

## **STATE OFFICER CODE OF PROFESSIONAL CONDUCT**

As the elected representatives of the student members of FBLA-PBL's College Division, State Officers assume and accept a high degree of responsibility to conduct themselves as good ambassadors for NJ FBLA-PBL, and to represent all the members of NJ FBLA-PBL in a professional and up-standing manner at all times.

By signing the State Officer Code of Professional Conduct, individual officers abide by the policies described below and to assume responsibility for their conduct while serving as a State Officer. The specific areas of violation are listed to provide guidance to the officer and are not to be considered as all-inclusive.

### **Category 1. Professional Responsibilities and Standards**

#### **As a State Officer, I will:**

- A. Complete and Submit all reports and assignments on time and correctly formatted.
- B. Abide by the State Officer Dress Code while representing the association.
- C. Attend and participate in all called meetings and conferences.
- D. Comply with all conference rules and regulations including curfews, dress codes, etc.
- E. Follow instructions and complete all assignments given by the State Adviser or his/her designee.
- F. Not use tobacco products while in the presence of student members or advisers.
- G. Not use profanity or other vulgar or inappropriate language or behavior.
- H. Not lie, cheat or steal (that is not a Category 2 offense)
- I. Not enter into contracts or financial obligations on behalf of New Jersey FBLA-PBL or hold official meetings or release communication without the explicit consent of the State Chair/State Adviser
- J. Not engage in any activity that may be perceived as violating the rules of conduct for the function I am attending as a State Officer (follow the higher standard of conduct of either the function or the State Officer Code of Conduct).
- K. Obtain advance approval from the state officer liaison for all activities where the officer is representing FBLA-PBL. Officers may not independently solicit invitations to meetings or conferences.
- L. Ensure my social media accounts are maintained in a professional manner.

### **Category 2. Conduct Unbecoming a State Officer**

#### **As a State Officer, I will not:**

- A. Violate the Law, including but not limited to:
  - 1. Consuming or possessing alcoholic beverages or other controlled substance.
  - 2. Theft or other felony crimes
- B. Represent someone else's work as my own.
- C. Engage in any manner of sexual conduct/harassment or other activities that may discredit the organization (includes written or verbal comments and all forms of physical contact).
- D. Discriminate against others.
- E. Violate one or more of the Professional Responsibilities and Standards

Violations of the State Officer Code of Professional Conduct may result in removal from office. A violation does not necessarily have to be associated with the officer's representation of FBLA-PBL. Commission of a Category 2 offense will result in the automatic and immediate resignation of the officer or removal by the State Chair or State Adviser. The State Officer and their chapter adviser will be notified in writing of any violation when the penalty is assessed by the State Chair or State Adviser.

### **State Officer Infraction Policies and Procedures**

An infraction of the State Officer Agreement and/or Code of Professional Conduct may result in the dismissal of the offending officer:

The policy whereby a state officer may be relieved of duty is:

1. The State Chair or State Adviser will send a written notice, to the officer within one (1) week after the infraction. The notice will point out the officer's infraction and request a letter of the officer's intent to continue as an officer, if the offense is a category 1 offense. If the violation is for a category 2 offense, it is considered incurable and the officer will have been considered to have resigned from office and removed by the State Chair or State Adviser. Said letter must be sent to the state adviser within ten (10) days of receipt of the notice of infraction. An improvement must be shown within two (2) weeks of receiving the notice of infraction.
2. Should the officer's performance not improve within two (2) weeks after the infraction, the State Executive Team, the State Chair, the State Adviser and New Jersey FBLA-PBL will consider the office vacant.
3. The officer will receive a written notice of removal from the State Chair and State Adviser. The State Adviser or Chair will be responsible for filling the vacancy in accordance with the NJ FBLA-PBL Bylaws
4. Copies of all the above written communications will go to the State Executive Board and FBLA-PBL Chapter Adviser of the school at which the officer is a student.

I \_\_\_\_\_, understand and agree to this Code of Conduct and Infraction Policies:

\_\_\_\_\_  
**Officer Signature**

\_\_\_\_\_  
**Date**

I have read the above and understand this code of conduct and infraction policies as it pertains to the state officer candidate and agree to hold New Jersey FBLA-PBL, Kean University, the State of New Jersey, FBLA-PBL, Inc., and any of the entities staff, affiliates, consultants, and any other associated entities harmless for any and all actions arising from this agreement, or any other past, present, or future interaction with the organization and we waive our rights to any legal action as a result of same.

\_\_\_\_\_  
**Chapter Adviser Signature & Date**

\_\_\_\_\_  
**School Official Signature & Date**

**Note: This form is to be signed by all officer candidates, their adviser, and school official as part of their application for state office.**