

QUALIFICATIONS AND CAMPAIGNING FOR SOUTHERN SECTION OFFICE

QUALIFICATIONS

1. A candidate for Section FBLA must be a member in good standing in a FBLA chapter at the school in which he/she is enrolled. The candidate must be recommended by the local chapter adviser and endorsed by his/her local chapter.
2. The five officer positions include President, Vice President, Secretary/Treasurer, Public Relations Officer, and Parliamentarian.
3. The President, Vice President, Secretary/Treasurer, Public Relations Officer, and Parliamentarian will be elected by majority vote of the local chapter voting delegates..
4. To be considered for a section office, a candidate shall:
 - a. Have at least one full year remaining in his/her high school program.
 - b. Have an unweighted cumulative grade point average of at least a C Average
 - c. Have the ability to use software programs such as Microsoft Word and PowerPoint.
 - d. Strive to be a Champion of California and to obtain a Business Award of the California Business Achievement Awards program.
5. The same office may not be filled by a member from the same school for more than two consecutive years.
6. No more than two officers will be elected from any one school.
7. All candidates for Section Office will submit an application for office to the Section Director. The applications for office must have signatures of the local adviser, school official, employer, and the candidate's parents.
8. All candidates for Section office will be screened by the Section Executive Council or designee before the Section Leadership Conference at a time and date designated by the Council. The candidate's adviser must attend the screening session. Candidates will be asked several questions concerning such areas as qualifications, goals, section projects, other activities, etc. The local chapter adviser will also be asked questions.
9. Campaign materials must be presented at the screening session. Campaign materials that may be used include: one brochure or handout and two free standing signs not to exceed 6' x 12'. Signs may not be taped to any walls on the campus. Candidates must abide by the regulations of the host chapter/school. No materials can be distributed in the Opening Session.
10. Newly-elected officers will be officially installed at the State Leadership Conference, and the term of office will begin at the end of the State Leadership Conference.

CAMPAIGNING

1. Those candidates approved by the Section Executive Council will be eligible to campaign for the office desired. Campaigning for office shall start at the Section Leadership Conference.
2. All candidates will state their platforms at the Opening Session of the Southern Section Leadership Conference.
3. Speeches will be limited to four minutes total or the time designated at the interview.
4. Campaign literature may be distributed and signs displayed in the campaign area. Each candidate is responsible for making sure the campus is clean of his/her own campaign materials after the election.
5. Current Section Officers are not allowed to show support of candidates by wearing campaign buttons, hats, etc.

DUTIES OF ALL SOUTHERN SECTION OFFICERS

1. All officer and their local chapter advisers must attend all Executive Council meetings, State Leadership Summit, training days, and conferences.
2. All officers should be prepared to come up with ideas for section projects and present them at training.
3. All officers must prepare and present workshop(s) for the Section Officers/Advisers Training Day(s) and Leadership Development Institute. Workshop scripts, handouts, transparencies, and references must be submitted by the designated deadline to the Section Director or the officer will not participate at the Training Days and/or Leadership Development Institute.
4. Officers must keep current on correspondence and send copies of correspondence (emails, etc.) to the Section Director promptly with copies also to the Local Chapter Adviser.
5. All officers must work closely with Section Director and contact the Section Director by phone at designated times throughout the year.
6. All officers must prepare Officer Reports for each Executive Council meeting. All officer expenses will be approved and reimbursement forms, along with attached receipts, will be given to the Secretary/Treasurer for proper handling.
7. Annual Officer Reports must be prepared and distributed to the newly-elected officers at the joint meeting in May.

8. All officers will be supplied with Section FBLA binders. The binders contain a calendar, FBLA Bylaws and Constitution, correspondence, reports, minutes, conference information, section projects, etc. and will be kept up to date by the officers.
9. All section officers will obtain an FBLA blazer within 90 days after being installed into office. Official FBLA attire must be worn at all conferences, Executive Council meetings, and other activities when promoting FBLA. A section officer polo shirt will also be purchased and will be worn as directed by the section director.
10. If an officer misses one Executive Council meeting without notice or two with notice, it will be a sign of resignation; the Section President will appoint another member to the office with ratification by the council at the next council meeting.
11. Each section officers should work with his/her local chapter. Let members benefit from having a section officer. Be a vital part of your chapter's program.
12. It is a responsibility of section officers to promote FBLA, its activities, and projects. Make sure that Southern Section projects are carried out at the local chapter level.
13. Communicate with FBLA members and chapter advisers throughout the year.
14. Know all there is to know about FBLA and have a good working knowledge of parliamentary procedures.
15. Communicate with other Section officers. Give fellow officers full support.
16. Visit other schools to promote FBLA.
17. Always have a positive attitude and recognize the good and outstanding work of others.
18. Recruit new members and chapters.
19. Install incoming officers at the State Leadership Conference.
20. Remember! The quality of work by an officer is a direct reflection of oneself, his/her adviser, chapter, and school. Work hard but have a good time. Remember, the officer team is only as strong as its weakest member.

DUTIES OF LOCAL CHAPTER ADVISER

1. The same local chapter adviser of a Section officer must accompany the officer to all Officers' Trainings/Summit and Executive Council Meetings. The adviser shall be present at these trainings/meetings to offer suggestions and assistance. Having one local chapter adviser for the officer will insure continuity throughout the officer's term of office.
2. Adviser shall accompany the officer to all conferences (Officers/Advisers Training Days, Leadership Development Institute, Section Leadership Conference, and State Leadership Conference).
3. Adviser shall oversee the duties of his/her Section officer and shall keep in contact with the Section Director.

DUTIES OF THE PRESIDENT

In addition to the duties of all section officers, the Section President shall:

1. Preside over all meetings and general sessions.
2. Prepare and compile scripts for all section conferences and section meetings at state level conferences.
3. Prepare and send agendas to officers and advisers at least ten days before all meetings. Also have them available at the meetings.
4. Keep in touch with chapters! Inform them of national winners, section, state, and national projects, and upcoming events.
5. Compose official section correspondence such as thank-you letters, congratulation letters, invitations, recruitments letters, etc. May also be required to write welcome letters for the Section Leadership Conference program.
6. Perform all duties as California State Vice President representing the Southern Section.
7. Place articles in the *Californian* promoting FBLA. Work with Public Relations Officer.

DUTIES OF THE VICE PRESIDENT

In addition to the duties of all section officers, the Section Vice President shall:

1. Oversee progress of section projects.
2. Prepare recognition certificates for section projects.

3. Assist the Section President when necessary to develop a program of growth and service to his/her section.
4. Be prepared to preside over meetings in the absence of the Southern Section President at all times.
5. Be prepared to take over the Southern Section President's duties.

DUTIES OF THE SECRETARY/TREASURER

In addition to the duties of all section officers, the Section Executive Secretary shall:

1. Assist in typing correspondence or conference scripts as requested by the Section President.
2. Publish an address list of all officers and their advisers. The list shall include school and home addresses and telephone numbers and shall be sent to the Central Section Executive Council and advisers within one month of assuming office. The list may be updated periodically as changes occur.
3. Take minutes at all Section Executive Council and regular meetings.
4. Type minutes and send them to all section officers and advisers within ten days after the meeting.
5. Read minutes at meetings and make corrections if necessary.
6. Keep up-to-date list of schools for roll call purposes.
7. Present a budget to the Section Executive Council and advisers at the Southern Section Officers meeting at the State Leadership Summit. This tentative budget shall be based on past records and possible future revenue and expenditures. Work with the Southern Section Director and Section Business Manager when preparing the proposed budget.
8. Communicate with the California Business Manager as to receipts of section dues from chapters.
9. Submit a summary of section finances prepared by the Section Business Manager at executive council meetings.
10. Assist in handling reimbursements by checking for accuracy and approving reimbursement forms promptly. Give reimbursement requests to the Section Business Manager for processing of payment after approval by the section director.

DUTIES OF THE PUBLIC RELATIONS OFFICER

In addition to the duties of all section officers, the Section Public Relations Officer shall:

1. Write articles and provide pictures for publication in the *Section News* portion of the electronic state newsletter, *The Californian*. All topics of articles will be discussed and approved.
2. Gather news from the section chapters for the, *The Californian*, several times throughout the year.
3. Inform the section about FBLA section projects and other pertinent information and deadlines. Keep *Section News* up to date on the www.cafbla.org website. Work closely with the Section Director and California FBLA Technology Manager.

DUTIES OF THE PARLIAMENTARIAN

In addition to the duties of all section officers, the Section Parliamentarian shall:

1. Assist the Section President in making sure the meeting is run properly.
2. Be prepared to answer questions about parliamentary procedures and to refer to the FBLA parliamentary authority, Robert's Rules of Order, Newly Revised.
3. Conduct the voting session at the section conference.
4. Notify all chapters of changes in the Southern Section Bylaws and Constitution.

**The Southern Section thanks Ms. Doris Lowe and the Central Section Officer Team for allowing the Southern Section to use and modify the Central Section Officer Guide.*

RUNNING FOR OFFICE—SUGGESTED TIMELINE

AND OTHER IMPORTANT DATES

January 2009

- Read over Southern Section Officer Candidate Guide carefully with your adviser.
- Get approval and endorsement of local chapter adviser and chapter.
- Complete Section Officer Candidate Application (those running for section president must complete State Officer Candidate Application).
- Obtain school transcript with current courses listed—highlight or circle business classes in red.
- Prepare résumé/personal data sheet.
- Establish platform.

January 23

- Received date for completed application, transcript, and résumé.
Danielle Tolentino Tuason, Southern Section Director
PO Box 4061
Santa Fe Springs, CA 90650
southerndirector@cafbla.org (*Competed applications may be e-mailed in the form of scanned copies or PDFs with necessary signatures)

February 2 – Sunny Hills High School

- Officer Screening—Interviews of all candidates and advisers (after school—approx. 4:00 pm). Potential candidates will be informed of meeting information upon receipt of officer application materials.

February 28 – Cal State Fullerton

- Campaign for office at the Southern Section Leadership Conference.

April 23-26

- Installation of new Southern Section Leadership Team during the Southern Section Meeting at the State Leadership Conference

May 26 – Sunny Hills High School

- Meeting with outgoing officers (after school – approx. 4:00 pm)

July 12-15 - TBD

- State Leadership Summit with all section and state officers