

2024 Maryland FBLA State Officer Candidate Guide & Election Processes



Contents

Important Dates	2
Preface.....	2
Elected State Offices	2
State Officer Qualifications	3
Qualifications for State Office	4
Elections	4
Term of Office.....	4
Duties of Officers.....	4
Code of Ethics.....	6
State Officer Financial Benefits	7
Officer Resignation	7
Required Events and Activities	7
State Officer Travel Policy	8
Campaign Guidelines.....	9
Candidate Eligibility.....	9
Candidate Requirements.....	9
Application	9
Conference Campaigning	9
General Rules	10
Promotional Items.....	10
Speeches.....	11
Social Media / Online Content	11
Candidate Briefing Session	11
Elections	12
Advisers Role	12
If the Candidate is Elected.....	12
Officer Supervision at Events	12
Conference Registration.....	12
Officer Candidate Tasks.....	13
Adviser Tasks	13
Appendix A: Certification and Signatures	14
Appendix B: Code of Conduct	16
Appendix C: State Officer Discipline Policy	17
Appendix D: Social Media & Photo Release Agreement.....	18
Appendix E: Officer Candidate Questions (ANSWER ON FORM)	20

Important Dates

Event	Date
Application Deadline	February 23 rd at 5:00 PM
Candidate Approval Notification	March 1, 2024
Campaign Budget, Booth Materials & Speech Deadline	March 8 at 5:00 PM
State Leadership Conference	March 14 – March 16
Officer Candidate Briefing	March 14 at 1:00 PM – 2:00 PM
Leadership Lounge Set Up	March 14 9:00 AM – 11:00 AM
Region VP Speeches	March 15 at 8:00 AM 9:00 AM
Leadership Lounge/ Campaign Rally	March 15 at 11:00 AM -4:00 PM

Preface

Maryland FBLA is a dynamic student organization in search of chapter members that are seeking to expand their leadership ability and serve the State Association. If nominated and elected or appointed, you will have a unique opportunity to further develop and strengthen your personal leadership skills while helping grow and improve Maryland FBLA.

Maryland FBLA places a great amount of trust and responsibility in its state officers. As such, choosing to run for state office is a decision that should be made with careful thought and consideration. State officers are required to attend several conferences, meetings, and training sessions that will require both school and parental approval and support. In addition, other meetings, special events, and local chapter visits are also required. Members should consult with their chapter membership, chapter advisor, school administration, local CTE director, and parents before deciding to seek state office.

Maryland FBLA is in search of individuals who have a sincere commitment to FBLA to serve as its state officers. If you are enthusiastic about the opportunity to serve your fellow Maryland FBLA members as a state officer, and you are willing and able to commit the necessary time to participate in the many activities and events involved, then talk with your parents and advisor, and submit your complete application for review by the Candidate Screening Committee.

Elected State Offices

- State President
- State Vice President
- State Secretary/Treasurer
- Region I Vice President
- Region II Vice President
- Region III Vice President
- Region IV Vice President
- State Reporter-Historian

Appointed State Office

- State Parliamentarian

State Officer Qualifications

Requirement	State President	State Secretary-Treasurer & State Reporter-Historian	Vice President & Region VP	State Parliamentarian
Have support and approval from a parent/guardian	✓	✓	✓	✓
Have support and approval from a local chapter adviser	✓	✓	✓	✓
Have support and approval from a school administrator	✓	✓	✓	✓
Have a clear school discipline record	✓	✓	✓	✓
Have no "seat time" issues due to excessive absences	✓	✓	✓	✓
Have the minimum GPA shown (on a 4.0 Scale)	3.50	3.25	3.25	3.25
Be enrolled in or have completed a business or technology class	✓	✓	✓	✓
Have been elected to a local chapter office	✓	✓	✓	✗
Have completed the BAA Contributor Level	✓	✓	✓	✓
Have completed the BAA Leader Level	✓	✓	✓	✓
Have completed the BAA Advocate Level	✓	✗	✗	✗
Achieve a minimum score of 50 on the Parliamentary Procedure Test	N/A	N/A	N/A	✓

If a candidate participates in student government, other co-curricular organizations, band, choir, athletics, or other extra-curricular activities which require much time and preparation, then the candidate should seriously reconsider their decision to apply for and run for state office.

Maryland STATE OFFICER DUTIES MUST HAVE PRIORITY OVER ALL OTHER CO-CURRICULAR AND/OR EXTRA-CURRICULAR ACTIVITIES.

Missing FBLA commitments because of other co-curricular and/or extra-curricular activities will result in the officer being removed from office.

Qualifications for State Office

1. Only active members are eligible to hold state office.
2. Not more than two candidates for state office may campaign from a local chapter. Candidates from the same chapter may not run for the same office. Candidates for the appointed office of State Parliamentarian are not included in this number.
3. To be considered for an elected office in the chapter, a candidate shall:
 - a. Have at least one full year remaining in his/her business program; and
 - b. Hold or have held an elective office in his/her local chapter.
4. The Board of Directors may appoint a student as a state officer if a vacancy exists after elections are held.

Elections

The president, vice-president, secretary-treasurer, and reporter-historian shall be elected by a ballot vote of the voting delegates. The regional vice-presidents shall be elected by a ballot vote by the local voting delegates of respective regions. The office of Parliamentarian is an appointed office and is based upon the top score on the objective test. A majority vote shall be required for election to office. Voting delegates may vote not to elect a candidate. If a candidate or the no vote option does not receive a majority vote on the third vote for an office, the candidate receiving the lowest number of votes for that vote shall be dropped from the fourth vote. If necessary, the candidate receiving the lowest number of votes for that vote shall be dropped from each subsequent vote until one candidate or the no vote option receives a majority of the votes.

Term of Office

State officers shall be elected for one year or until their successors are elected or appointed. Their term of office shall begin at the end of the election process and end at the close of the next State Leadership Conference.

Duties of Officers

Listed below are the duties of all elected and appointed state officers.

State President

1. Serve as a member of the Board of Directors.
2. Serve as chair of the State Officer Executive Committee.
3. Preside over the committee meetings and delegate assemblies of the chapter.
4. Maintain a close and continuing relationship with the State Director and Board of Directors Chair.
5. Maintain a close and continuing relationship with all state officers, including regularly scheduled one-on-one conversations with each member of the state officer team;
6. Attend both your regions Regional Leadership Conference and at least one other Regional Leadership Conference;
7. Perform other duties for the promotion and development of local, regional, and state activities; and
8. Perform other duties as prescribed by the State Director, State Advisor, and Board of Directors.

State Vice President

1. Assist the President and other officers in duties assigned to him/her.
2. Assist the Reporter-Historian with writing Tomorrow's Business Leader articles;
3. Attend both your regions Regional Leadership Conference and at least one other Regional Leadership Conference.
4. Preside over all chapter meeting and meeting of the State Officer Executive Committee in the President's absence; and
5. Perform other duties as prescribed by the President, State Director, or Board of Directors.

Regional Vice Presidents (Region 1, 2, 3, 4, and 5)

1. Assist in planning and conducting regional leadership conferences and meetings;
2. Coordinate the activities within their region;
3. Attend both your regions Regional Leadership Conference and at least one other Regional Leadership Conference;
4. Develop resources for the website Member Center; and
5. Perform duties assigned to them by the President, State Director, or Board of Directors.

Secretary-Treasurer

1. Perform all duties common to this office, such as keeping an accurate record of the sessions of the state convention and of the state officer executive committee;
2. Provide one copy of minutes and any substantiating reports to the State Director and Board of Directors for the permanent files within ten working days after the state conventions and state officer executive committee meetings;
3. Assist the Board of Directors in connection with financial matters, as directed by the Executive Committee;
4. Attend both your regions Regional Leadership Conference and at least one other Regional Leadership Conference;
5. Assist the Reporter-Historian in the writing of press releases for state events/activities;
6. Maintain existing website database of former state officers and assist the Board of Directors in locating additional teams to create a more accurate database; and
7. Perform other duties as directed by the President, State Director, or Board of Directors.

Reporter-Historian

1. Keep a record of the meetings and other activities of the chapter throughout the year and submit all records to the Board of Directors at the end of the term;
2. Organize a virtual document of historical records and keep it up to date with local, state, and national items of interest concerning FBLA;
3. Produce and post on the Maryland FBLA website a monthly state newsletter following guidelines prescribed by the Board of Directors;
4. Submit articles to National FBLA, Inc. for publication in its member magazine and its website following guidelines prescribed by the Board of Directors;
5. Attend both your regions Regional Leadership Conference and at least one other Regional Leadership Conference;
6. Design, develop, maintain, and promote the state chapter's official website following the guidelines prescribed by the Board of Directors and ensure the website contains current information and is updated timely;
7. Ensure the website is functioning properly, including all email addresses, links, video, and downloads;
8. Serve as the public relations liaison between National FBLA, Inc. and Maryland FBLA as well as between local chapters and Maryland FBLA;

9. Maintain and post to all Maryland FBLA social media accounts following the guidelines prescribed by the Board of Directors
10. Perform other duties as prescribed by the President, State Director, or Board of Directors (i.e. produce/edit Five Minute Fridays).

Parliamentarian:

1. Advise the president of the orderly conduct of business in accordance with state chapter bylaws and Robert's Rules of Order Newly Revised;
2. Be responsible for the orderly conduct of business during meetings of the executive committee, delegate assemblies, and conventions;
3. Attend both your regions Regional Leadership Conference and at least one other Regional Leadership Conference;
4. Promote the work of the parliamentarian in local chapters;
5. Serve as a liaison to Middle Level FBLA; and
6. Perform other duties as prescribed by the President, State Director, or Board of Directors.

Code of Ethics

State Officers serve as ambassadors for Maryland FBLA, and their conduct and demeanor are critical to the reputation, visibility, and success of the state chapter.

State Officers are expected to abide by the Maryland FBLA Code of Conduct (Appendix B in this guide) and the FBLA Code of Ethics and [Dress Code](#), which applies to all association members.

State Officers and candidates should be thoroughly familiar with these codes and strive not only to meet their standards but also to serve as role models in their implementation.

FBLA Code of Ethics

The Code of Ethics is a standard of conduct to which all FBLA members and advisers should be ascribed.

As role models, State Officers and candidates for State Office must always conduct themselves according to the Code of Ethics.

The FBLA Code of Ethics state, I will:

- be honest and sincere.
- approach each task with confidence in my ability to perform my work at a high standard.
- willingly accept responsibilities and duties.
- seek to profit from my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work.
- abide by the rules and regulations of my school.
- exercise initiative and responsibility and will cooperate with my employer and fellow workers.
- dress and act in a manner that will bring respect to me and to my school.
- seek to improve my community by contributing my efforts and my resources to worthwhile projects.

State Officer Financial Benefits

State Officer Uniform

Each Maryland FBLA State Officer must have a state officer uniform. Several items for the uniform are provided, but certain items are the officer's responsibility.

Provided	
FBLA Blazer*	Two Dress Shirts
FBLA Polo	Dress Pants/Skirt
Name Tag	Dress
FBLA Necktie/Scarf*	<i>Shoes and belt are the responsibility of the student</i>

* Must be returned at the end of their term

Officer Resignation

If a State Officer resigns before their term is complete, they are responsible for reimbursing the association for all costs incurred during the officer's time in office. Costs can include but are not limited to, officer uniforms, complimentary conference registration(s), hotel stays, and meals consumed during events.

Required Events and Activities

State Officers have specific expectations and responsibilities while they are in office. This list is not all-inclusive. Events may come up throughout the year, not on this list that officers will be expected to attend. Failure to attend required events and conferences can result in removal from office.

Conferences & Events (2024-2025)		
Event	Date, Location	Attendance
State Officer Training	May 2024	Required
National Leadership Conference	June 27- July 3, 2024 Orlando, FL	Optional
State Fall Leadership Conference	Fall 2024	Required
National Fall Leadership Conference	TBD	Optional
Regional Leadership Conference Planning Day	Fall 2024	Required
Regional Leadership Conference	November 2024	Required
State Leadership Conference Planning Day	December 2024	Required
State Leadership Conference	February 6-8, 2025 Baltimore, Maryland	Required

The state office will give the following benefits to the state officer. A check mark indicates that the state association will cover the costs for that item at the event. This list is not inclusive and is subject to change.

Financial Benefits - Conferences				
Event	Registration	Meals	Lodging	Mileage
State Officer Training	N/A	✓	N/A	✓
National Leadership Conference	✓	An Officer Team Lunch	✓	N/A
State Fall Leadership Conference	✓	✓	N/A	✓
National Fall Leadership Conference	✓	✓	✓	N/A
Regional Leadership Conference Planning Day	N/A	✓	N/A	✓
Regional Leadership Conference (yours plus one other)	✗	✓	N/A	✗
State Leadership Conference Planning Day	N/A	✓	N/A	✓
State Leadership Conference (one day before conference)	✓	✓	✓	✗

* All lodging will be at dual or quad occupancy for state officers

State Officer Travel Policy

With the high number of events that an officer could attend in the year, some officers may be allowed to drive themselves to specific activities to represent Maryland FBLA as a part of their duties. Before any travel can occur, a travel authorization form must be submitted to the state office seven (7) days before the travel date.

If the officer fails to meet the requirements below to travel to an event, an adviser, school staff member, or guardian must transport them.

For an officer to be eligible to transport themselves to an event, they must:

- Be over the age of 16
- Have a current and valid driver's license*
- Have current and valid liability auto insurance on their vehicle*
 - *A copy of these items must be on file with Maryland FBLA before travel.

For an officer to drive themselves, the event must be:

- An event that their chapter is not attending
- Pre-approved by Maryland FBLA
- Less than an hour away from their place of residence

Events that officers cannot drive themselves to but are not limited to:

- State Fall Leadership Conference
- Regional Leadership Conference
- State Leadership Conference
- All National Conferences

Upon the election of the office, officers will be required to fill out a travel policy form and have it signed by the officer, local chapter adviser, and a legal guardian.

Campaign Guidelines

Candidate Eligibility

A chapter may nominate one candidate for an elected and one for an appointed office. It is the policy of Maryland FBLA that current Maryland FBLA State Officers may not endorse any candidate other than themselves running for any office, nor may a candidate use any statement that could be inferred as an endorsement by a current Maryland FBLA State Officer.

Candidate Requirements

- To be eligible to run for state office, applicants must meet the following requirements:
 - Must be a paid member of FBLA and a current freshman, sophomore, or junior.
 - Meet the respective qualifications for the office being applied for that are outlined in the State Office Qualifications section of this guide.
 - Submit all required documents and attachments by the due date outlined in the Important Dates section of this guide.

Application

- All candidates must apply to Maryland FBLA by the deadline set in this guide. 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 positions after submitting their application.
- If a position does not have any applicants by the application deadline, it may be left vacant or filled by a process determined by State Staff after the State Leadership

Conference Campaigning

All campaigning will occur during the State Leadership Conference in a designated area. Each candidate will be given a standard table and allocated a space, typically 8' by 8' in dimension. A maximum of \$300.00 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 at the Candidate Briefing Session.

General Rules

- Campaigning & campaign materials are not allowed outside the campaign area.
- References of an inappropriate nature or bad taste are not permitted.
- No pictures or names of current State Officers may appear at the campaign booth or be used in the campaign message.

Campaign Booth

- Maryland FBLA & the facility are not responsible for damages or missing personal property left unattended during the conference.
- The State Office must approve all materials used in your campaign booth. All materials must be submitted to the State Office by the deadline outlined in the Important Dates section of this guide.
- Each booth will need to be staffed by at least one person during the campaign booth hours outlined in the Important Dates section of this guide.
- At any given time during the campaign booth hours, only the candidate and two (2) additional assistants, plus one adviser/adult, may campaign at the booth.
- Items may not be affixed to any walls, and items cannot be placed on the floor around your booth.
- Damage 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 prohibited from wearing costumes, aprons, t-shirts, hats, etc. at any time.
- 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.
- Booths will not have access to or be allowed to use power from the facility.
- Live animals may not be a part of the campaign booth.
- Gymnastic-type stunts/cheers with stunts are prohibited for safety and liability.
- Each candidate will receive a 6-foot table with a black tablecloth and two chairs provided by the facility.
- Booths will be pre-assigned to each candidate and cannot be moved.

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 specified in the Important Dates section of this guide.

Speeches

Speeches will take place during the Opening Session and regional meetings. Speeches for Region VP candidates will take place at the region meeting. Speeches for President, Vice-President, Secretary-Treasurer, and Reporter-Historian will take place during the opening session. Candidates will have two minutes to give their speech. There will be a timer in front of the stage that will start when the candidate starts speaking. The timekeeper will stand at 1 minute 30 seconds, and at 2:00 minutes, the candidate's microphone will be immediately turned off.

A copy of the speech must be uploaded to Blue Panda by the date outlined in the Important Dates section of this guide. You may make edits after submitting your speech, but your final draft (with changes highlighted) must be submitted during the Candidate Briefing Session.

Social Media / Online Content

- In no case may an officer use social media or online content to campaign for office before the end of the Opening Session.
 - No references to the candidate's intent to run may be posted by chapter members, an adviser, peers, or a family member before this time. This includes posts related to the preparation of materials or encouraging conference attendees 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 before the close of the opening session, the State Office can remove the candidate and ask for the posts to be removed.

Candidate Briefing Session

Each candidate must attend a meeting at the State Leadership Conference on the first day. This meeting must include the submission of a final copy of the speech, with notes of any changes made since the initial submission, a finalized financial report, and a sample of any/all materials being handed out at the campaign booth. Should any material be deemed against guidelines at this meeting, it will not be allowed to be distributed.

Elections

- All candidates will run and be elected at the State Leadership Conference.
- Elections will take place in Headquarters during the conference. Voting delegates will receive their delegate ribbon with their registration packet and must have it and photo ID to cast their vote.
- All chapter voting delegates will vote on President, Vice-President, Secretary-Treasurer, and Reporter-Historian.
- District Vice Presidents will only be voted on by the chapter voting delegate from their respective district.
- Each chapter will receive two voting delegates. Chapters may not have more voting delegates than the number of members registered for the conference.
- Voting shall take place by ranked ballot vote* of the voting delegates.
- Teller's report will be issued upon request to the State Office seven (7) days after the election.

**Ranked ballot voting is an election voting system in which voters use a ranked ballot to select more than one candidate (or other alternative being voted on) and rank those choices in a sequence based on preference. If a majority is not reached on the first ballot, the ballots of the lowest-placing candidate are redistributed to the next-highest choice. This process of dropping the lowest candidate and redistributing their votes to the next highest-placing candidate continues until one candidate reaches the majority.*

Advisers Role

A state officer's local adviser plays a significant role in the state officer's success. As an adviser to a State Officer, it is important to maintain daily contact with them at school and check in periodically with the officer.

If the Candidate is Elected

If your state officer candidate is elected at the State Leadership Conference, the new officer and local chapter adviser will be required to attend the State Officer Training in June.

Travel

- As an adviser to a Maryland FBLA State Officer, you agree to travel with the officer to events, such as conferences and other state-sponsored events. See the travel policy in this guide for more information about Maryland's travel policy.

Officer Supervision at Events

As an adviser of a State Officer, you will be responsible for chaperoning the officers' overnight events and arranging transportation for the officer to arrive at all conferences/events/meetings. Maryland FBLA will cover certain expenses related to chaperoning as outlined in the financial benefits section of this guide.

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 Maryland FBLA.

Officer Candidate Tasks

- Online Candidate Application (on website)
- Upload Completed Appendix A: Certification Signatures (Blue Panda)
- Upload Completed Appendix B: Code of Conduct (Blue Panda)
- Upload Completed Appendix C: State Officer Discipline Policy (Blue Panda)
- Upload Completed Appendix D: State Officer Social Media Agreement & Photo Release (Blue Panda)
- Upload Completed Appendix E: Officer Candidate Questions (Blue Panda)
- Upload FBLA Resume. It should not exceed two pages and list your FBLA activities and involvement. (Blue Panda)
- Upload Full Color Headshot (Blue Panda)
- Upload Essay (Blue Panda)
 - Write an essay on why you are seeking state office. list specific goals for office sought, what you feel is the role of a State Officer, and any other information you may wish to share with the Candidate Screening Committee. Response must be a typed document (up to one page, single-spaced, 12-point type, 1" margins on all sides) and presented as a separate document with name/office and titled "Essay on why I am seeking State Office."
- High School Transcript (Blue Panda)
- Resume (Blue Panda)

Adviser Tasks

- Assist in signatures from Principal and CTE director.
- Ensure required BAA completed for positions.
- Verify student has uploaded all attached documents.

Appendix A: Certification and Signatures

To become a state officer of Maryland 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.

By submitting their application, the candidate agrees to:

- Complete all Campaign guidelines outlined in the State Officer Candidate guide.
- Participate in all campaign activities and abide by all rules and regulations outlined in the State Officer Candidate guide.

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 Maryland FBLA State Adviser, FBLA State Officer Adviser or the Maryland FBLA Board of Directors.
- Purchase (if needed) pieces of the uniform that are not provided by Maryland FBLA.
- If you have to resign from your position anytime during your term, you will reimburse Maryland FBLA for any expenses incurred throughout the year related to your position.
- Meet and adhere to deadlines set by the officer team, Maryland FBLA Staff and Board of Directors.
- Attend required scheduled activities including:
 - State Officer Leadership Training
 - State Officer Meetings
 - State Fall Leadership Conference
 - District Leadership Conference Planning Day
 - District Leadership Conference
 - State Leadership Conference Planning Day
 - State Leadership Conference (Note: State conference has priority over all other co-curricular and/or extra-curricular activities. If you decide to attend an activity that conflicts with the state conference, you will not participate at all during the conference.)

State Officer Candidate Initial _____

The Parents/Guardians Agree To:

- Permit the candidate to participate in all scheduled Maryland FBLA State activities.
- Encourage the candidate to take full benefit of the leadership development experience.
- Provide transportation when necessary to events sponsored by Maryland 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 the officer's required events if elected.
- Ensure the candidate's attendance at all Maryland FBLA State activities, adhering to the State Officer Travel Policy.
- Follow all procedures as outlined in the State Officer Candidate Guide.

Student Signature	Date
-------------------	------

Parent Signature	Date
------------------	------

Adviser Signature	Date
-------------------	------

School Principal Signature	Date
----------------------------	------

Appendix B: Code of Conduct

MARYLAND FBLA STATE OFFICERS CODE OF CONDUCT

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

Maryland 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 Maryland State Adviser, and/or State Officer 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.

Student Signature

Date

Parent Signature

Date

Appendix C: State Officer Discipline Policy

STATE OFFICER DISCIPLINE POLICY

Maryland State Officers serve as ambassadors for the association and their conduct and deportment are critical to the success of this responsibility. The "Maryland FBLA State Officers Code of Conduct" and the "State Officer Discipline Policy" were developed and approved by the Maryland FBLA board of directors. Maryland Officers are governed by both.

1. Any concerns affecting officer performance should be sent to, or initiated by, the Board Chair/State Adviser of the association.
2. The Board Chair/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 Board Chair/State Adviser will work with the officer in improving performance.
4. If the violation is not of the type that cannot be corrected, removal procedures, to be determined by the Board Chair/State Adviser, will be initiated.
5. The officer may appeal the decision to the board of directors. The action of the board of directors is final.

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

Student Signature

Date

Parent Signature

Date

Appendix D: Social Media & Photo Release Agreement

STATE OFFICER SOCIAL MEDIA 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 important 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 Adviser, or an adviser.
- I am aware that I represent Maryland FBLA, my school, my family, and my community at all times, and will do so in a positive manner

MARYLAND FBLA PHOTO RELEASE FORM

I hereby consent to and authorize the use and reproduction by Maryland FBLA, or anyone authorized by Maryland FBLA, of any and all photographs / digital images / videotapes / recordings of (individual's) name. _____ at all Maryland FBLA Activities, for use by Maryland 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 student's 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 Maryland FBLA (to include usage of images on Maryland FBLA and other Career and Technical Student Organizations websites).

Furthermore, permission is also given for the photographs / digital images / videotapes / recordings to be used by Maryland FBLA 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 Maryland FBLA.

I have read the foregoing release, authorization, and agreement, before signing below, and warrant that I fully understand the contents thereof.

_____	_____
Student Signature	Date
_____	_____
Parent Signature	Date

Appendix E: Officer Candidate Questions (ANSWER ON FORM)

Provide a one sentence answer to the following questions.

1. Why are you a member of FBLA?
2. When and why did you decide to run for state office?
3. Why and how did you choose your office, and what do you hope to accomplish in your term to benefit MDFBLA?
4. Serving as a State Officer is a major commitment of time, energy, and resources. Will you make the proper arrangement to ensure you can dedicate an adequate level of each if elected?

Student Signature

Date