesses in his/her defense.
- G. Upon completion of the hearing, a decision by secret ballot will be made.
- H. It will take a two-thirds (2/3) vote of the full Disciplinary Committee for dismissal of the Officer in question.

I have read, understand, and agree to the removal policy and procedures for Arkansas Phi Beta Lambda.

Candidate's Signature

Date

CODE OF CONDUCT

- State Officers shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon PBL.
- State Officers shall fully participate in all appropriate activities, conferences, workshops, business meetings, etc.
- State Officers shall abide by the official dress code.
- State Officers shall be willing to take and follow instructions as directed by those responsible for them.
- State Officers shall avoid places and actions that in any way could raise questions as to moral character and conduct.
- State Officers shall treat all members equally.
- State Officers shall communicate any circumstances which prevent carrying out predetermined assigned plans and duties at conferences to the state adviser. Remember State Officer duties have precedence over involvement in competitive events or other non-assignment activities.
- State Officers shall not violate any state or federal laws.
- State Officers are not permitted to wear any campaign materials at the State Conferences, nor are they allowed to campaign for a candidate or serve as a campaign manager, except when campaigning for oneself.
- State Officers must maintain school enrollment during both the fall and spring semesters of their year in office, by carrying a minimum of six credit hours each term

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 my work and me.
- 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 my school.
- I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.

I have read, understand, and agree to adhere to the Code of Ethics and understand that violation of any items in the Code of Conduct may be constituted as grounds for removal from office.

Candidate's Signature

Date

Candidate Statement

RESPONSIBILITIES OF THE LOCAL ADVISER OF A STATE OFFICER

The local chapter adviser works closely with the State Adviser and is kept fully informed of all aspects of the officer's work. The relationship between the adviser and officer is critical to local and state chapter success. The officer may not always be receptive to advice, and a special effort should be made by the advisers to overcome this delicate situation. The officer must realize that the local chapter adviser's signature on this application shows his or her support for the officer and the state organization. The adviser assists the officer in accepting these responsibilities:

- Acquiring Basic Knowledge of the organization and be capable of discussing ideas and issues intelligently.
- Portraying the Proper Image when representing the organization. Wearing appropriate business attire for all meetings, wearing appropriate evening attire as necessary, using correct grammar, displaying proper manners and etiquette, exhibiting a good attitude, and using public relation skills in working with individual members and chapters. Above all, an advisers ~~are~~ is to be a good listener.
- Preparing Appropriate Speeches when asked to visit local chapters, participate in conferences, and speak to business and civic groups. Local advisers should review speech materials and have the officer practice the speech before the appearance.
- Preparing Correspondence. The local adviser should proofread all correspondence before it is sent. The officer should write correspondence and articles and present them to the adviser for suggestions and any necessary changes.

As the local adviser for a state officer, you accept responsibility for assisting your state officer. Secure the endorsement and support of the officer's family, school officials, and employer's if applicable. Be prepared to devote office space and personal time to your state officer. Helping your officer get organized is important. He or she must learn to budget time and keep materials readily available. Adequate filing space and a good filing system are often essential.

Be informed about state and national programs, priorities, and critical issues so ideas and counsel may be given to your officer. Don't expect the officer to understand issues and have all the background information that you might have. Take an active part in helping your officer reach his or her personal and organizational goals. Having a state officer is a growth experience for both of you. We all benefit from the variety of experiences and opportunities this association provides.

Be prepared to accompany your officer to State Executive Council meetings since you are also a full member of the State Executive Council. Review the goals for the state organization; these goals reflect the plan of work for the state chapter. Each officer has specific responsibilities assigned to him or her and, as the state officer's adviser, you, along with your officer, should contribute to the state chapter through the accomplishment of these goals. Should your state officer become unable to perform his or her duties, it is your responsibility to inform the State Adviser immediately.

I have read and understand the responsibilities of being the local chapter adviser of a State Officer.

Local Chapter Adviser's Signature

Date

SUPPORT STATEMENTS

Directions: Serving as a successful PBL State officer is a unique commitment that requires a strong partnership between the officer, the adviser, and school officials. This form is to be completed and signed by each party and returned in the completed State officer application.

State Officer Applicant

If elected to serve PBL as a member of the State Officer Team I agree to:

Place an "x" in each box and sign

- Remain committed to my education and family obligations
- Make PBL State service my top priority after my education and family responsibilities
- Follow the PBL State Officer Handbook rules, guidelines, and responsibilities
- Attend all State Officer Training sessions
- Cooperate with my school, adviser, local chapter, state chapter, and State Adviser throughout my term in office
- Attend all required meetings, activities, and events
- Perform all assigned officer duties, whether specific per State by-laws, or special duties assigned by State president, State Adviser, or special committee chair
- All travel and/or expenses will have prior approval from the State Adviser
- Keep my school administration, local adviser, and state adviser informed of all activities
- Maintain the highest degree of personal honor, integrity, and ethics

Signature _____

Chapter Adviser

If _____ is elected to PBL State office, I agree to:

Place an "x" in each box and sign

- Support this officer if he/she is elected
- Ensure that school officials are appropriately informed of officer activities
- Assist the officer in making appropriate travel arrangements
- Monitor the officer's academic program and communicate potential challenges to the State Adviser
- Assist the officer with the successful performance of his/her duties and responsibilities

Signature _____

School Administrator (required for all State Officer candidates)

If _____ is elected to PBL State office, I agree to:

Place an "x" in each box and sign

- Support this officer if he/she is elected
- Support the adviser's role throughout the year and attendance at required events
- Enable the officer to attend events required of a State officer
- Encourage cooperation of faculty/other administrators to allow the officer to attend events required of a State Officer

Signature _____ Title/Position _____