



Mitchell High School

FBLA Chapter

2011-2012 Handbook

FBLA-PBL Creed

I believe education is the right of every person.

I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family, and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all these groups.

I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

I believe every person should actively work toward improving social, political, community, and family life.

I believe every person has the right to earn a living at a useful occupation.

I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.

I believe I have the responsibility to work efficiently and to think clearly.

I promise to use my abilities to make the world a better place for everyone.

The Pledge of Allegiance

I pledge allegiance to the Flag

of the United States of America

and to the Republic for which it stands, one nation under

God, indivisible, with liberty and justice for all

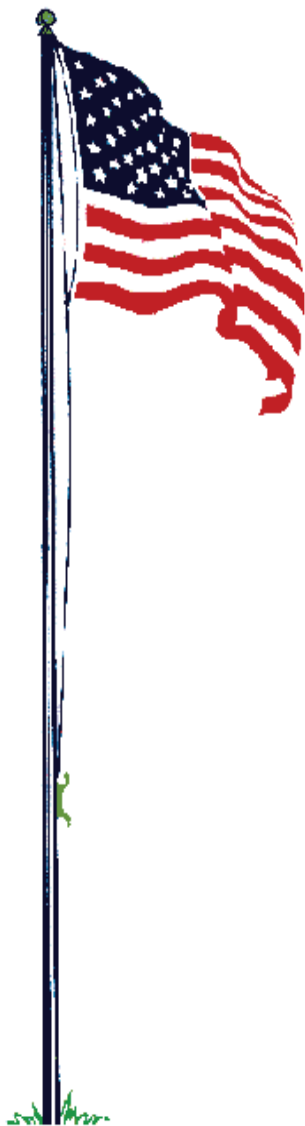


MISSION STATEMENT

To develop character and leadership by linking educational activities to business and community while preparing students for life-long learning.

Nebraska FBLA Goals

- Develop competent, aggressive business leadership.
- Strengthen the confidence of students in themselves and their work.
- Create more interest in and understanding of American business enterprise.
- Encourage members in the development of individual projects that contribute to the improvement of home, business and community.
- Develop character, prepare for useful citizenship, and foster patriotism.
- Encourage and practice efficient money management.
- Encourage scholarship and promote school loyalty.
- Assist students in the establishment of occupational goals.
- Facilitate the transition from school to work.



What are the activities of FBLA chapters?

Professional

Professional activities provide members with a business connection for their future. These activities help increase student skills and knowledge of the business world. Guest speakers, panel discussions, visits to business/industry, and shadowing experiences are used as instructional projects for a chapter's program of work.

Leadership

One of the most important goals of Nebraska FBLA is to develop leadership qualities in its members. Participation in FBLA activities as a member, committee chairperson, or officer provides experiences that contribute to the development of a positive self-image and a feeling of accomplishment.

Community

Chapter activities that make a contribution to the community provide members with the opportunity to develop civic pride and responsibility. Members also meet influential business and community leaders, learn the steps necessary to complete a project, and work with business and government officials.

Service

The activities in this category are as varied as the problems of people in need. The main purpose of service projects is to help others and these activities can be tailor-made for the school and community.

FBLA Web Pages

www.nebraskafbla.org

www.marketplace.pbl.org

What is FBLA?

Future Business Leaders of America (FBLA) is a national vocational student association for students in grades 9-12 who are interested in business or business education careers. Over 4,000 students in more than 100 high schools in Nebraska participate in the FBLA program. Benefits of FBLA membership are business proficiencies, community responsibility, leadership skills, and self-confidence.

Facebook

MHS FBLA will use a Facebook account to inform members of meeting dates, events and other information. Members and their parents will have to sign an AUF (Acceptable Use Form) before they will be accepted as a friend of MHS FBLA. This account will not host pictures, personal information, or personal content. Members will not be able to add content to this account.

Nebraska FBLA Code of Ethics

I will be honest and sincere. approach each task with confidence in my ability to perform my work at a high standard. I will willingly accept responsibilities and duties.

Members will sign a code of conduct agreement.



**Nebraska
Future Business Leaders of America**

2011-2012 State Goals

FBLA: 50 Fabulous Years

Focus

- Increase participation in Business Achievement Awards
 - Future - 40 members
 - Business - 25 members
 - Leaders - 20 members
 - America - 15 members
- Promote All-State Quality Member Awards
- Incorporate area meetings
- Inform members about Money Smart Week

Information

- Utilize electronic communication
- Update online resources
- Expand parliamentary procedure knowledge

Fundraise

- Raise \$16,000 for the March of Dimes
- Increase Foundation funds
 - Donate \$10,000 to the Nebraska FBLA Foundation
 - Participate through iGive

Teamwork

- Complete the Go Green Challenge
- Connect 2 Business with Nebraska Career Connections
- Strengthen relationship with PBL
- Foster bonds with other CSOs and school organizations
 - Participate in Safe Driving Campaign

Yield

- Encourage all populations to join
- Gain 300 members
- Charter 5 chapters
- Develop FBLA Middle Level
- Tally it Up to 8 service hours per member (42,000 hours)



sources
Expand
parliamen-

ork

MHS Standard of Conduct/Disciplinary Action

FBLA Members/Officers should conduct themselves in a professional and ethical manner in the classroom, the school and the community following the FBLA Code of Ethics and in accordance with the Mitchell High School Activities Policy:

Any FBLA officer/member who is in violation of the Mitchell High School Activities Policy/FBLA Code of Ethics will:

- Notify their adviser immediately
- Relinquish office/chairmanship
- Lose all points accumulated up to that point
- Be placed on probation for the remainder of the member's school years until graduation. If a second violation occurs, the student will be removed from the FBLA Membership List.

Advisers/school administration will meet with the FBLA member who has not upheld the FBLA Standards. Reprimands will be decided by the advisers and school administration and the Mitchell High School Activities Policy will be followed.

Excused Absences—

Give Adviser a signed note 1 day prior to the meeting or 1 day after the meeting otherwise it will be counted as an unexcused absence. State:

- Date of meeting
- Member's name
- Reason for absence (sick or activity—adviser will check with office)

*** If a note is not turned in 1 day prior or 1 day after the meeting absence will not be excused, and points could be deducted.**

Mitchell High School FBLA Point System 2011-2012

Activity	Points
Holding office and complete responsibilities <i>*Must complete their duties</i> -one reminder/warning -second-relinquish office	10 points
Chairman of a committee	10 points
School Service (Winter Royalty, Musical Usher etc.)	5 points for every 30 minutes —Maximum of 10 points per activity.
Community Service (Care Center, City Council Activities, etc.)	5 points for every 30 minutes --Maximum of 20 points per activity per month.
FBLA Service (FBLA activities & meetings)	5 points for every 30 minutes --Maximum of 15 points per activity
Writing an article that is accepted for publication in the newspaper, FBLA newsletter (FBLA or School Service Points)	Article published.....10 points
FBLA Meeting FBLA Shirt—must be worn all day and must be tucked in.	At meeting: Attend entire meeting.....10 pts Late..... 5 pts Leave Early.....5 pts Proper Dress: Shirt/Dress Up5 pts
Writing an article that is accepted for publication in the newspaper, FBLA newsletter (FBLA or School Service Points)	Article published.....10 pts
Writing an article that is accepted for publication in a State/National publication.	State/national article published.....25 pts
Honor Roll	5 points per quarter—no matter which one you are on
New Member	5 points each new member
Business Classes	10 points each business class enrolled in each year

Installation Ceremony

Installation Ceremony is required for all members. Work will not be an excused absence because the date of installation will be set well enough in advance so members can make arrangement at work.

An officer who misses the Installation Ceremony will give up his/her office.

Senior members must qualify for a certificate or certificate/pin to be eligible to wear the FBLA cord at Graduation and Honor's Night

FBLA Member of the Month

- Member with most points
- Advisers and officers check criteria and points
- Advisers make final determination

Honors Night FBLA Point Eligibility Requirements

(IT IS THE RESPONSIBILITY OF THE FBLA MEMBER TO MAKE SURE THEIR POINTS ARE TURNED IN TO AN ADVISER AND APPROVED BY THE ADVISER PRIOR TO EACH MEETING.)

Participation Certificate: Maximum 3 unexcused meetings
School Service Activity: Minimum 5 pts
Community Service Activity: Minimum 15 pts
FBLA Activities—Minimum 90 pts
Must attend the Installation Ceremony*
*(Unless the member joined after the Installation Ceremony)

Pin and Certificate: Maximum 1 unexcused meeting
School Service Activity: Minimum 10 pts
Community Service Activity: Minimum 40 pts
FBLA Activities—Minimum 130 pts
Must attend the Installation Ceremony*

Total Points: Used to determine candidates for Member of the Month
Used to determine FBLA Member of the Year

Future Business Leaders of America Winter Royalty Standards

Winter Royalty candidacy will be awarded to the FBLA senior boys and girls who qualify according to ONE OF THE FOLLOWING REQUIREMENTS.

1. The candidate was inducted as a freshman, was active (certificate) as a sophomore, lettered (pin) as a junior, and as a senior has currently accumulated half of their points for a pin.
2. The candidate was inducted as a sophomore, lettered (pin) as a junior, and as a senior has currently accumulated half their points for a pin.
3. The candidate was inducted as a junior and as a junior lettered (pin) and as a senior has currently accumulated half their points for a pin.
4. The candidate was inducted as a senior and has currently accumulated half their points for a pin.

MEMBERS MUST BE IN GOOD STANDING

Future Business Leaders of America Homecoming Standards

Homecoming candidacy will be awarded to the FBLA senior boys and girls who qualify according to ONE OF THE FOLLOWING REQUIREMENTS.

1. The candidate was inducted as a freshman, was active as a sophomore (certificate), lettered (pin) as a junior, and as a senior has paid their dues.
2. The candidate was inducted as a sophomore, lettered (pin) as a junior, and as a senior has paid their dues.
3. The candidate was inducted as a junior and as a junior lettered (pin) and as a senior has paid their dues.

The candidate who was inducted as a senior is not eligible for nomination by FBLA for Homecoming King or Queen because there has not been enough time to demonstrate their involvement in the organization

MEMBERS MUST BE IN GOOD STANDING.

DRESS CODE

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world.

Professional attire acceptable for official FBLA-PBL activities include:

Males

- ◆ Business suit with collar dress shirt, and necktie or
- ◆ Sport coat, dress slacks, collar shirt, and necktie or
- ◆ Dress slacks, collar shirt, and necktie.
- ◆ Banded collar shirt may be worn only if sport coat or business suit is worn.
- ◆ Dress shoes and socks.

Females

- ◆ Business suit with blouse or
- ◆ Business pantsuit with blouse or
- ◆ Skirt or dress slacks with blouse or sweater or
- ◆ Business dress.
- ◆ Capris or gauchos with coordinating jacket/suit, worn below the knee, with nylons.*
- ◆ Dress shoes.
- ◆ Nylons when wearing skirts and dresses.

Inappropriate attire, for both men and women, includes:

- ◆ Jewelry in visible body piercing, other than ears
- ◆ Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts
- ◆ Backless, see-through, tight-fitting, spaghetti straps, strapless, **extremely short**, or low-cut blouses/tops/dresses/skirts
- ◆ T-shirts, Lycra™, spandex, midriff tops, tank tops, bathing suits
- ◆ Sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee-boots
- ◆ Athletic wear, including sneakers
- ◆ Hats or flannel fabric clothing
- ◆ Bolo ties
- ◆ Visible foundation garments

CLARIFICATION—Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes, open toe shoes, and sleeveless dresses are accepted.

Parliamentary Procedures and Suggested Class/Organizational Procedures

Your class meetings will be one of the most important things you will do as a class to represent yourselves and MHS. They should be approached seriously and with cooperation and respect for each other, your class sponsors, and the rules by which meetings should be conducted. These rules are called Parliamentary Procedures. This booklet will outline the procedure and the rules to follow to insure a smooth flowing and efficient meeting.

Electing Officers

Class officers are the leaders of your group and should be elected with the necessary qualities of a leader in mind. When electing officers, look for someone who is trustworthy, energetic, organized, and willing to put forth the effort necessary to make your class projects and activities successful. Do not elect someone based on popularity. Remember, you will have to follow these classmates. Make sure they will lead you in the right direction.

Duties of Officers

President. The president will be responsible for representing the class to the class sponsors and the administration. Choose someone who will represent you well. The president's duties will include:

- Maintaining order and control, acting impartially, assuring understanding, and keeping the meeting moving.
- **It is not his or her responsibility to do everything the class/organization needs to do. This responsibility belongs to each member of the class/organization!**
- The president does not usually vote on issues unless his vote will make or break a tie.

Vice President. The vice present supports the president and acts in his or her absence.

Secretary.

- The secretary's job is to keep a clear and complete record of all happenings in your class/organization's meetings.
- He or she must be able to take accurate notes neatly and quickly.
- Choose someone who is dependable and has legible writing.

Treasurer.

- The treasurer is in charge of all financial transactions.
- Choose someone who is good at math, who is dependable and organized, and someone who is trustworthy.

He or she must be able to keep accurate records and will be responsible for turning in these records to the accounting office at the end of the year

Procedure for Electing Officers

Nominations should first be taken for the office of president. Those wishing to nominate must first be recognized and then they may nominate a classmate. This continues until someone moves that nominations cease. (Simply say: I move that nominations cease.)

This must be seconded (Say: I second the motion). Then the leader will say: “It has been moved and seconded that nominations cease. All in favor say Aye. Opposed say Nay”. A majority vote will pass the motion. Then proceed to vote.

You may send the nominees out of the room and do a hand vote. However, some people may not vote their own minds if others see whom they choose. A better solution would be a secret ballot.

Repeat this procedure with the other offices. The president just chosen will now preside over the rest of the meeting.

Rules of Parliamentary Procedure

Parliamentary procedure provides a number of very specific rules for holding meetings. These rules allow meetings to be efficient, productive, and democratic. They regulate the way meetings are announced and the number of members that must be present to conduct business. They also regulate the manner in which the business is conducted, and the duties of the presiding officer.

Order of Business

1. Call to order
2. Reading and approval of minutes of previous meeting (President asks for additions or corrections to minutes. If there are none, he says "The minutes stand approved as read.")
3. Treasurer and standing committee reports
4. Special committee reports
5. Unfinished business
6. New business
7. Announcements
8. Adjournment

Motions

When a meeting is being conducted according to parliamentary procedure, business is handled through the making of motions. A motion is a formal suggestion or proposal made by a member for consideration and action by the group. Before any new business can be discussed in a parliamentary meeting, someone must make a motion. Without a motion on the floor the group cannot accomplish anything. It is as if they were all sitting in an automobile ready to start a trip and no one bothered to turn the ignition key.

Once a motion is made, the members must act on it in some way. They may vote for or against it. They may postpone consideration of it. They may refer it to a committee to handle it in any of several other ways, but they may not simply forget about it.

How Motions are Made

What should you do during a meeting when you wish to make a motion?

1. First you must obtain recognition from the chair to speak. This may be done by holding your hand in the air until the president calls on you, or standing until you are recognized. The president will recognize you by calling your name or pointing to you.
2. Then you may state your motion. Always begin with the words **I MOVE**. **Never begin with "I suggest" or "I recommend" or "I think we should"**. The words **I MOVE** signal that you are making a formal motion that you wish the group to debate and act upon.
3. Formal motions require a **SECOND** which is an indication by one other member that he or she wishes to see the matter discussed. This is accomplished by someone saying, "**I second the motion.**"
4. Immediately following the second, the president restates the motion by saying "**It has been moved and seconded that we...(do such and such). Is there any discussion?**" This restatement by the president officially puts the motion on the floor for debate.

Sample motion:

<i>Liz, a member</i>	<i>(raises hand)</i>
<i>President</i>	<i>Liz</i>
Liz (rises)	I move that we hold a pancake breakfast to raise money for the scholarship fund. (Liz sits down)
Nick, a member	I second the motion.
President	It has been moved and seconded that our club hold a pancake breakfast to raise money for the scholarship fund. Is there any discussion?

The group will then offer discussion of the motion. Remember, only one idea can be introduced at a time in the form of a motion. All discussion must relate to the motion on the floor. When discussion is complete, the president will call for a vote by restating the motion and asking for the vote. Use the same procedure as outlined in electing officers.

Main motions require a simple majority vote to pass. A simple majority means one more than one half of those voting must agree. (Suppose 30 members are present. A simple majority would be 16.)

FBLA Meetings 2011-2012

Executive Meetings: 3rd Mondays at noon

General Meetings: 3rd Wednesdays at noon

	<u>Executive Meeting</u> <i>Monday—noon</i>	<u>Regular Meeting</u> <i>Wednesday—noon</i>
September:	19 th	21 st
October:	17 th	19 th
November:	14 th	16 th
December:	_____	Christmas Party
January:	16 th	18 th
February:	13 th	15 th
March:	19 th	21 st
April:	16 th	18 th
May:	_____	Membership Drive

Excused Absences—

Give Adviser a signed noted **1 day** prior to the meeting or **1 day** after the meeting otherwise it will be counted as an unexcused absence. State:

- Date of meeting
- Member's name
- Reason for absence (sick or activity—adviser will check with office)

Code of Conduct

To be signed by **FBLA Officers, Chairpersons, Members:**

I understand the point system and how points will determine if I am eligible for a certificate or pin on Honors' Night and will be used to determine FBLA Member of the Year. The points system will also be used to determine if a member is in good standing to be eligible for Member of the Month.

I understand the FBLA Handbook, MHS Activities Handbook, the FBLA Code of Conduct, the Point System and all the procedures that will be followed.

I understand the dress code. Formal dress, informal dress—FBLA Shirt. If I do not have a FBLA Shirt, I will wear formal dress.

I have read and understand all rules and procedures of Mitchell High School's FBLA

Officers— I will complete my duties and tasks required of my position. I understand I will have one reminder/warning and on my second offense my office will be relinquished from me if I do not complete my duties and/or responsibilities.

Member

Date