

2017-2018

Notre Dame-Cathedral Latin School

Future Business Leaders of America

MEMBER HANDBOOK

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade: \_\_\_\_\_ BL 1 Rm: \_\_\_\_\_ BL 5 Rm: \_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_\_\_

**NDCL FBLA Mission Statement**

*The NDCL chapter of FBLA seeks to educate future business leaders by serving the community through service projects and fundraisers, while providing opportunities that promote leadership and career development.*

**NDCL FBLA Core Values**

***Accountability****: each member will take control of their actions to support the overall success of the club*

***Leadership****: each member will become a leader in their own way, by taking on responsibilities out of their comfort zone*

***Integrity:*** *each member will be honest with one another and with our benefactors to ensure internal and external fluidity*

***Respect:*** *each member will respect each other and treat each other like they would want to be treated*

***Responsibility:*** *each member will take responsibility for their actions and make appropriate actions towards the good of the club*

**INTRODUCTION**

This NDCL FBLA Member Handbook is designed to familiarize members and their parents with the philosophy of the club, its activities, and consequent responsibilities, so that parents can support the efforts of the faculty and Officer Team in the overall success of the club. It is also the “written agreement” between the family and the club in terms of the expectations NDCL FBLA has for the relationship between the club, school, member, and family.

Members and their parents are responsible for understanding and complying with the information contained herein. During the course of the year, a policy may be amended, revised, added to, or deleted. If this occurs, the club will attempt to give prior written notice. The term “parent” used throughout this Handbook denotes biological or adoptive parent or legal guardian.

**NON-DISCRIMINATION POLICY**

As the Future Business Leaders of America, we recognize and cherish the diversity in the world around us. As such, we do not discriminate on the basis of sex, race, or color, national origin, or physical disability or impairment in the administration of our activities and policies.

**FUTURE BUSINESS LEADERS OF AMERICA**

The Future Business Leaders of America (“FBLA”,) is a non-profit educational association for middle school, high school, and collegiate students who are interested in learning more about the free enterprise system.  FBLA is a nationally recognized club in the United States of America.

The purpose of FBLA is to prepare members for careers in business and to assist them by becoming better employees and citizens. FBLA helps students develop leadership abilities, prepares them for entry into a business-related occupation, and offers a setting where members compete at regional, state and national levels in business and technology curriculum.

**FBLA YEAR**

For the purposes of club operations, the FBLA year will run from August 1 to July 31 of the following year.

**OFFICER TEAM**

The Club is led by a group students identified and selected to be a Local Officer. In their capacity, they control the overall operations of the club. Each year, the previous year’s graduating senior officers will select an officer in the following positions: president, vice president, treasurer, secretary, and parliamentarian. The Selection Committee reserves the right to assign new roles outside of the standards of the National Office, such as (an) additional vice president(s), a liaison to an another club, etc.

**REQUIREMENTS FOR OFFICER CANDIDACY**

In order for a member to run for an officer position in the upcoming year, each candidate must submit their intention to run via an application process announced prior to opening. Each candidate must be a prior member with a minimum of 1-year experience. (Preference will be given to previous officers and tenured members.) Officers must also have attended a State Leadership Conference. Each candidate will then complete an interview and essay to determine viability as an officer. The Selection Committee holds the final decision in all officer positions.

**MEETING TIMES**

The Officer Team will meet every regular Tuesday of the year, except when otherwise decided by the President or Adviser. The meetings will occur in Room 226, unless it is unavailable, in which case the President or Adviser will notify officers at least 2 hours prior to the meeting. An adviser in not required to be present at Officer Team meetings.

The General Council will meet with the Officer Team at least once a month beginning in September in Room 226. The frequency of meetings will vary depending on event timelines or upcoming programs in which an additional meeting is needed. A list of “All-Member Meetings” will be distributed at the beginning of the school year. An Adviser must be present at all meetings, therefore, these meeting will occur on Blue Day Tuesdays only.

**ATTENDANCE**

The Officer Team has elected not to set an objective attendance policy, rather a holistic policy. General Council members are expected to attend all meetings throughout the year, given the small number of meeting times scheduled. As a general “rule,” General Council members should attend at least 85% of the meetings. The Officer Team reserves the right to cancel the membership of any General Council member if they consistently miss meetings without prior notification.

We expect all members notify the President or Adviser of imminent absences at least 12 hours prior to the meeting time. Mandatory meetings will be announced at least 2 weeks prior to meeting dates, thus, no absences will be excused except in extenuating circumstances.

Officers are expected to monitor their own attendance and attend Officer meetings when possible. Repeated absences may result in a query into the officer’s continuation in their position. All officers will be present at All-Member Meetings

Excused absences include, but are not limited to: illness, family emergency, academic responsibilities, medical appointment, vacation, retreats, field trips, and college admission visit at school or at college.

Unexcused absences include, but are not limited to: getting food during Lion Time, doing homework due that day, other club activities.

In terms of religious activities, our policy is as follows: We are a Catholic school, and our core values and mission statement express who we are as a Catholic school. We value the sacrifice God made for us and our duty as His disciples. We promote the attendance of all of our members at Mass and Reconciliation throughout the year, however, we ask that you join us at our meetings on the day when we have All-Member meetings. We strongly encourage you to attend Kairos retreats, and will support your decision in attending this extraordinary experience.

This attendance policy is subject to change throughout the year.

**REPORTS**

Officers may be required to complete reports according to FBLA standards. These reports include, but are not limited to, Monthly Chapter Report, Monthly Financial report, Program of Work, Event Timeline, Annual Local Chapter Report, and Partnership with a Business Report.

These reports are to be completed according to FBLA standards, as seen in the Chapter Management Handbook (CMH.)

All reports must be submitted to the Adviser and President for approval. Some reports may need approval from other officers, such as the Vice President(s).

**FBLA CONFERENCES**

FBLA offers multiple conference opportunities throughout the year. These are the National Fall Leadership Conference (NFLC), the Spring State Leadership Conference (SLC), and the National Leadership Conference (NLC).

Officers may attend the NFLC, however, it is not required.

All officers must attend the SLC, and General Council members are highly recommended to attend the SLC.

Any member who qualifies for the NLC must attend. Other individuals may attend at their own expense.

Hotel expenses are the responsibility of the members for all conferences.

**FIELD TRIPS**

In an attempt to enrich the experience FBLA offers each member, the Officer Team may elect to take the entire club on no more than two (2) field trips each year. These field trips are at the expense of the club and must be approved by the Adviser and Principal.

**ACADEMIC RESPONSIBILITY**

The academic success our members is the #1 priority our Officer Team has. Therefore, the Officer Team has placed the following restrictions in place in order to ensure academic success for all members:

* Students must maintain a 3.0 GPA
* A student will be placed on Probation if they have one F or two D’s, or any combination of the two, at mid-quarter.
* A student will be placed on Academic Suspension if they receive one F or two D’s, or any combination of the two, at the end of the quarter.
* A student placed on Probation or Academic Suspension will be re-evaluated 10 school days later. If improvement is shown, a member will be reinstated with no restrictions.

**DISCIPLINARY RESPONSIBILITY**

We expect our members to conduct themselves in a professional manner. That being said, this includes inside the school building and at all school-sponsored events. Any student who is suspended, dismissed, or expelled will be automatically removed from the club, and their membership canceled. Repeated major violations will be grounds for a disciplinary hearing. Detentions due to tardiness is not a disciplinary violation in the eyes of the club, and will not be grounds for club discipline.

**CLUB INFRACTIONS**

We ask that all members conduct themselves responsibly during club functions and meetings. We also expect that members will complete their assigned tasks delegated to them from the Adviser, Officer Team, or school administration.

Three levels of discipline are established: Yellow offenses, Red offenses, and Black offenses.

Yellow offenses carry a warning only. Members who accumulate two (2) yellow offenses will receive a red offense. Any officer or adviser may issue a yellow offense.

Yellow offenses include, but are not limited to:

* Unexcused absence declared prior to meeting
* Failure to complete report
* Failure to complete tasks
* Failure to turn in forms on time
* Lack of attention during meetings
* Excessive talking during meetings
* Inappropriate language during meetings
* Academic Probation
* Any Minor Violation issued by an Adviser

Red offenses are serious breaches in the FBLA Code of Conduct or regulations posted in this handbook. Consequences for red offenses will be issued by the Adviser or President in consultation with the officers. These may include probation, suspension, disciplinary contract/hearing, etc. Only the Adviser, President, Vice President(s), or Parliamentarian may issue a red offense.

Red offenses include, but are not limited to:

* Disrespectful behavior towards any member of the club
* Non-compliance
* Violation of FBLA Dress Code at conference
* Violation of FBLA Code of Conduct
* Misuse of club property
* Unexcused absence without prior notification
* Dishonesty to an officer
* Excessive profanity
* Failure to complete a testing/competitive event
* Habitual infraction of a yellow offense (2nd yellow offense)
* Academic Suspension
* Any Major Violation issues by an Adviser or other teacher

A black offense is a severe misconduct violation. Black offenses are extreme breaches in the FBLA Code of Conduct and regulations posted in this handbook. A member who receives a black offense will have their membership in the club revoked. The Adviser and President will issue black offenses after consulting with the entire officer team and the Dean of Students.

Black offenses include, but are not limited to:

* Any suspendable action according to the NDCL Parent-Student Handbook
* Filing a false report / reimbursement form
* Cheating on testing events
* Dishonesty to an Adviser
* Hazing/harassment/bullying (also reportable to Dean of Students)
* Failure to attend required club events
* Stealing
* Inappropriate use of club property
* Use of prohibited items at club and FBLA events

**APPEAL POLICY**

If a member feels like they have been incorrectly disciplined, they may file an appeal with the Parliamentarian no later than 3 days after the offense has been issued. It should be stated that all black offenses issued have already been discussed by the entire officer team, adviser, and school administration, thus the odds of a successful appeal on a black offense are very slim.

**COMPLAINT POLICY**

General Council members may submit complaints to the General Council Liaison regarding any NDCL FBLA issue. This includes, but is not limited to, mistreatment from officers, lack of rapport between General Council members and the Officer Team, lack of work ethic from other GC members, incidents involving GC members, etc.

Any complaint must be made in writing and submitted to the General Council Liaison. Complaints must be made within 48 hours of the incident. The General Council Liaison will then meet with the Officer Team and determine the best course of action to resolve the complaint. The complainant will be notified of resolution when it has been reached

**COMMITTEES**

All General Council members must be on two committees. A system for determining which committees they will be on will be determined by the Vice President(s) prior to the first All-Members meeting.

Each officer will be the leader of 2-3 committees. It is the responsibility of the committee director to convey the goals of the committee to each team member and ensure the success of said committee.

Committee directors will report to the President after each committee meeting to update him/her on the status of any works they are in the process of completing.

**DRESS CODE**

During meetings, there is no enforced dress code by the Officer Team. However, the Adviser reserves the right to assess a violation to any student out of NDCL dress code.

During field trips to non-FBLA events, the dress code will be determined by the Officer Team one (1) week prior to the date of the trip. This will normally include either the standard school uniform or the dress uniform. The decision ultimately is that of the Adviser and Officer Team.

For FBLA-sponsored events, including all conferences, all members must follow National FBLA Dress Code Guidelines, as outlined at [www.fbla-pbl.org](http://www.fbla-pbl.org). These policies are as follows:

“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. Appropriate attire is required for all attendees—advisers, members, and guests—at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.”

Professional attire acceptable for official FBLA-PBL activities includes:

For females: Business suit with blouse; Business pantsuit with blouse; Skirt or dress slacks with blouse or sweater; Business dress; Capris or gauchos with coordinating jacket/suit, worn below the knee; Dress shoes.

For males: Business suit with collared dress shirt and necktie; Sport coat, dress slacks, collared shirt, and necktie; Dress slacks, collared shirt, and necktie; Banded collar shirt may be worn only if sport coat or business suit is worn; Dress shoes and socks.

Inappropriate attire for both genders: 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 currently are 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.

**CONFIDENTIALITY**

All members are expected to maintain a level of confidentiality in club decisions until officially released by the Officer Team. No member is to release any information without the express consent from an officer or adviser.

**BENEFITS OF BEING A MEMBER**

There are many benefits of being an FBLA member. These include:

* Personalized membership card
* Leadership positions
* Conferences
* Publications
* Recognition and Incentives
* Ability to participate in competitive events
* Individual online membership recognition program
* Networking opportunities
* Travel
* Individual incentives
* Chapter awards & recognition
* Scholarships
* Certification tests

**DISCONTINUATION OF MEMBERSHIP**

A General Council member may revoke his/her membership at any time by informing the president in writing or email of their intent to discontinue their participation in the club.

An Officer may resign their position by notifying the President and Adviser in writing one (1) week prior to their intended resignation date. The officer retains the right to demote him/herself to General Council. In the week following the notification, the Officer Team will convene an Interim Selection Committee to select the previous officer’s replacement. This will be reflected immediately upon signature from the new officer, previous officer, President, and Parliamentarian.

**DUES**

As a part of an agreement between the club and the school administration, all membership dues will be paid for by the school, and not the club. Dues are decided by the national and state office. For the 2017-2018 school year, the due per student is $13 ($7 state, $6 national.) The chapter activation fee is $20.

Students who discontinue membership after the date of payment will be asked to restitute the club for the fees paid.

**COMMUNICATIONS**

Communication is a vital part of any good business. As the future of the business world, we have instituted multiple communication techniques in order to relay important messages to our members.

All members will be enrolled in the NDCL FBLA Remind system, an easy and private way to share information. All members must input their cell phone number in order to receive text messages. This is the primary means of communication for the club.

Other messages will be sent through email, especially when documents or longer messages need to be sent. A phone tree may be used in the event of an emergency.

NDCL Live will broadcast meeting dates and times during announcements each day. Please listen carefully for any developing information.

**WEBSITE**

Beginning this year, NDCL FBLA will have its very own website! This website will feature summaries of our entire team, recaps of meetings and events, and consistent updates of our club’s activities!

You can check it out yourself at [www.ndclfbla.weebly.com](http://www.ndclfbla.weebly.com)

**PERFORMANCE REVIEWS**

In line with standard business procedures, all NDCL FBLA members are subject to performance reviews. These performance reviews will assist the Officer Team in selecting the following year’s Officer Team.

Twice each year, once in November and once in March, each officer will complete a review of the entire team and submit them to the President and Adviser for review. The President and Adviser will meet with each member to review their results and discuss improvements for the future. Senior class members are NOT subject to the March review, unless they elect to receive one.

**TESTING/COMPETITIVE EVENTS**

At the Spring State Leadership Conference, participants compete in competitive events and objective tests. These tests and events are designed to showcase a student’s talent in the business field.

At NDCL, each General Council member is required to complete one event, regardless of their attendance at the SLC. Objective tests are completed online at a designated testing location at school. Competitive events are completed at the SLC, and each officer will complete in at least two.

Testing will be completed according to NDCL testing procedures, which must also abide by FBLA testing integrity regulations. All cellular devices will be confiscated prior to objective testing and shall not be brought into any competitive event. Some competitive events require a student to be sequestered prior to testing. Students should report to the sequester station at the required time. More information will be provided prior to the SLC.

**PARTICIPATION IN ATHLETICS**

NDCL FBLA will not interfere with any NDCL-sponsored athletic activity a student wishes to participate in. This includes all varsity-level practices, scrimmages, games, meetings, and team events. This does not apply for CYO sports, as the time commitment for those activities are significantly less than those for an OHSAA sport.

Granted a student is eligible to compete in interscholastic events, any of the aforementioned team events should take precedent over FBLA activities. That being said, in the event that an FBLA activity is taking place at the same time, and the member elects to participate in the FBLA event, s/he must inform their coach and assume all consequences of their decision.

In the event that the Officer Team deems a meeting or event so urgent that FBLA should take precedent, all members will be notified immediately.

Any meetings put in the initial calendar for after-school should be regarded as urgent, as the Officer Team decided on those meeting dates well in advance.

Other questions regarding athletic participation and NDCL FBLA events should contact any member of the Officer Team, the Adviser, or their coach.

**ABSENCE REPORTING**

In an attempt to simplify the attendance policies, members must report their own attendance to an officer or adviser prior to the start of the previous block. For example, an absence must be reported by the start of Block 2/6 if there is a Lion Time meeting. Likewise, an absence must be reported by the start of Block 4/8 if there is an after-school meeting.

Members may NOT have a friend report them absent. This will be considered an unexcused absence.

In an attempt to simplify this process, the President, or his/her designee, will send a form to all members 48 hours prior to an All-Members meeting. At that time, all members will state their intent to come, or their reason why they are unable to come. This form will be locked prior to the start of the block before the meeting.

Students who are absent from school will NOT be penalized for their absence, nor will they be expected to submit an absence request.

**ASSIGNMENTS**

Each committee member may delegate tasks to team members in order to increase efficiency in the team. Members who are assigned tasks are expected to complete them prior to the date of the assignment being due. Understanding that academics do take priority over FBLA, any tasks assigned will be assigned no less than ten (10) days before it is supposed to be completed by.

**PICTURES**

Each member will have their picture taken in an appropriate outfit at a date to be set by the Officer Team. The entire team will also have a group picture taken.

**ID CARDS**

As a National FBLA Member, students who pay their national dues receive a personalized FBLA membership card. Cards will be given to all members when they are received from the National Office.

**NON-HARASSMENT POLICY**

Pursuant to the Notre Dame-Cathedral Latin School policy on harassment, NDCL FBLA will not tolerate harassment of any type, and the appropriate actions will be taken immediately and appropriately.

Examples of harassment include, but are not limited to: unwelcome advances or other similar verbal or physical contact, verbal or written taunting; bullying; intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, annoy, abuse or demean an individual or group.

Students who believe they have been harassed should report the harassment to the Principal or other administrator immediately. The school procedures would take effect. Please consult your Parent-Student Handbook on page 26-27 for more information regarding non-harassment.

**CATHOLIC ASPECT**

Per our school’s mission statement and core values, we are taught to live like Jesus did, and transform the world, through justice, respect, integrity, community, and excellence. Following that statement, our club will engage in multiple activities aligned with our core values.

This includes, but is not limited to, prayer before each meeting, our participation in the Lenten Project, and an all-member celebration of the Eucharist each year.

Our involvement with Campus Ministry will be made evident within the first few meetings, and throughout the remainder of the year. The annual Lenten Project is run by our team and will require the involvement from all members in order to successfully reach our goals for the 40 days.

All students who assist with the Lenten Project may earn service hours.

**ELASTIC CLAUSE**

Because it is impossible to foresee problems that may arise, this clause empowers the Officer Team and Adviser(s) to issue rulings for any situation that may appear, even though not specified here. The judgement of the Officer Team via supermajority vote in any matter is final.

**CONCLUSION**

The Officer Team has attempted to be complete in providing the information in this Handbook; however, it is not possible to foresee every eventuality. Therefore, in all matters, the judgement and decisions of the Officer Team will be final. The greatest opportunity for growth