KANSAS FBLA—POLICIES

100—FINANCE

105 DUES

The membership dues in the Kansas FBLA chapter are set by the National FBLA By-Laws and the Kansas FBLA By-Laws. Members shall pay national and state FBLA dues as required. The dues payment for membership ($10 National, $5 state[1]) should reach the National FBLA, Inc. headquarters (lockbox address) by October 20 of the current membership year to receive National FBLA publications and any membership awards at the National Fall Leadership Conference.

Dues for additional members may be turned in anytime throughout the year. In order for a member to be eligible for competition at the State Leadership Conference, dues must be paid by January 31 of the state conference year.

115 REGISTRATIONS FOR STATE OFFICERS AND ADVISERS

State Officers
All state officers shall be reimbursed for their registration fees to attend the National Fall Leadership Conference. All state officers shall be given complimentary registrations to the State Leadership Conference and the Summer Leadership Seminar.

Advisers
Complimentary registration will be given to ALL local advisers to the State Leadership Conference. Complimentary registration will be given to one adviser, per state officer, to the Summer Leadership Seminar (SLS).

120 HOTEL ROOMS FOR STATE OFFICERS

The State Adviser shall be responsible for making room reservations and assignments for the April/Officer Orientation State Board meeting and CTSO State Officer Orientation. At these events, state officers will room together. Each of these room reservations will be paid for through Kansas FBLA funds. All other overnight room reservations for conferences will be paid for by the state officer's school or chapter. State officers that must travel over 3 hours one way to a required meeting may receive reimbursement from Kansas FBLA for overnight accommodations, if requested.

130 STATE OFFICERS UNIFORMS

Kansas FBLA will pay up to $150 for each state board member's officer uniforms. Any costs over $150 will be the responsibility of the state officer or their chapter.

[1] National & State FBLA dues as of August 2026

200—MANAGEMENT AND OPERATIONS

205 MEETINGS

April/Officer Orientation State Board meeting. The first meeting of the new Executive Board shall be held on a Saturday late in April at a site to be determined by the State Adviser. The purpose of this meeting includes: (a) evaluating the past year; (b) developing and adopting the KS FBLA Calendar and State Officer Directory; (c) evaluating the qualifications of and selecting the national officer candidate(s); (d) establishing a Program of Work for the upcoming FBLA year; (e) improving acquaintances among the State Officer team; (f) resolving pending business; (g) discussing CTSO officer training; and (h) outlining and assigning the upcoming Summer Leadership Seminar duties.

CTSO Officer Training Meeting. The Executive Board will meet at the CTSO officer training at a site determined by the KSDE (Kansas State Department of Education). The purpose of this meeting includes: (a) finalizing the program of work; (b) resolving any pending business; and (c) practicing and evaluating each workshop to be presented at the upcoming Summer Leadership Seminar.

Summer Meeting. The Executive Board meets at the site of the Summer Leadership Seminar (SLS). The purpose of this meeting includes: (a) providing leadership training; (b) finalizing plans for SLS; (c) debriefing about the National Leadership Conference; and (d) resolving any pending business.

September Meeting. The Executive Board meets on the third Saturday in September at a site to be determined. The purpose of this meeting includes: (a) conducting business and (b) reviewing Kansas FBLA current Policies and/or By-Laws for possible updates and revisions.

Officer Candidate Interviews Meeting. In early January, the Executive Board meets on a Saturday at least 60 days before the State Leadership Conference. The location is determined by the Executive Board at their first meeting. The purpose of the meeting includes: (a) officer candidate interviews and orientation; and (b) resolving pending business.

State Leadership Conference Meeting. The evening before the opening of the State Leadership Conference, the Executive Board has a dinner meeting at the site of the conference. Kansas FBLA provides the meal for all Executive Board members, their advisers, and the conference committee. The purpose of the meeting includes: (a) completing all pending business; (b) last minute preparations for the State Conference; and (c) rehearsing with the multimedia company for the Opening Session.

Special Meetings. Special meetings, if necessary, are held at the National Fall Leadership Conference and at the National Leadership Conference. Other special meetings, such as group virtual meetings, may be called by the President, Executive Vice President, and State Adviser.

210 TRAVEL

State officers are encouraged to schedule and visit local chapters during their term of office. It is the responsibility of the state officer's local chapter to take care of all out-of-pocket expenses incurred by the state officer and his/her adviser during these visits. If a personal invitation is extended to a state officer, the cost incurred for this visit could be the responsibility of the local chapter that made the invitation, if it is requested by the state officer. State officers should make this policy clear to the local chapters BEFORE accepting the invitation. (Out-of-pocket expenses could include gas money, turnpike fees, parking fees, meals, etc.)

Travel expenses to and from State Executive Board meetings are not reimbursed. However, lodging expenses for state officers and their adviser/chaperone will be reimbursed if they must travel more than 3

hours (one way) to attend a board meeting. A maximum of two rooms will be reimbursed per school/chapter. Schools will be responsible for booking their own accommodations at a reasonably priced facility. Receipts must be submitted for reimbursement.

215 DRESS

Members of the State Executive Board shall ALWAYS be in official dress when they are representing FBLA, unless otherwise stated by the State Adviser. This includes scheduled board meetings, Districts/State/National Conferences, local chapter visits, etc. The state president will determine which color to wear at the formal board meetings when there is a choice of more than one outfit. Appropriate casual attire for the State FBLA Executive Board would include the officer/adviser blue polo shirt and either khaki slacks, long shorts, skirt, or capris. The 'outgoing' male officers are required to wear a tuxedo for the Awards Program at the State Leadership Conference. The outgoing male officer or his local chapter/school will pay for the rental fee for the tuxedo if donation of the tuxedo has not been secured. The 'newly' elected male officers may wear a tuxedo or a suit/tie. The required attire for 'newly' elected female officers is appropriate business attire or a formal dress. 'Outgoing' female officers' attire for the Awards Program at the State Conference is a formal dress. The President and Executive State Board will vote on a color at or before the January meeting to coordinate the attire for the Awards Program. In addition to the outfits selected by the State Executive Board, KS FBLA will provide the official FBLA ascots for the ladies and FBLA ties for the gentlemen. Upon the completion of an officer's term in office, they will be expected to return the FBLA ascot or FBLA tie to the State Adviser in acceptable condition, unless they choose to keep them and pay KS FBLA market value for their respective tie/ascot. Officers will be allowed to keep the remaining articles of the outfits (including any shirts, polos, pants, skirts, dresses, and blazers) chosen by the State Executive Board.

220 STATE OFFICER'S NAME BADGES AND BUSINESS CARDS

Kansas FBLA will pay and provide name badges and business cards for the state officers.

225 DISTRICT BOUNDARIES

The State Executive Board shall determine the Kansas FBLA District boundaries and the number of districts. Kansas FBLA currently consists of seven districts, all served by an elected District Vice President. The State Executive Board evaluates the membership throughout the state and may or may not change the boundaries for the districts. This evaluation period occurs on years ending in an odd number. The Executive Vice President is responsible for maintaining and updating a map that contains the active chapters/schools. Local FBLA chapters can make a request to the State Adviser and the State Executive Board before the September meeting to be assigned to another district.

230 FBLA PROMOTIONS

Alzheimer's Association. Kansas FBLA chapters are encouraged to promote Alzheimer's Association, the national philanthropy. The Executive Vice President, in conjunction with the Active Membership Advisory Council, will provide ideas to chapters to acknowledge and inform about this charity.

Entrepreneurship Month (November) American Enterprise Day. The Executive Vice President, in conjunction with the Active Membership Advisory Council, will provide ideas to chapters to acknowledge and inform about this national FBLA program.

National FBLA Week. The Executive Vice President, in conjunction with the Active Membership Advisory Council, will provide ideas to chapters to acknowledge and inform about this national FBLA program. National FBLA will also provide activities that can be utilized by chapters to celebrate this week.

Governor's Proclamation. The State President is responsible for arranging for the Kansas State Governor to issue the FBLA Week in Kansas proclamation. FBLA Week is set by the National FBLA office, which is usually scheduled for the second full week in February.

Television Spot. The State President or their designated representative is responsible for arranging and appearing on any local television interview programs.

235 NEW CHAPTER FORMATION

The District Vice Presidents are to serve as coordinators for the chartering of new FBLA and/or middle school chapters within their districts. District Vice Presidents should refer all newly interested school chapters to the State Adviser. The District Vice Presidents shall keep the State Executive Board informed of their progress on their written officer report.

240 NATIONAL OFFICER/CANDIDATE

Registration and other expenses not paid for by the National FBLA office for national officers from Kansas will be reimbursed to the member from Kansas FBLA funds. Expenses for a chaperone/adviser for national officers attending national officer-related events will not be reimbursed.

245 OFFICER COMMITMENT

Unless excused by the State Executive Board, it is mandatory that all State Officers must attend all State Board Meetings, April Officer Orientation meeting, CTSO Officer Training, the National Leadership Conference, Summer Leadership Seminar, their District Conference, and the State Leadership Conference.

250 APPROVALS OF ABSENCES

A written signed letter must be emailed to the State Adviser at **least one week prior** to the absence stating the reason an officer is requesting to be excused from attending a required meeting or conference. Letters should be detailed and as informative as possible to aid the decision by the State Executive Board. In extreme cases, the excuse letter may be waived by a majority vote of the State Executive Board. If no communication is made with the State Executive Board or State Adviser, the absence is automatically unexcused and requires no vote from the State Executive Board. In unusual circumstances, a video conferencing method will be allowed as a means of attendance, if previous approval is given by the State Adviser.

300—CONFERENCES

305 DISTRICT CONFERENCES (also refer to the Kansas FBLA District Conference Handbook)

- Each District Vice President's chapter is responsible for hosting their district conference.
- A reasonable District registration fee may be assessed for each conference attendee. An additional fee can be added for a meal option, which chapters can opt out of.
- All chapters in the district shall be invited to attend their District Conference approximately 60 days before their respective District Conference date.
- The host chapter may invite **non-FBLA** schools to compete at their District Conference.
- A separate Awards Certificate should be provided for non-FBLA schools and non-FBLA middle school chapters.
- A separate Awards Certificate should be provided to all FBLA schools who are not within their normal district, if the request to switch districts was not made prior to the September board meeting.
- All District Conferences should be scheduled approximately 30-60+ days prior to the Kansas State FBLA Leadership Conference.
- The District Vice President should have the District Conference date approved by the host school prior to the April/Officer Orientation State Board meeting.
- At the close of a District Conference, or shortly after, a packet containing the conference attendees rating sheets shall be given or mailed back to the chapter adviser. The results from the District Conference should be emailed or posted within **two weeks** of the District Conference conclusion.
- District Vice President candidates will be allowed to campaign during the District Conference. Vice President candidates will have a total of 2 minutes for their election speech/presentation at the District Conference. At least 1 minute of the 2-minute time frame **must** be a speech given directly by the candidate. Other state officer candidates (President, Secretary, Treasurer, or Public Relations) may only be introduced at their respective District Conference. No speech or presentation will be allowed at the District Conference for any other office besides District Vice President candidates.
- Each high school and middle school FBLA chapter that registers for a District Conference, is allowed **three** voting delegates. Only chapters within their respective Districts can vote for their District Vice President candidates.
- Each District Vice President is encouraged to adopt the current National FBLA Dress Code for their District Conference. Specifics on the current dress code should be sent out with the registration materials.

306 BREAKING TIES ON INTERVIEWS, ROLE PLAYS, SPEECHES, OR PRESENTATIONS (District or State Conferences)

- Judges will break **ALL TIES**, if needed, on any **Speeches**, **Presentations**, **Role Plays**, or **Interview** events.

307 DISTRICT OBJECTIVE TESTS AND EVENTS

The District Vice President and their adviser will decide on the events and tests that will be offered at their District Conference. It is **not** required that a District Vice President offer ALL the tests available through the FBLA National Awards Program.

310 STATE LEADERSHIP CONFERENCE

The State Leadership Conference shall be held at a location and on dates established by the State Adviser and the Kansas FBLA Board of Directors. The State Adviser shall appoint a State Leadership Conference Director and submit the name of that individual to the Kansas FBLA Board of Directors and the State Executive Board for approval.

310.01 Duties of the State Adviser for the State Conference

1. Appoint the following Conference positions: Conference Director, Program Coordinator, Seating Coordinator, Middle School Coordinator, Events Tabulation Coordinator, Voting Coordinator(s), and Conference Coordinator(s). The Registration Coordinator shall automatically be the adviser(s) of the State Treasurer.
2. Work with the Conference Director and Coordinator(s) to develop a State Conference that reflects the wishes and directives of the Kansas FBLA Board of Directors, State Adviser, and State Executive Board.
3. Serve as a liaison between the Kansas FBLA Board of Directors, State Executive Board, Conference Director, Event Tabulation Room Coordinator, and the Conference Coordinator(s).
4. Prepare and email a packet of conference registration materials to each active FBLA high school and middle school chapter at least 60 days prior to the State Leadership Conference. The same information will be posted on the KS FBLA website. The only exception would be the Computer Applications test, which will be emailed to active chapters that request a copy, instead of being posted on the website.
5. Set up the hotel room block for the State Leadership Conference by October.
6. Meet with conference site coordinators and liaisons in late November to confirm rooms and times for the State Leadership Conference events.
7. Arrange for National Anthem singers for both sessions.
8. Coordinate the color guard (ROTC), if not handled by the multimedia company.
9. Negotiate and sign all binding legal documents (including conference insurance, if the National FBLA insurance policy is not utilized) with the conference site coordinators for Hotel Topeka at City Center and Stormont Vail Event Center. (Topeka, Kansas)[2]
10. Obtain the DJ for the State Leadership Conference dance, or other social activity on the evening of the first complete day of SLC.
11. Order award plaques, medals, and paper award certificates for the State Leadership Conference.
12. Work with the Conference Director to appoint advisers/adults to assist in the monitoring of the dress code and administering check points at the State Leadership Conference in the Objective Testing room(s), while also appointing advisers/adults to assist in the monitoring of the dress code and handing out medals at the Awards Program.
13. Coordinate with the Kansas FBLA State Executive Vice President and State Parliamentarian (if Parliamentarian position is filled) OR State Treasurer (if State Parliamentarian position is not filled), the Caucus Event procedures—if a caucus is held.
14. Assist the Event Tabulations Coordinator in the tabulation room to determine names/schools of the top placers in the State Leadership Conference database.
15. Mail out all evaluations, rubrics and materials to schools who did not pick up their folders after the State Leadership Conference Awards Program.

[2] Conference dates confirmed through 2029

16. Gather production entries that were mailed from each chapter and deliver them to the judge. Screen each entry to determine whether it was postmarked on time and meets all guideline requirements.
17. Compile an entries notebook for tabulation room.
18. Produce a list showing the number of entries in each event and deliver/email to the Conference Committee members, and eventually the FBLA advisers in attendance at the SLC.
19. Assist the Event Tabulations Coordinator with preparing, printing, and sorting Award Certificates for the Awards Program.
20. Verify the FINAL Outstanding Chapter Awards for the Top 5 schools with the Event Tabulations Coordinator.
21. Deliver printed Award Certificates to the backstage area for the Awards Program, if needed.
22. Preview and/or approve State Leadership Conference bills with the State Conference Director to be paid.

310.02 Duties of the State Conference Director

1. Find/assign chapters to administer/oversee event(s) at the State Leadership Conference. Secure judges, copy rating/evaluation/rubric sheets, and necessary materials to provide to administrators for their assigned event(s).
2. Report on the State Leadership Conference to the Kansas FBLA Board of Directors and State Executive Board at the meeting following the State Leadership Conference.
3. Based on the count by the State Treasurer, order all necessary ribbons, name tags, registration bags, and other materials needed for registration at least 60 days before the State Leadership Conference.
4. Along with the State Adviser, preview and/or approve all State Leadership Conference bills for payment.
5. Work with the Conference Coordinator(s) to distribute all submitted materials to the corresponding judges immediately following the respective deadlines for each event.
6. With the Conference Coordinator(s), notify, by email or personal phone call, any chapter with entries that do not meet all requirements for competition.
7. Create judges' packets with event materials for all judges at the State Leadership Conference.
8. Prepare and distribute a working document for all event coordinators that describes job duties, rooms, room set-up, equipment needed, and times for the event.
9. Plan and present information for the Adviser's reception on the evening of the first night of the conference that pertains to the State Leadership Conference and to the upcoming National Leadership Conference.
10. Arrange tables and campaign booth areas for officer candidates.
11. Organize preliminary sign-ups for events and notify event finalists by email or phone call for presentation/interview final times.
12. Confirm with the Convention Center the initial layout, internet usage and set up for Objective Testing, Campaign Booths, and Sponsorship Tables in all venue areas (in November). Finalize all details approximately two months before the conference.
13. Confirm room assignments and set-up with the hotel catering department in late November and finalize all details approximately one month before the conference.
14. Organize and prepare with the Blue Panda representatives all training and documentation needed to help the District Conferences and the State Leadership Conference operate effectively.
15. Make all event/room/time/informational changes to the previous State Leadership Conference program and provide them to the Program Coordinator.
16. Work with the Conference Coordinator(s) to obtain an email listing of ALL judges before the registration deadline to email submitted projects.

17. Notify the Conference Coordinator(s) to create laminated signs for new objective tests and any other signs that may be needed. Signs will be taped to event rooms the day before the conference begins and remove the signs after the conference is completed.
18. Set up the conference headquarters and secure advisers to work different shifts at the headquarters during conference hours.
19. Obtain and assign volunteers to serve as timers for judges on Preliminary Events.
20. Oversee the collection, recording, and distributing of all corporate sponsorships, including working with the Kansas FBLA State Officer Team and Active Membership Advisory Council to obtain their corporate sponsorships. NO sponsorship money will be rewarded to any competitor below 5th place who moves up to compete at the National Leadership Conference, NOR will the National Who's Who competitor representing Kansas receive sponsorship money. This is because the National Who's Who representative will not be competing in an event for this honor. Any chapter that misplaces their Corporate Sponsorship check, once they have received it or IF they did not pick it up at the National Leadership Conference, will receive a reduction in the initial check for the STOP PAYMENT fee (typically $35), if a new check is requested.
21. Work with the Conference Coordinator(s) to collect the exhibitor's logos for advertising with the multimedia company and with the Program Coordinator.
22. Work with the assigned male state officer to secure the donation of free tuxedo rentals from Men's Warehouse in Topeka or another tuxedo rental business.
23. After all the bills are paid, prepare a statement of expenses and incomes from the State Leadership Conference, and submit it to the Kansas FBLA Board of Directors and State Executive Board at the next scheduled meeting.

310.03 Duties of the State Conference Coordinator(s)

1. Assist the Conference Director with obtaining corporate sponsorships.
2. With the Conference Director, notify, by email or personal phone call, of any chapter with entries that do not meet all requirements for competition.
3. Maintain a database of former judges' contact information.
4. Accumulate the entries for the Outstanding Chapter Award and tabulate the points. These points are given to the State Adviser to be added to the points chapters received for competitive events.
5. Coordinate the exhibitor's tables by contacting post-secondary sponsors. Verify times, table set-up, etc. with the State Adviser, Conference Director, and the Event Center.
6. Work with the Conference Director to collect the exhibitors' logos for advertising with the multimedia company and with the Program Coordinator.
7. Sort competitive event rating sheets and other conference materials back to chapters after the State Leadership Conference and assist the Conference Director at Conference Headquarters.
8. Create laminated signs for new objective tests and any other signs that may be needed. Tape signs to event rooms the day before the conference begins and remove the signs after the conference is completed.
9. Work with the Conference Director to develop an email listing of ALL judges before the registration deadline to email submitted projects.
10. Work with the Conference Director to distribute all submitted materials to the corresponding judges to be evaluated immediately following the respective deadlines for each event.
11. Contact all judges to find out if they will be eating a meal and then inform them of their eating time slot.
12. Create the finalist forms and signups for individuals/teams that have their preliminaries at the State Leadership Conference.
13. Print the necessary number of programs for the State Leadership Conference for the state chapters in attendance, as well as additional programs for Conference Headquarters. The Conference Director will provide the necessary number to print. These will only need to be printed if the Registration Coordinator is unable to print colored copies.
14. Maintain and post all finalists for events.

15. Notify finalists to schedule their performance time for finals.
16. Create a website for finalists, where those not in attendance can easily find who made finals. Provide a QR code or website link to the Program Coordinator for this site.
17. Maintain continual updates with the Event Tabulations Coordinator and State Adviser as to Final Event Placings.
18. Sort finalized rubrics and materials into folders for chapter advisers to pick up at the Awards Program. The State Adviser will mail out the material in the folders that were not picked up.

310.02 Duties of the Program Coordinator

1. Create an attractive cover for the program, using the National FBLA theme or state, by utilizing the artwork/logo provided by the multimedia company.
2. Contact the Conference Director or Conference Coordinator(s) to make sure all corporate sponsorship logos are included.
3. Submit a rough draft of the State Leadership Conference program to the State Leadership Conference Committee by January 15 to be reviewed by the committee for the registration deadline.
4. Submit the completed program three weeks prior to the State Leadership Conference Committee.
5. Create a QR Code or link to the State Leadership Conference program that can be emailed to advisers ahead of the conference.

310.03 Duties of the Seating Coordinator

1. Make chapter seating assignments in the arena for Opening Session.
2. Obtain the current seating chart for Landon Arena from the Stormont Vail Event Center events coordinator at least two months before the State Leadership Conference.
3. Personally call/email/contact chapters that did not submit their request for reserved seats by the conference registration deadline.
4. Email and print complete seating charts to be placed in Registration bags and at Conference Headquarters.

310.04 Duties of the Middle School Coordinator

1. Maintain continual contact with all middle school chapter advisers, the State Adviser, and the State Conference Director to provide information, competitive event tips, etc. about programs for middle school students and about the State Leadership Conference.
2. In conjunction with the State Adviser and State Conference Director, decide which events will be offered at the State Leadership Conference for middle school students.
3. Obtain judges for the middle school events at the State Leadership Conference.
4. Set up the testing and presenting areas for the middle school competitors at the State Leadership Conference.
5. Award certificates at the beginning of the State Leadership Conference in the middle school testing enclosure to those who placed in pre-submitted events.
6. Grade and/or compile completed rubrics/evaluations, scantrons and pre-submitted materials.
7. Notify the middle school chapter advisers, the State Adviser, and the State Conference Director of the winners in all FBLA middle school events within three days of the end of the conference.
8. Clean up the middle school testing areas upon completion of their events at the State Leadership Conference.

310.05 Duties of the Registration Coordinator

1. Distribute two programs in each chapter's registration bag before the state conference, as well as additional programs for conference headquarters. If the Registration Coordinator cannot do this, the Conference Coordinator will print copies.
2. Communicate with the State Adviser and the State Conference Director to determine the number of ribbons needed for: participants, Gold Seal Chapter, voting delegates, state officer candidates, outstanding chapter members, Members of the Month, advisers, and Active Membership Advisory Council.
3. Provide an electronic copy of the created name tag label document, and name tag and ribbon materials to the State Conference Director and State Conference Coordinator(s) before the state conference.

310.06 Duties of Event Tabulations Coordinator

1. Provides his/her own laptop.
2. Answers questions from advisers, competitors, and volunteers as they arise, as well as collects event materials that need to be given to the Conference Coordinators to be sorted into chapter folders.
3. Obtains continual updates with the Conference Coordinator(s) as to Final Event Placings.
4. Creates/Updates event spreadsheet with all event names and point values.
5. Verifies Top Winners for all competitive events that are not Objective Tests; 3 hole punches the finalist documents with the names, places, and schools; and then puts the finalist documents into a notebook for reference.
6. Checks off all competitive events that are offered at the State Leadership Conference as they come in to maintain updated information as to which events the necessary placing information has not been received.
7. Obtains the Outstanding Chapter points from the Conference Coordinator(s), adds them to the earned competitive events points, and figures the Top 10 Outstanding Chapters based off of total points. This is verified by the State Adviser.
8. Top Winners are pasted into the spreadsheet for certificates—name, place and school.
9. Print certificates and Call Sheets for Awards Program.

310.07 Duties of Voting Coordinator(s)—This is subject to change

1. Update the Google Form for the State Leadership Conference by January 25.
2. Check the Google Form with the State Adviser to see which schools have provided usable emails for their voting delegates.
3. Send a practice Google Form to all voting delegates to test emails. Before the practice email "push out", a reminder email will be sent to all advisers of chapters attending the SLC when this will occur.
4. Contact advisers about emails that have bounced back from the practice email.
5. Push out the initial Voting Delegate Ballot on the day of voting. Other Voting Delegate Ballot(s) will follow to vote upon the Executive Vice President and any offices where a majority hasn't been reached.
6. Notify the State Adviser in writing who was elected to each office.

310.10 Dress Attire for the State Leadership Conference

The National FBLA dress code shall be followed at the Kansas FBLA State Leadership Conference. The State Adviser may designate advisers, parents, or outside sources to enforce the dress code for events and other conference activities. If a student appears for an event, and they are not dressed according to the National FBLA dress code, the designated individual shall inform the student of the dress code infraction. The student will be permitted to change into dress code compliant attire. If there is not time to

change, the student may be disqualified. Any disqualifications must be made BEFORE a student begins participating in an event. The current approved National FBLA dress code is posted on the National FBLA website and the dress code is posted during the State Leadership Conference.

310.10 National Officer

If the State Executive Board decides to invite a national officer to the State Leadership Conference, they shall determine which national officer to invite. The invitation shall be extended by the State President. Kansas FBLA would be responsible for the financial payments of housing and travel/transportation for the national officer.

310.11 Awards at the State Leadership Conference

Awards shall be presented at the Awards Program for the events listed below. If award winners or chapter representatives are not present at the Awards Program, the medals **WILL NOT** be mailed to chapters. Award Certificates will still be mailed if award winners are not present. Advisers can make arrangements with the State Adviser to pick up medals after the State Leadership Conference.

Chapter Events. A plaque to first place; certificates for first through tenth place, depending on the number of event finalists. Medals will be given to each individual that placed first through third in the Chapter Events.

Team Events. A plaque to first place; certificates for first through tenth place, depending on the number of event finalists. Medals will be given to each individual that placed first through third in the Team Events.

Individual Events. Medals will be given to individuals who place first through third. Certificates will be given to individuals who place first through tenth place depending on the number of finalists.

310.12 Kansas Outstanding Chapter

The purpose of this award is to obtain a better representation of Kansas FBLA's Top Chapters as an entire chapter and not just as competitive event winners. In order to receive the Kansas Outstanding Chapter, the chapter would need to

1. Submit a Local Chapter Annual Business Report for the State Leadership Conference competition.
2. Complete and submit the Kansas Outstanding Chapter form by the specified deadline.
3. A combination of the score for the Kansas Outstanding Chapter form and the TOTAL points earned by a chapter through competitive event placings determine the rankings.
4. Up to 10 chapters can be recognized as the Top 10 winners at the SLC Awards Program.

310.13 Adviser Recognition

Each adviser shall receive a plaque at the State Leadership Conference after five years of service as an adviser to FBLA, and an additional recognition for each succeeding five years. "Adviser of the Year" will be decided by the State Adviser from nomination letters from local chapter/members. The Kansas "Adviser of the Year" will have their registration cost to the NLC paid for by Kansas FBLA, if not paid for by their school district, and be presented a plaque at the State Leadership Conference.

310.14 Event Rating Sheets

At the close of the State Leadership Conference, or shortly after, a packet containing the conference rating/evaluation/rubric sheets and other materials will be mailed to the chapter, if the materials packet was not picked up AFTER the closing of the State Leadership Conference Awards Program. The remaining folders will be mailed by the state advisor to the respective chapters.

310.15 Repeating a National Event

Members may compete in an event at NLC more than once if they **have not** previously placed in Top 10 at NLC. If a member places in the Top 10 of an event at an NLC, they are no longer eligible to compete in that event. This impacts all events, with the exception of chapter events.

310.16 Team Member Representation to National Conference

Teams representing Kansas in a National Event must be comprised of the same students who competed in the FINALS of that event at the State Leadership Conference. If conflicts occur that a member is unable to compete at Nationals, the State Adviser must be notified immediately. In the case of a team event, when conflicts occur, at least one member of the original team must represent the team with other members from that school as replacements. The new team members must have attended the state conference. Refer to the National Competitive Events guidelines for further clarification.

310.17 Infraction of Rules in Events

If an infraction of the rules or guidelines occur in any event, the alleged infraction must be reported immediately to the Event Administrator and the judges of the event. The Event Administrator and judges may also confer with the State Conference Director about the infraction. The Event Administrator and the judge(s) shall make the final decision regarding disqualification or final placing that results from the infraction. The decision of the judges is final. Once the results have been reported to the conference headquarters and the awards have been presented, **NO** change shall be made.

315 CAMPAIGNING AND VOTING PROCEDURES FOR CANDIDATES

315.01 Campaigning

- All officer candidates for **President**, **Secretary**, **Treasurer**, **Public Relations**, or their chapters, will NOT be allowed to campaign at the District Conference.
- **District Vice President** candidates will be allowed to campaign during the District Conference. Vice President candidates will have a total of 2 minutes for their election speech/presentation at the District Conference. At least 1 minute of the 2-minute time frame **must** be a speech given directly by the candidate. Other state officer candidates (President, Secretary, Treasurer, or Public Relations) may only be introduced at their respective District Conference. No speech or presentation will be allowed at the District Conference for any other office besides District Vice President candidates.
- Candidates for the office of **Secretary**, **Treasurer**, and **Public Relations** will have a maximum of 2 minutes to present a speech/presentation at the Opening Session of the State Leadership Conference. At least 1 minute of the 2-minute time frame **must** be a speech given directly by the candidate.
- **Presidential** candidates will only be allowed to give a speech for a maximum of 2 minutes. No skit/presentation will be allowed for the office of President.
- The candidates will be introduced by the current state officer in that position at the State Leadership Conference, starting with Public Relations—alphabetically by last name.
- Candidates should provide their own props, music, and electronic devices, etc., if needed. All

materials from the speech/presentation must be removed immediately from the stage. All materials must be totally removed from BEHIND the stage after the Opening General Session of the State Leadership Conference. Prior arrangements must be made with the building establishment and/or multimedia corporation if items are unable to be completely removed until a later time during the conference. At the State Leadership Conference, candidates are limited to no more than six members to be in their skit/presentation and/or on stage at one time.

315.02 Campaign Speech & Materials (District Vice Presidents & All Other Offices)

To avoid any campaign skit or speech surprises at the District Conferences, **District Vice President** candidate(s) will **submit** the speech, plus skit presentation for their 2-minutes of campaign time, to the State Adviser via email. A campaign 'slogan' should be mentioned, along with a list of campaign materials and give aways that will be used, if any. The State Adviser must receive a copy of the campaign information at least **one week** before their District Conference.

The candidates for **Secretary**, **Treasurer**, and **Public Relations** will **submit** the speech, plus skit presentation for their 2-minutes of campaign time, to the State Adviser via email. A campaign 'slogan' should be mentioned, along with a list of campaign materials and giveaways that will be used, if any. The State Adviser must receive a copy of the campaign information at least **two weeks** before the State Leadership Conference.
The candidate(s) for **President** will **submit** their maximum 2-minute speech to the State Adviser via email. A campaign 'slogan' should be mentioned, along with a list of campaign materials and giveaways that will be used, if any. The State Adviser must receive a copy of the campaign information at least **two weeks** before the State Leadership Conference.

The intention for submitting this information ahead of time is to indicate the candidate's time management skills and campaign appropriateness. The state officer candidate and their adviser will be notified if the materials, speech, or presentation are inappropriate or if there needs to be further explanation or clarification.

315.03 Practicing of Campaign Presentation before the State Leadership Conference

Candidates for President, Secretary, Treasurer, and Public Relations will be able to practice their speech/presentation the night before the State Leadership Conference begins, approximately beginning at 8:15 p.m. in Landon Arena. Candidates will be able to practice on a **first come, first serve basis** after the completion of the current State Officer Team rehearsal. Candidates must coordinate with the multimedia company.

315.04 Campaign Booth, Campaign Materials, and General Campaign Regulations for the State Leadership Conference

- Booth space for each candidate will be 10' wide, 10' deep, and 8' high. An 8' unclothed (not skirted) table will be supplied for each booth space. Two chairs will be supplied, and more can be requested. Candidates must work with these dimensions when pre-planning their campaign booth.
- Electricity will be available at the candidate's booth at a potential cost of $40, if needed. Arrangements need to be made at least two weeks prior to the State Leadership Conference with the State Conference Director and/or State Adviser. Payment is due on the first day of the State Leadership Conference.
- No tents or canopies can be used as a campaign booth. A 'curtained' booth or backdrop can be provided by the Hotel Topeka at City Center if prior arrangements are made with the State Conference Director and/or State Adviser at least two weeks prior to the State Leadership Conference. A $40 fee may be assessed to have a 'curtained' booth.
- The booth space and position in the room will be assigned by the State Conference Director at least one week prior to the beginning of the State Leadership Conference. Candidates can start putting their booths together after 2 p.m. on the day prior to the beginning of the State Leadership Conference.
- Campaign booths must be completely removed by12:30 p.m. on the first day of the State Leadership Conference.
- Candidates will need to provide an adult supervisor/sponsor/adviser at the booth from 9:30 a.m. on the first day of the State Leadership Conference, until the candidate(s) booth is completely torn down. This sponsor can supervise multiple booths from one school.
- Giveaways at a candidate's booth
    - NO bouncy balls
    - NO sticky/cling-on items
    - NO drinks except bottled water
    - Pre-wrapped or pre-packaged food ONLY can be distributed at the campaign booth
    - Candidates planning on supplying any food (cookies, popcorn, snacks, etc.) at their campaign booth will need to make prior arrangements with the Catering Manager of the Hotel Topeka at City Center. The candidate and/or their school or chapter are responsible for the payment of such items ordered from the Hotel Topeka at City Center.
    - Adhesive stickers of any kind must be attached to the campaign materials. NO stickers can be handed out as wearable items.
- Campaign regulations
    - NO posters/flyers posted outside of the campaign booth area
    - NO campaign materials (electronic, social media, etc.) posted/sent out prior to **March 1.**
    - NO campaign materials can be handed out or placed on seats at any session of the State Leadership Conference.
    - NO current state officers can campaign for a state officer candidate, except for themselves.

315.05 Voting Procedure

State Voting for **President, Secretary, Treasurer, and Public Relations**. Voting will be accomplished electronically for these offices.

- Voting Delegates will be sent a practice test email. Before the practice email "push out", a reminder email about this is sent to all advisers of chapters attending when this will occur. This is to make sure all emails are working correctly.
- Voting Delegates will be sent a link/email to vote. Delegates will have a time allotment to cast their votes for these five offices. If a majority has been reached on the first electronic vote for the office of President, then the delegates will receive a second email/link to vote

on Executive Vice President. Electronic links/emails will be sent out to delegates until a majority has been reached.

- **District** Voting for District Vice Presidents will take place at their respective district conferences. This will be done through a voting procedure established by the respective District Vice President.

315.06 State Officers Repeating as a State Officer Candidate

Current state officers that are repeating and/or running for a different state office shall not sit at the officer table during the Business Session of the State Leadership Conference. Those state officer candidates that currently serve as a state officer will sit backstage until the election results have been read to the delegation. If a state officer candidate has a responsibility during the Business Session, they will appear on stage to give or present their report and then return backstage.

315.07 Installation Practice Session

There shall be an installation practice for all newly elected officers arranged by the multimedia company. Current state officers are required to attend this session. If a newly elected state officer has a scheduled event final at that time, they need to notify the State Adviser immediately or provide a substitute to stand in for that new officer.

400—SELECTING STATE OFFICERS

400.1 NUMBER OF ALLOWED STATE OFFICER CANDIDATES PER SCHOOL

No individual school will be allowed more than two officer candidates per year, which also includes the office of Parliamentarian.

405 PROCEDURES FOR BECOMING A STATE OFFICER, APPLICATION, AND RESUME

To apply for a Kansas FBLA State Officer position, a candidate must complete and email the following items to the State Adviser by or before December 15 of the current year.

- Letter of Application stating office and reason for running for this office
- Resume
- **Signed** Code of Conduct form
- Application form
- Completed the first level of the BAAs

405.5 Parliamentarian Candidates

If a member of Kansas FBLA would like to be considered for the position of Parliamentarian, they must complete the current state officer application form by or before the December 15 deadline and have at least one year remaining before graduation from a secondary high school. At the state conference, a parliamentarian candidate must take the Parliamentary Procedures objective test and obtain a score of 70% or higher to be considered as the new state Parliamentarian. A parliamentarian candidate does not need to be a member of a chapter Parliamentary Procedure team to be considered for this office.

410 STATE OFFICER QUALIFICATIONS (See Kansas FBLA Bylaws, Article VI, Section 2)

415 CANDIDATE INTERVIEWS

Each candidate, except Parliamentarian, for state office is required to be interviewed by the State Executive Board or committee of the State Executive Board members at least 60 days prior to the State Leadership Conference. This interview process takes place at the January Board Meeting of the State Executive Board.

415.1 Excuse for Absence at the Candidate Interview Board meeting

Candidates, at the discretion of their local adviser, may be excused from the scheduled officer candidate interviews for reason of illness, death of a family member or close friend, or hazardous driving conditions. Absences for reasons other than those described above may be excused by a 2/3rds vote of the State Executive Board. Candidates excused will be interviewed later by a committee of State Executive Board members. If a local adviser excuses a candidate for any reason, they must contact the State Adviser PRIOR to the start of the Officer Candidate Interview meeting.

420 OFFICER CANDIDATE INTERVIEWING PROCEDURES

The State Officer Candidate interviewing procedures are as follows:

1. The **Application letter** is read to entire group by the current State President. Candidates will be introduced starting with the office of Public Relations and ending with President by last name in alphabetic order.

2. Officer candidate steps up to the podium or the front of the room to address the group with a short (1-2 minute) introduction speech.
    a. The introduction speech needs to be more than just the candidates' name and office vying for.
    b. Speech should expand on the candidate's qualifications for the state office they are applying for, reasons for running for this office, and intentions for the office if elected, etc.

After candidates have been introduced and presented their introduction speeches, the State President will recess the State Executive Board meeting to conduct the State Officer Candidate individual interviews. Candidates and their local FBLA Adviser(s), parents, and/or school officials will meet in a separate room for an individual question/answer session with members and advisers of the current State Executive Board.

420.1 Switching Offices at the State Officer Candidate Interviews

After all the candidates have been interviewed separately, the State President will reconvene the meeting and ask if any of the candidates would like to switch offices. WHEN or IF any changes are made, the State Executive Board will vote and approve the entire slate of state officer candidates.

425 CANDIDATE/VOTING DELEGATE CAUCUS—No Caucus scheduled for 2027 SLC—this policy item may be reinstated for future conferences.

- ~~All candidates are required to attend the Candidate Voting Delegate Caucus, which is held the evening of the first day of the State Leadership Conference.~~
- ~~State Voting Delegates are expected to attend.~~
- ~~All State Officer Candidates~~ ~~are required to follow the official FBLA Dress Code, while voting delegates and others attending may dress casually. Candidates may change for the social event after the caucus.~~
- ~~Candidates applying for the same office will caucus together. All candidates applying for Secretary (for example) will be asked to come to the front. They will stand in a line alphabetically by last name. The floor will then be open to questions from State Voting Delegates. The current President (unless running for a state office) and Parliamentarian, (if the position has been filled) OR Treasurer (if the Parliamentarian position has not been filled) will monitor the questions and time allotted for each office. Candidates for Secretary, Treasurer, and Public Relations will receive three questions each. The candidates will take turns answering the questions first. President candidates will receive five questions. This process will allow delegates the chance to ask questions and candidates to have a fair opportunity to answer the questions.~~

430 NO CANDIDATES FOR AN OFFICE

If there is not a candidate for an office at the time of the election, recommendations to fill that vacancy are made by the newly elected state board, with the exception of the officer position of Parliamentarian. Resumes for potential candidates for an unfilled office shall be presented to the State Adviser at the Opening Session of the State Leadership Conference. The newly elected state board members shall first consider candidates who ran for other offices during the State Conference that were not elected, then consideration and a vote for other potential candidates. If there are no eligible candidates, Policy 440 shall be followed.

435 VACANCY IN THE OFFICE OF STATE PRESIDENT

Should the office of State President become vacant during their term, the State Executive Vice President shall automatically assume the office of State President. The new State President shall then appoint a new State Executive Vice President according to Policy 440.

440 VACANCIES IN OFFICES OTHER THAN PRESIDENT

Vacancies in all offices other than President shall be filled by State Executive Board appointment in the following manner:

1. The State Executive Board shall first consider those individuals who ran for the office now vacant.
2. If item #1 does not produce an individual for the vacancy, the State Executive Board shall consider all other individuals who were unsuccessful candidates for other offices during the previous election.
3. If item #2 does not produce an individual for the vacancy, the adviser from the school of the officer who resigned shall be asked to recommend an individual from his/her school.
4. If item #3 does not produce an individual for the vacancy, all chapters shall be invited to submit candidates to fill the vacancy.

500—STATE OFFICER CODE OF CONDUCT AND COMMITMENT TO RESPONSIBILITIES

While representing FBLA….

1. State officers shall behave in a courteous and respectful manner, according to the National and State FBLA guidelines, refraining from language and actions that might bring discredit upon the FBLA Association.
2. Unless excused by the State Adviser and State Executive Board, state officers shall fully participate in all appropriate FBLA activities, conferences, workshops, business meetings, etc., for which they are responsible. This includes, but not limited to, the April Officer Orientation State Board meeting, CTSO Officer Training, National Leadership Conference, Summer Leadership Seminar, National Fall Leadership Conference, Officer Candidate Interview meeting, their District Conference, and the State Leadership Conference. Written notification must reach the State Adviser one week before the intended absence. After the first unexcused missed event, the state officer will receive a warning from the State Adviser. The second unexcused event will result in a review by the State Executive Board with the strongest punishment being dismissal by the State Executive Board.
3. State officers shall abide by the prescribed association dress code.
4. State officers shall be willing to take and follow instructions as directed by those responsible (local adviser/chaperone, State Adviser, etc.) and meet **all deadlines** set for the state officer.
5. State officers shall treat all members equally.
6. When participating in FBLA assignments, the state officer shall not damage or deface property. The state officer will personally pay for any damage caused by them to any property or furnishings in hotel rooms, private accommodations, and/or buildings.
7. State officers shall communicate any circumstances which prevent them from carrying out predetermined assignments to appropriate personnel. (State Adviser, State President, Local Adviser)
8. State officers shall not be permitted to wear any campaign materials at the State Leadership Conference, except when campaigning for themselves.
9. State officers shall avoid places and actions that in any way could raise questions as to moral character or conduct.
10. State officers shall not be in possession of or consume controlled substances.
11. State officers shall not violate any state or federal laws.
12. State officers shall not misrepresent themselves or FBLA on any social media sites.
13. State officers shall abide by the nightly curfew assigned by state or national FBLA associations. State officers caught not abiding by the assigned curfew will receive **one** infraction the first time. If there is a second time caught for being out after the assigned curfew, the officer will receive an **unexcused absence**.
14. Infractions will be assigned to state officers, by the State Adviser, for those state officers that do not comply with the Code of Conduct, forget to bring their officer report to meetings, posting inappropriate material on social media sites, failure to meet a deadline assigned to them, and any other action or item that is not appropriate behavior for a state officer. Two infractions will equal the weight of an **unexcused absence**.
15. The **Code of Conduct** form is to be signed by all Kansas FBLA officer candidates, along with signatures by their local adviser, parent/guardian, and school administrator. This **Code of Conduct** form can be found on the last page of this document.

A violation of items 9-12 will result in immediate suspension by the State Adviser and Kansas FBLA Board of Directors. This suspension will be followed by a hearing in front of a committee

consisting of the State Executive Board, Kansas FBLA Board of Directors, and State Adviser within 10 days after the violation. The State Executive Board and Kansas FBLA Board of Directors may take action, including expulsion from the State Executive Board. Due process, as it is outlined in Section 550, shall be followed. While under suspension, the accused officer will be unable to participate in any state FBLA activities and officer duties.

550 DUE PROCESS HEARING

1. While a state officer is undergoing the due process hearing, the accused state officer will be suspended from all duties until actions are taken.
2. The State Executive Board and Kansas FBLA Board of Directors will present charges against a state officer only upon approval of the charges by the majority of both Board Members and State Adviser.
3. The State Adviser has the authority to VETO the decision of the Boards to bring charges against a state officer, if they feel the charges are frivolous or unsubstantial.
4. The State Adviser, in cooperation with the local school and FBLA authorities, shall conduct investigations, including gathering facts from parties involved and witnesses.
5. Following the hearing, the State Executive Board and the Kansas FBLA Board of Directors will make final determination of guilt or innocence and will take appropriate actions based upon the input of the State Adviser.

550.01 Hearing Process

1. The State Executive Board will sit as a deliberative assembly with the State President presiding. No State Executive Board member charged shall not sit in the deliberative assembly.
2. The State Adviser shall act as the prosecuting party.
3. The accused shall be allowed the opportunity to defend themselves or may retain their local adviser as counsel.
4. Deliberation shall be conducted in Executive Session with the State Adviser.
5. When a verdict is reached, the accused shall be immediately notified of the potential consequences/results to be taken.

600—SELECTION OF NATIONAL OFFICER CANDIDATES AND NATIONAL OFFICER DELEGATES

605 CANDIDATES FOR NATIONAL OFFICES

FBLA members that would like to be a candidate for national office must submit a letter of application and resume to the State Adviser at **least one week** before the April/Officer Orientation State Board meeting. The applicant must appear, in person, before the State Executive Board at the April/Officer Orientation State Board meeting. A presentation by the potential national officer candidate and question and answer session will be scheduled during the State Executive Board meeting. The State Executive Board shall review their qualifications and select (if more than one member has applied for a national office) and approve the candidate for national office. Any state is only allowed to have **one** National officer candidate. The only exception to this rule is when there are two members running for national office, with one member being a candidate for National Parliamentarian.

610 ELIGIBILITIES

To be considered for a National office, the candidate shall:

- Have held, currently hold, or campaigned for a Kansas State office.
- Have completed the first level of the BAA's (Business Achievement Awards).
- Be interviewed and approved by the State Executive Board at the April/Officer Orientation State Board meeting.
- Follow and meet the National Officer Candidate requirements, guidelines, and deadlines.

615 COMMUNICATIONS

Any national officer from Kansas shall:

- Communicate monthly with the State Adviser and the State President
- If not a current State Executive Board member, the National officer shall be required to attend the September Board Meeting and the Kansas State Leadership Conference, to inform the State Executive Board of national level activities. All National officers are encouraged to attend all State Board meetings.
- Be encouraged to attend the Governor's Proclamation and CTSO Citizenship Day in January of each year.
- Submit a written officer report for each State Executive Board meeting detailing what the National officer has accomplished during that time in office.

620 MONETARY SUPPORT FOR NATIONAL OFFICER CANDIDATES

The State Executive Board will vote to make up to a **$300** donation from the Kansas FBLA state treasury to be used for the candidate in their national campaign. All local FBLA chapters from Kansas are encouraged to help with donating money or campaign materials for the national officer candidates. No monetary donation from Kansas FBLA will be made to a candidate running for Parliamentarian.

625 KANSAS VOTING DELEGATES AT THE NATIONAL LEADERSHIP CONFERENCE

The current State President and Executive Vice President are the designated voting delegates. If either cannot attend the National FBLA Leadership Conference, the State Executive Board shall appoint a replacement at the April/Officer Orientation State Board meeting. This substitute is usually the District Vice President from that State Officer's assigned District. Any further substitution shall be made by the State Adviser.

700—STATE SUPPORTED COUNCILS, AWARDS AND RECOGNITIONS

705 ACTIVE MEMBERSHIP ADVISORY COUNCIL (AMAC)

To apply for a Kansas Active Membership Advisory Council (AMAC), a candidate must complete and email the following items to the State Adviser by the designated deadline.

- Resume
- Application Form
- **Signed** Code of Conduct form
- Completed the first level of the BAAs

Duties of an AMAC member include, but are not limited to:

- Assisting in the election of District Vice Presidents at their respective District Conferences. If there are District Conferences that do not have an AMAC member, the remaining AMAC members may be asked to go to an additional District Conference to assist with the voting.
- Obtaining at least TWO Corporate Sponsorships for the State Leadership Conference.
- Submitting ideas for chapters to utilize in fundraising or inform others about American Enterprise Day, the Alzheimer's Association, FBLA Week, and the State Leadership Conference philanthropic activity.

710 CHAPTER OF THE MONTH (AND HONORARY CHAPTER OF THE MONTH)

- Chapter of the Month is a chapter award that is submitted electronically on the 10th of every month, beginning in September and ending in March.
- The Chapter of the Month form must be completed for the chapter activities that have been accomplished for the previous month (Exception is for the first submission, which includes the activities for the months of April, May, June, July and August).
- The purpose of the recognition is to showcase the activities of all chapters. Chapters that submit the application, but do not receive the Chapter of the Month distinction, will automatically receive Honorary Chapter of the Month.
- Chapters can only receive the Chapter of the Month recognition once, but they can receive the Honorary Chapter of the Month distinction every month.
- All Chapter and Honorary Chapter of the Month winners will be recognized in the State Leadership Conference program.
- Chapter of the Month winners are recognized on Kansas FBLA social media, and they receive a signed certificate either in the mail or at the State Leadership Conference.
- Honorary Chapter of the Month winners are recognized with an electronic certificate.

715 QUALITY MEMBER AWARD—retired in 2027—could be reinstated in future years

- ~~Current State Officers are not eligible to receive the Quality Member Award.~~
- ~~The Quality Member Award application recognizes Kansas FBLA members who have been active in conferences, leadership, and chapter involvement.~~
- ~~Two questions must be answered in an essay format that must accompany the application. The questions are created by the FBLA Collegiate Officer Team.~~
- ~~The Quality Member Award application must be completed and submitted by the designated date set forth by the Kansas Collegiate FBLA organization. This is typically early or mid-February.~~
- ~~The Top 10 Quality Members are recognized at the State Leadership Conference Business Session with a certificate and a token prize.~~

720 SERVICE MEMBER OF THE MONTH

- Service Member of the Month is submitted by chapter advisers and should be a member who has excelled in helping the chapter with an event or multiple activities.
- Service Member of the Month is a chapter award that is submitted electronically through a form on the 10th of every month, beginning in September and ending in March.
- The Service Member of the Month form must be completed for the previous month.
- Service Member of the Month winners will receive recognition through Kansas FBLA social media and a ribbon at the State Leadership Conference.

(Kansas FBLA Code of Conduct adopted 11/8/1993. Kansas FBLA Policies adopted in 1992 and revised 10/1/1994; 9/30/1995; 9/19/1998; 11/1999; 5/2000; 4/2002; 3/2003; 9/2004; 9/2005; 9/2007; 9/2008; 9/2009; 9/2011; 6/2012; 11/2013; 4/2015; 1/8/2016, 9/16/2017, 7/22/2019, 11/8/2020, 9/24/2022, 9/21/2024, 12/31/2024,11/4/2025, and 9/19/2026.