**FBLA STATE OFFICERS**

**DUE PROCESS**

1. Required Service to FBLA
2. Full attendance and participation at the following meetings and

conferences:

1. FBLA District Workshops
2. Joint Career Technical Officer Training
3. National Leadership Conference
4. Fall Executive Council Meeting
5. Joint Leadership Development Conference
6. National Fall Leadership Conference
7. Winter Executive Council Meeting
8. Alabama State FBLA Conference
9. Other meeting, conferences, and/or trips as deemed

required by the Alabama State FBLA Adviser.

1. Fulfill the duties of office that are listed for President/Secretary-

Treasurer/Vice President in the Application for State Office that

is signed by each officer candidate and his or her adviser.

1. Complete all other assignments as deemed required by the Alabama State

FBLA Adviser.

1. Personal Growth and Conduct
2. Become knowledgeable of the State FBLA program so as to be

able to discuss it with chapter officers and others.

1. Avoid expressing personal opinions regarding political and/or

controversial problems when representing Alabama Chapter of

FBLA.

1. Observe standards of dress and total personal grooming, as well

as standards of personal conduct, as established by the national and state FBLA organizations (Conference Code of Conduct).

1. Abide by the list of statements in the Alabama State Officer Code of Conduct

that must be signed by an officer candidate and his or her adviser.

1. Consequences of Failure to Perform
2. The first time a deadline for any assignment is more than 3 days

late, a letter concerning failure to perform will be sent to the

officer and copied to the adviser of the officer and the parent/guardians

of the officer.

1. The second time a deadline for any assignment is more than 3

days late, a letter concerning failure to perform will be sent to

the officer and copied to the adviser, parents/guardians, career

technical supervisor and principal of the officer's school.

1. The third time a deadline for any assignment is more than 3

days late, the officer must repay the Alabama Chapter of FBLA for

the amount of the registration fee for the National Leadership Conference.

The officer's adviser, principal, career technical supervisor, superintendent, and parents will be notified of the repayment requirement.

1. The fourth time a deadline for any assignment is more than 3

days late, due process (see IV.) for officer's removal from office will

begin. The officer's adviser, principal, career technical supervisor, superintendent, and parents will be notified of the process.

1. The first time a required meeting or any part of a required meeting

is missed, due process (see IV.) for officer's removal from office will

begin if deem appropriate by the Executive Council. The officer's

adviser, principal, career technical supervisor, superintendent, and

parents will be notified of the process.

 F. Drinking, smoking, immoral behavior, and drug use are serious violations

 of the Conference Code of Conduct and the State Officer Code of Conduct

 and will result in immediate due process for officer's removal from office.

 The FBLA State Administrative Board will determine other serious

 violations of the Conference Code of Conduct and the State Officer Code

 of Conduct.

1. Failure to complete a full term (voluntary or mandated) prior to the

Alabama State FBLA Conference will require that the officer repay 50% of expenses incurred by the officer to date of removal and paid by the

Alabama State Chapter of FBLA.

1. Due Process for Officer Removal Procedures
2. Documentation of violations of required service or conduct, or failure to

fulfill officer responsibilities will, after all other consequences have been

exhausted, be brought before the FBLA State Administrative Board

for a hearing.

1. Investigations, including gathering facts from involved parties

and witnesses, shall be conducted by the FBLA State

Administrative Board.

1. Following a hearing, based on a study of the facts, the FBLA

State Administrative Board will determine whether or not the

violation warrants the removal of the offending officer from

office.

1. An officer can be removed from office only by a majority vote of

the FBLA State Administrative Board. The quorum for such a

vote is the full membership of the FBLA State Administrative Board.

A tie vote will be decided by a vote of the FBLA State Adviser Staff.

1. The Student officer, his or her adviser, and the principal from the

officer's school will be notified simultaneously within two weeks

after FBLA State Administrative Board action is taken.

**I have read the Due Process document and understand the expectations of serving as a FBLA State Officer and the consequences of not completing assignments and/or my term in office.**

**FBLA State Officer Candidate Signature Date**

**FBLA State Officer Adviser Candidate Signature Date**

**SIGN THIS DOCUMENT AND EMAI IT TO** **ALABAMAFBLA@GMAIL.ORG****.**