



**Policy & Procedure
Manual**

Washington FBLA Policy & Procedure Manual
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Conflict of Interest Policy

Adopted by the Board of Directors January 4, 2017

The IRS strongly encourages non-profit organizations to have a Conflict of Interest policy.

The proposed policy is as follows:

- I. Purpose: The purpose of the conflict of interest policy is to protect Washington FBLA, Inc. (Washington FBLA) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of Washington FBLA or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.
- II. Definitions:
 - A. Interested Person: Any employee, volunteer, board member, or member with governing board delegated powers, who has a direct or indirect financial interest or potential for personal gain, as defined below, is an interested person.
 - B. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 1. An ownership or investment interest in any entity with which Washington FBLA has a transaction or arrangement,
 2. A compensation arrangement with Washington FBLA or with any entity or individual with which Washington FBLA has a transaction or arrangement, or
 3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Washington FBLA is negotiating a transaction or arrangement.
 - a. Compensation includes direct and indirect remuneration as well as gifts or favors that are greater than \$100.
 - b. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the Board of Directors or committee decides that a conflict of interest exists.

III. Procedures

- A. Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- B. Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
- C. Procedures for Addressing the Conflict of Interest:
 - a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the governing board or committee shall determine whether Washington FBLA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in Washington FBLA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

- D. Violations of the Conflicts of Interest Policy: If the governing board or committee has reasonable cause to believe employees, volunteers, board members, or members have failed to disclose actual or possible conflicts of interest, it shall inform the employee, volunteer, board member, or member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- IV. Records of Proceedings: The minutes of the governing board and all committees with board delegated powers shall contain:
- A. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
 - B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
- V. Compensation:
- A. A voting member of the governing board who receives compensation, directly or indirectly, from Washington FBLA for services is precluded from voting on matters pertaining to that member's compensation.
 - B. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Washington FBLA for services is precluded from voting on matters pertaining to that member's compensation.
- VI. Annual Statements: Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:
- A. Has received a copy of the conflicts of interest policy,
 - B. Has read and understands the policy,
 - C. Has agreed to comply with the policy, and



D. Understands Washington FBLA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

VII. Periodic Reviews: To ensure Washington FBLA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

A. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

B. Whether partnerships, joint ventures, and arrangements with management organizations conform to Washington FBLA written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

VIII. Use of Outside Experts: When conducting the periodic reviews as provided for in Article VII, Washington FBLA may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

I have read the Washington FBLA Conflict of Interest Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a Washington FBLA Board member. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Washington FBLA Board of Directors Chair in writing.

Disclosure of Actual or Potential Conflicts of Interest:

Board Member Signature: _____ **Date:** _____

Board Member Printed Name: _____



Non-Discrimination Policy

Adopted by the Board of Directors January 4, 2017

The IRS strongly encourages non-profit organizations to have a non-discrimination policy.

The proposed policy is as follows:

It is the policy of Washington FBLA to select, develop, and promote board members, advisers, vendors, partners and student leaders based on individual ability, experience, and community relationships. Washington FBLA does not and will not tolerate any discrimination based on race, religion, color, national origin, veteran status, creed, gender, age, marital/family status, physical ability/disability, sexual orientation, or genetic coding.

Additionally, Washington FBLA assures equal opportunity in all opportunities afforded to board members, advisers, and student participants.

Any person who believes that he or she has experienced discrimination in the above areas should report the facts to the Executive Director or the Board of Directors Chair. If a person is not satisfied, he or she may then report it to the State of Washington Equal Rights Commission or Office of Civil Rights, who will investigate the complaint.

This policy also prohibits reprisals or retaliation against any person because he or she has filed a complaint.

Sexual Harassment Policy

Adopted by the Board of Directors January 4, 2017

The IRS strongly encourages non-profit organizations to have a Sexual Harassment policy.

The proposed policy is as follows:

- I. Objective:
 - A. To clearly state Washington FBLA, Inc.'s (Washington FBLA) policy with regard to sexual harassment whether such action results from the conduct of employees, volunteers, board members, members, or certain others associated with Washington FBLA.
 - B. To provide for disciplinary action in the event the policy is not followed.
- II. Content:
 - A. It is the policy of Washington FBLA that all employees, volunteers, board members, or members be able to work in a setting free from all forms of unlawful discrimination, including harassment, on the basis of race, color, religion, gender (sex), national origin, age or disability. Washington FBLA will not tolerate work-related harassment of employees whether it occurs on or off the job.
 - B. "Sexual harassment" means unwelcome or unsolicited sexual behavior, including sexual advances, requests for sexual favors, dirty jokes, and other verbal or physical conduct of a sexual nature when:
 1. Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's continued involvement with Washington FBLA,
 2. Submission to or rejection of such conduct by an individual is used as the basis for involvement affecting such individual, or
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's participation or creating an intimidating, hostile, or offensive environment for the employees, volunteers, board members, or members, including, but not limited to jokes, calendars, posters, cartoons, magazines; derogatory or physically descriptive comments about or toward another employee; sexually suggestive comments; inappropriate use of Washington FBLA communications facilities; unwelcome touching or physical contact; punishment or favoritism on the basis of an employee's sex; sexist slurs; negative stereotyping; and public displays of affection.
 - C. Activities described above are prohibited on the part of all employees, volunteers, board members, or members, whether or not in a position of power or authority. It is not



necessary that there be a supervisory relationship between the involved persons for the activity to be a violation of this policy.

- D. Any employee, volunteer, board member, or member who feels they have been subjected to any prohibited activity described above should report the incident immediately to their supervisor or the Board of Directors Chair. An employee, volunteer, board member, or member may report harassment without first contacting their supervisor. All resulting investigations will be initiated promptly and will be handled confidentially as possible consistent with Washington FBLA's need to conduct an adequate investigation and take appropriate corrective action to rectify any harassment in violation of this policy that is found to have occurred.
- E. Retaliation against an employee, volunteer, board member, or member who makes a good faith report of harassment or who participates in good faith in an investigation is prohibited.
- F. The Board of Directors Chair or designee, will meet with employees, volunteers, board members, or members initially upon involvement and thereafter no less than annually, to explain the provisions of this policy **and** to restate Washington FBLA's prohibition of harassment and retaliation, and to describe the possible disciplinary consequences of violating this policy.
- G. Any employee, volunteer, board member, or member violating this policy will be subject to disciplinary action up to and including termination of involvement.
- H. This policy is not intended to supersede school district policies.

III. Responsibility:

Supervisory personnel and the Board of Directors Chair shall be responsible for the enforcement of this policy.

I have read the Washington FBLA Sexual Harassment Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a Washington FBLA Board member.

Board Member Signature: _____ **Date:** _____

Board Member Printed Name: _____

Whistle Blower Protection Policy

Adopted by the Board of Directors January 4, 2017

The IRS strongly encourages non-profit organizations to have a Whistle Blower Protection policy.

The proposed policy is as follows:

- I. Objective: To encourage and provide an avenue for employees, volunteers, board members, and members of Washington FBLA, Inc. (Washington FBLA) to make internal reports of suspected wrongdoing by Washington FBLA employees, management, board members, and/or members; to explain the procedure for the handling of such reports; and to provide for protection against disciplinary or retaliatory action for such good faith reporting.
- II. Content:
 - A. Washington FBLA encourages good faith reporting by employees of suspected wrongdoing by its employees, volunteers, board members, and members. It is the policy of Washington FBLA that no retaliation shall occur against employees, volunteers, board members, and members when good faith reports of suspected wrongdoing are made.
 - B. Suspected wrongdoing may include any form of suspected illegal activity, accounting or auditing matters, violation of Washington FBLA ethics policies, violation of other Washington FBLA policies, or other wrongdoing against Washington FBLA or its employees, volunteers, board members, and members. Examples of such conduct include, but are not limited to:
 1. Forgery or alteration of documents,
 2. Unauthorized alteration or manipulation of computer files,
 3. Fraudulent financial reporting,
 4. Misappropriation or misuse of Washington FBLA resources such as funds, supplies, or other assets,
 5. Authorizing or receiving compensation for goods not received or services not performed, and
 6. Authorizing or receiving compensation for hours not worked.
 7. Employment-related concerns should continue to be reported through normal channels, such as to your immediate supervisor.
 - C. Reporting procedure:
 1. Employees, volunteers, board members, and members shall report suspected wrongdoing to their supervisor; provided that, if the immediate supervisor is

involved in the activity, the suspected wrongdoing shall be reported to the next level of authority, including the Chair of the Board of Directors.

2. Reports will be used as the starting point for investigations. For that reason, reports should contain as much information as the reporting employees, volunteers, board members, and members have available so that Washington FBLA may investigate the allegations as thoroughly as possible. (Although the reporting employees, volunteers, board members, and members are not expected to prove the truth of reported concerns, reports must be made in good faith and without significant omissions.)

D. Investigation:

1. All good faith reports of suspected wrongdoing will be investigated with due diligence.
2. All Washington FBLA employees, volunteers, board members, and members have a duty to cooperate with such investigation.
3. The Board of Directors Chair may designate one or more employees, volunteers, board members, or members to complete the investigation. If the Board of Directors Chair is involved in the alleged wrongdoing, then the Board of Directors Vice Chair will select a committee from the board to complete the investigation.
4. The nature of the reported concern will affect the form of the investigation. Typically, the investigator shall interview the reporting employees, volunteers, board members, and members and any witnesses identified by the employees, volunteers, board members, and members, and shall review all documentary evidence identified by the reporting party or discovered through the investigation.
5. Further, the investigator typically shall also interview the alleged wrongdoer, unless the allegations are of such a nature that a report should be made immediately to law enforcement authorities.
6. An investigation may be concluded whenever appropriate. For example, if initial inquiries, interviews, and/or document review does not indicate that there is a reason to continue the investigation, it may be ended.
7. During the investigation, Washington FBLA shall strive to the extent legally and reasonably possible to keep the identity of the reporting employee confidential.
8. Unless involved in the alleged wrongdoing, the Board of Directors Chair and the board shall be kept regularly informed of the investigation and any resolutions or conclusions there from.

9. The Board of Directors Chair, if not involved in the allegations, shall be responsible for the final determination of appropriate action upon receiving a full report of the investigation.
 10. The investigator should communicate with the reporting employees, volunteers, board members, and members. Among other things, the investigator:
 - a. Should let the reporting employees, volunteers, board members, and members know that they may report any additional information;
 - b. Should provide an estimate of the timeframe for the investigation; and
 - c. Should let the reporter know when the investigation is concluded.
 - d. Whether or not the specific results of the investigation are revealed to the reporting employees, volunteers, board members, and members will depend on applicable legal constraints, including whether the matter is referred to law enforcement and whether employee confidentiality dictates that information should not be disclosed.
- E. Prohibition against retaliatory action and harassment.
1. Washington FBLA strictly prohibits and will not tolerate any form of retaliation or harassment against employees, volunteers, board members, and members who in good faith reports suspected wrongdoing. Retaliatory and harassing conduct prohibited may take many forms, including but not limited to derogatory comments, disciplinary action, demotion, suspension, discharge, and/or threatening comments or actions. Any employees, volunteers, board members, and members who engage in prohibited retaliation or harassment shall be subject to disciplinary consequences up to and including termination of employment.
 2. Employees, volunteers, board members, and members who makes false or malicious reports shall be subject to disciplinary action up to termination and other legal action as appropriate.
- III. Responsibility: The Board of Directors Chair shall be responsible for administering this policy.



Expense Reimbursement Policy

Adopted by the Board of Directors January 4, 2017

Clear guidance for volunteers, state officers, regional advisers, and other individuals who Washington FBLA will cover expenses for are necessary for consistency and transparency.

The proposed policy is as follows:

General Guidelines:

- All expenses for Washington FBLA travel that are to be funded or reimbursed require advance approval by the Executive Director.
- Electronic, itemized receipts are required for reimbursement of any expense. Claimant should maintain original receipt for up to three years should it become necessary in an audit.
- Any cost for upgrades of airline tickets, rental cars, or hotel rooms are not eligible for reimbursement. Travel shall be in economy/coach class, standard hotel rooms, and economy or mid-size rental cars unless prior approval is received from the Executive Director.
- Washington FBLA is a non-profit organization and every effort should be made to minimize any travel costs that are to be reimbursed by the organization.

Travel Expenses:

- Mileage shall be reimbursed at a rate representing the difference between the IRS business rate (\$.535 in 2017) and the amount the IRS allows for deduction for service to a non-profit organization (currently \$.14). With this policy, the Washington FBLA mileage rate would be \$.395 for the 2017 year. A MapQuest or Google Map printout must be submitted with all mileage requests for verification of total miles traveled.
- All travel must be approved by the Executive Director. Efforts will be made to use the most economical means of transportation.
- Plane tickets and other public transportation should be booked by the management team and should not require reimbursement as the association should pay these costs directly when possible.
- Additional fees for early check-in or late check-out are not reimbursable.

Meal Expenses:

- Meal expenses may not exceed the GSA limits for the area in which meetings are held. This shall be calculated using the meals & incidental costs breakdown available from the GSA. Limits must include taxes and gratuities. Itemized receipts are required for all meal reimbursements. Per diem rates can be found at www.gsa.gov/perdiemrates.
- Breakfast may only be reimbursed on days that travel begins prior to 6 a.m. or commences after 11 a.m. Lunch may only be reimbursed on days where travel begins prior to 10 a.m. or commences after 2 p.m. Dinner may only be reimbursed on days where travel begins prior to 3 p.m. or commences after 9 p.m.
- Alcohol is not a reimbursable expense.
- Room service meals are not eligible for reimbursement without prior approval from the Executive Director.

Incidentals and Gratuities:

- Internet Access is not a reimbursable expense unless prior approval is received from the Executive Director and it is needed for Washington FBLA business.

- \$1 per bag for bellman assistance, \$1 per pick-up or drop-off for valet parking, and \$1 per bag for shuttle service is reimbursable and no receipt is required. Personal incidental gratuities are capped at \$5 per day. Receipts are not required for personal incidental gratuities.
- In room movies or entertainment are not eligible for reimbursement.



Financial Procedures Policy

Adopted by the Board of Directors January 4, 2017

Checks and balances, continuity, and transparency are important to the ongoing financial success of Washington FBLA.

The proposed policy is as follows:

Receipts:

Electronic receipts, electronic records, and electronic submission of expense reimbursements is preferred and is the standard operating procedure in accordance with IRS policy. All receipts for all transactions must be itemized.

Receipts for purchases under \$25 on the association's branded American Express do not require receipts.

Bill Payment:

For invoices/bills that are under \$2,500, within the approved operating budget, and not payable to TRI Leadership Resources, the approval of both the Executive Director and the Finance Director are sufficient to issue payment. For invoices/bills that are over \$2,500 and the association monthly credit card payment (regardless of amount), there must be approval from the Executive Director, the Finance Director, and a member of the Board of Directors.

Bank Statement Reconciliation:

The monthly bank statement reconciliation will be conducted by a finance team member who is not transactionally involved in Washington FBLA finances. The bank statement and all reconciliation reports will be sent to the Chair of the Board of Directors by the 25th of each month.

Cash Flow Management:

The Finance Director has the ability to transfer money between savings/checking/money market to maximize returns and cash flow. Any investments or withdrawals from a long-term investment require approval of the Board of Directors.

Funds Transfer

Adopted by the Board of Directors February 25, 2017

Washington FBLA wishes to maximize short term return on cashflow management with a simple process in place identifying the boundaries and processes.

The proposed policy is as follows:

The Washington FBLA Finance Director is empowered to transfer funds between Washington FBLA accounts in the same institution with notification to the Board of Directors Chair. No prior authorization is required. Example: moving funds from the WSECU Savings Account to the WSECU Checking Account requires only notification to the Board Chair that a transfer has been made.

The Washington FBLA Finance Director is empowered to transfer funds between Washington FBLA accounts in different institution upon approval of the Board of Directors Chair. Example: moving funds from the Ameriprise Cash Account into WSECU Checking Account would require a request from the Finance Director to the Board of Directors Chair and approval would be required before the transfer could be made.



Chapter Payment Policy

Adopted by the Board of Directors February 25, 2017

Washington FBLA has past practice of different approaches to collecting on past due chapter balances. The purpose of this policy is to create a consistent approach to managing past due accounts with consistent impacts to chapters who delay payment.

The proposed policy is as follows:

All Washington FBLA chapters are expected to pay invoices for conferences and other services provided within 30 days, but always within 60 days. The following outline identifies the process for working with chapters who have past due amounts.

Note: for chapters with current past due balances as of March 31, they will have a 120 day grace period to work with the management team to review balances and close accounts and they are not subject to any restrictions as outlined below.

Chapters with an unpaid balance at 60 days (state or regional):

Chapter Advisers with a balance that is unpaid 60 days after an invoice has been sent will be notified by the Regional Adviser (for region debts) or the Finance Team (for state debts) with a reminder that their balance is due and should be payable immediately.

Chapters with an unpaid balance at 90 days (state or regional):

Chapter Advisers with a balance that is unpaid at 90 days after an invoice has been sent will be subject to a late fee not to exceed 10% of their total bill. They will be notified that the late fee has been added with a reminder that their balance is due and should be paid immediately.

Chapters with an unpaid balance at 120 days (state or regional):

Chapter Advisers with a balance that is unpaid at 120 days after an invoice has been sent will be ineligible to participate in future Washington FBLA activities until payment in full has been received or a payment plan has been agreed upon by the Chapter, the Board of Directors, and the Management Team.

Region Finance Policy

Adopted by the Board of Directors January 4, 2017

It is very important to Washington FBLA that the tax identification number be protected, as well as all assets and liabilities associated with it. It is also important that Washington FBLA have accurate accounting records for annual IRS 990 reporting, annual issuance of 1099 independent contractor payment reports, and that regions have a system of checks and balances.

The proposed policy is as follows:

The Executive Director and the Finance Director shall be a named signer on all region bank accounts. Any region bank accounts out of compliance beginning February 15, 2017 will have notice sent to their institution that the current use of the tax identification number is out of compliance with policy.

Regional Advisers or Treasurers will not be allowed to hold debit cards. They may hold region credit cards if they are backed by personal credit and paid in full each month. Any debit cards should be returned to the bank or destroyed no later than February 15, 2017.

All region expenses must have review of two individuals prior to payments being issued. Those two individuals could be any combination of two of the following: Regional Adviser, Region Treasurer, Executive Director, Finance Director, Board Chair, Board Treasurer. The approval must be in writing. Email is an acceptable form of approval.

All regions must use QuickBooks Online to manage their accounting. Data entry can be completed by the Washington FBLA Finance Director, the Regional Adviser, Regional Treasurer, or a combination of the above individuals. All regions must be in compliance no later than March 1, 2017, or their banking privileges will be suspended.

All bank statements should be mailed directly to the Washington FBLA Finance Office at PO Box 912, Jacksonville, OR 97530. QuickBooks bank reconciliations will be completed by the Washington FBLA Finance Team who are not transactionally involved in check writing. If the Washington FBLA Finance Team is managing full accounting, bill payment, and deposits for the region, an independent member of the finance team not working on that region's finances will be responsible for bank reconciliations.



State Conference Lodging Policy

Adopted by the Board of Directors February 25, 2017

All attendees who wish to participate in the State Business Leadership Conference for Washington FBLA are expected to stay at an approved conference hotel for three nights during the State Business Leadership Conference.

Chapters may choose to opt-out of this policy by paying an additional \$100 in registration fees that contribute to the added costs associated with meeting space, as well as securing the financial liability of Washington FBLA to fulfill contracted hotel blocks.

Chapters who wish to opt out of a third night at the State Business Leadership Conference may do so for a reduced fee of \$50 per attendee. This additional opt-out still requires the chapter to stay for two nights. Staying one night or no nights results in the full opt-out fee of \$100 per attendee.

APPENDIX: Washington FBLA State Conference Lodging Rationale

Frame of Reference

When Washington FBLA transitioned to a package-priced conference in 2009, we reviewed the National FBLA National Leadership Conference policy as established by their nationwide Board of local and state educators, student leaders and professional business members. The FBLA National policy implemented in 2009 is:

FBLA and PBL reservations will only be accepted at the hotel your state has been assigned. Please note: States MUST stay at the designated NLC conference hotels per the FBLA-PBL Board of Directors. There are many reasons why this is required, including cost of meeting space, room setup charges, and penalties for not filling all rooms contracted. In addition, chapters benefit by staying in a designated NLC conference hotel through networking opportunities and negotiated services (e.g. complimentary Internet, discounted parking, discounted meal options, etc.).

FBLA's National Policy is more restrictive than Washington FBLA and leaves no room for exception for any reason. Participants lodging at unofficial properties are simply ineligible to attend any FBLA functions, competitions, and experiences.

Determining Washington FBLA Policy

The key to understanding why this policy is necessary is based on two fundamental realities:

- The FBLA conference registration fee alone does not cover the conference costs
- Lodging at official properties makes up the registration shortfall by reducing meeting space costs

The intended outcome was to maintain equitable costs among all conference participants while allowing an option to stay offsite for various situations should that be a necessary circumstance faced by a school. The solution to allow this flexibility is for chapters who opt out to pay their portion of the meeting space costs all other conference attendees share that would have naturally been underwritten had they stayed at an official conference property.

Understanding Student Groups vs Industry Groups

Unlike an adult industry convention in which registration fees can range from \$300 to \$1,300 and include many food and beverage functions and additional revenue streams from elements like adult beverages, parking fees, and equipment rentals, student events do not operate in this fashion.

- Students travel in busses so parking revenue is minimal to hotels.
- There is zero adult beverage revenues for hotels from student groups.
- Washington FBLA provides 75% of its own gear and equipment to save expenses so the hotels receive little revenue from this source.

These reduced revenue streams for hotels places the bulk of their revenue generating ability on lodging. Which means if contracted lodging is not met, Washington FBLA faces a penalty which allows the hotel to achieve its revenue target range.

If the property faced a situation where they could not hit certain guaranteed revenue levels, they would simply not contract with a student group locking up their space from other more profitable clients or only not allow confirmed booking until 3-4 months from the conference date if they had been unsuccessful in selling the space to higher paying customers. This variable would make it nearly impossible for schools to plan and get approval to participate in a conference with a moving target of venue and/or conference dates/rates. This situation becomes even more complex when you consider the size of Washington FBLA's SBLC to synchronize with multiple properties. When the economy is down, FBLA is an attractive customer for hotels. When the economy is strong, it is quite difficult to secure space for youth events.

Washington FBLA's conference model allows us to book multiple years out and provides a baseline level of interest and support from lodging and meeting space venues to contain costs and ensure SBLC has a suitable home regardless of economic conditions.

Cost Sharing Means Equity and Cost Savings for All

Every room booked at an official conference property benefits the whole population. A wider population sharing costs naturally reduces prices for all. When a few schools opt to find a less expensive property or commute from nearby, the remaining population sharing costs is reduced and fees are increased for them.

The effect of allowing one group to opt out means the remaining group of students are forced to make up the difference so others can gain an economic advantage. The policy in place is designed to promote fairness and equity for all.

Regional Adviser Responsibility Policy

Adopted by the Board of Directors June 7, 2017

Updated by the Board of Directors October 20, 2018

The regional adviser commitment is for a term of two years. The term may be renewed one time. After two terms, a new regional adviser shall be selected.

General Duties:

- Serves as the spokesperson for the region and represents the advisers and chapters within region
- Be the lead communicator for your region – friendly reminders, regional information
- Seek feedback on Regional Adviser Agenda items from local advisers
- Share meeting decisions with local advisers
- Support new advisers in your region
- Oversee regional Facebook page (if applicable)

Support Region Vice President:

- Coordinate travel to Executive Committee Meetings with Region Vice President
- Review any communication that will go out to region from vice president
- Keep regular communication with vice president about what roles for conferences that they will lead or support

Fall Conference Responsibilities:

- Secure Venue
- Establish Registration Fee
- Work with Region Vice President to establish conference budget
- Finalize conference schedule
- Prepare and distribute registration materials
- Recruit and confirm speakers
- Coordinate lunch (if applicable)
- Work with WA FBLA to have registration opened and closed at the appropriate time
- Print Name Badges and Conference Programs
- Arrange for DJ/Entertainment/Media
- Purchase supplies needed for conference
- Coordinate A/V Needs for speakers/presenters

Finance Responsibilities:

- Responsible for collection of invoices for region events
- Prepare regional annual budget
- Ensure that finance procedures are followed
- Purchase ongoing supplies as needed
- Maintain financial data in QuickBooks

Winter Conference Responsibilities:

- Establish Conference Budget and Registration Fee
- Order plaques/medals/certificates

- Recruit Judges
- Secure Facility
- Judge Thank You Gifts
- Name Badges
- Conference Program
- Assign Adviser Duties
- Coordinate meals as applicable
- Prepare plan for tabulations/scoring
- Prepare plan for awards ceremony (environment, PowerPoint, Random order?)
- Coordinate keynote if applicable
- Coordinate workshops if applicable
- Coordinate DJ/Media
- Coordinate competitive event room set ups – and any necessary competition equipment (i.e. flip chart for Network Design, head table for Parli Pro)
- Prepare preparation room materials – topics, note cards, pencils
- Review registration data, process changes
- Coordinate pre judging/grading night
- Prepare signage as appropriate
- Develop Conference Program & Print
- Purchase conference and competitive event supplies

Compensation:

2017-18 School Year - \$2,500

Beginning with 2018-19 School Year - \$3,000

Washington FBLA Support Features:

- All invoices for conferences are generated by the finance office
- Judge Materials (rating sheets, guidelines, general info) for winter conferences
- Winter Conference Schedules will be built by WA FBLA
- Online Testing will be administered and supported by WA FBLA



State Officer NLC Travel Policy
Adopted by the Board of Directors June 7, 2017

Starting with the 2018 National Leadership Conference, all Washington FBLA State Officers will receive financial support for the quad occupancy NLC travel package. Funding will be provided as follows:

State President	Washington FBLA
Executive Vice President	Washington FBLA
State Secretary	Washington FBLA
Parliamentarian	Washington FBLA
Public Relations Officer	Washington FBLA
Region Vice Presidents	Region Represented

Starting with the 2018 National Leadership Conference, all state officers, regardless of position, will receive the same amount of funding towards the National Leadership Conference. The National Leadership Conference continues to be an optional event for state officers.



Region Dues Policy

Adopted by the Board of Directors June 7, 2017

Beginning August 1, 2017, all dues for FBLA Members in Washington will be unified.

Dues shall be as follows:

- \$6 National Dues
- \$10 Washington FBLA State Dues
- \$4 Washington FBLA Regional Dues

Membership Dues will all be paid to the national office. On regular intervals, National FBLA rebates state dues to Washington FBLA. Prior to the conclusion of each fiscal year, Washington FBLA will rebate regional dues to each region.

Beginning August 1, 2017, there shall be no further chapter or member fees charged or collected by any region. Washington FBLA dues are unified.



State Officer Service Commitment Policy
Adopted by the Board of Directors June 7, 2017

Serving as a Washington FBLA State Officer is both an honor and a large commitment. This commitment should take priority over any other co-curricular or extra-curricular activities.

A Washington FBLA State Officer may not serve as a State Officer for another Career & Technical Student Organization during their commitment to Washington FBLA. The term of service to Washington FBLA is from the closing session at the State Business Leadership Conference until the closing session at the following State Business Leadership Conference.

National Parliamentarian Candidate Policy
Adopted by the Board of Directors June 7, 2017

National FBLA requires the approval from the State Adviser/Executive Director for a student to be a candidate for Parliamentarian.

Starting with 2018 candidates for National Parliamentarian, the following requirements are in place in order to receive the endorsement from the State Adviser/Executive Director as a candidate from Washington:

- The candidate must submit a one-page letter of intent to run for National Parliamentarian no later than the deadline for Washington FBLA State Officer Applications (typically in February)
- The letter of intent should be accompanied by an endorsement from the local chapter adviser and a transcript
- The candidate must participate in the Washington FBLA candidate screening process and successfully be endorsed
- The candidate must take the Parliamentary Procedure online test during the SBLC testing window. The test score must be 75% or higher
- The candidate must submit the endorsement request to the State Adviser/Executive Director for signature no later than May 1



National Leadership Conference Travel Policy
Adopted by the Board of Directors June 7, 2017

Starting with the 2018 National Leadership Conference, any Washington FBLA competitor wishing to participate at the National Leadership Conference must travel on the official Washington FBLA NLC Travel Package.

National FBLA requires that all competitors stay in an official conference hotel – and a state hotel is assigned for those traveling on our package. To provide for a safe, consistent, and team environment experience, Washington FBLA requires that all competitors travel with the state travel package.

Making a commitment to purchase the state travel package by the deadline is the non-refundable commitment to make payment for the full cost of the travel package – Washington FBLA does not allow cancellations after the Washington FBLA deadline.

All students traveling must have school approved chaperones who also must travel on the Washington FBLA package and stay in the assigned hotel.

The travel package is built each year based on adviser feedback which will determine any state activities, length of stay, and other options. The package is a standard price and does not allow for partial stays or discounts for not participating in all activities.

State Business Leadership Conference Cancellation Policy

Adopted by the Board of Directors June 7, 2017

Updated by Board of Directors, July 31, 2019

The State Business Leadership Conference Registration Deadline is set in September of each year. Up until 5 p.m. Pacific Time on the day of the registration deadline, cancellations and changes are accepted without penalty.

After 5 p.m. on the SBLC Registration Deadline, there are no refunds for any reason, and all financial commitments are the responsibility of the school.

After 5 p.m. on the SBLC Registration Deadline, any competitive event changes or corrections are subject to a \$5 change fee. One week after the registration deadline, the change fee increases to \$25. Two weeks after the registration deadline, the change fee increases to \$100. There are absolutely no changes allowed after 5 p.m. seven days out from the beginning of the Opening Session of the State Business Leadership Conference.

After 5 p.m. on the SBLC Registration Deadline, substitutions are allowed for a \$25 substitution fee. Substitutions are not allowed after 5 p.m. on Tuesday of the week of the State Business Leadership Conference.

During the State Business Leadership Conference there are no changes or substitutions allowed.



National Officer Candidate Support Policy
Adopted by the Board of Directors on June 7, 2017

The Washington FBLA Executive Vice President is Washington's Candidate for National Office. Running for National Office is the primary responsibility of the Executive Vice President.

In 2017, National Officer Candidates are allowed spend up to \$2,000 on their national campaigns per national FBLA policy.

Washington FBLA policy will be to provide \$500 in unrestricted support to the national campaign costs incurred by our Executive Vice President.



State Officer Regional Conference Travel Policy
Adopted by the Board of Directors September 30, 2017

Washington FBLA State Officers are encouraged to attend Regional Conferences in addition to the conferences held in their own region. However, due to school attendance concerns, State Officers will be limited to attending two Fall Conferences in addition to the conference in their own region, and one Winter Conference in addition to the conference in their own region. The State President will be the exception to this policy, and may attend additional conferences at the invitation of the Region and with permission of the State Staff.

Travel expenses for State Officers to attend conferences other than the one in their own region are to be covered by the Region of the conference they are attending, or the officers may cover their own expenses to attend. They are to attend only with the permission of the Regional Adviser for that Region, and the expectation of who will cover the expenses must be decided on before travel arrangements are made.

Substitute Reimbursement Policy

Adopted by the Board of Directors February 8, 2018

Regional Advisers who serve as members of the Board of Advisers are a crucial piece of the Washington FBLA Governance Structure.

Their attendance at the following events is expected:

- May State Officer Training
- Summer/Fall Executive Leadership Committee Meeting
- Winter Executive Leadership Committee Meeting

It is the preference that costs related to substitutes for their attendance at these meetings be covered by their local school/district and Washington FBLA provides continuing education/clock hours for their participation at these events.

In the case that local funds are not available to cover the substitute costs for participation in these meetings, Washington FBLA will cover 50% of the cost and the region will cover the remaining 50% of the cost. Washington FBLA will reimburse the school/district when an invoice is received and will bill the region their portion.

All invoices must be received within 60 days of a meeting to be eligible for payment.

Regional Adviser State Business Leadership Conference Registration Policy

Endorsed by the Board of Advisers January 27, 2018

Adopted by the Board of Directors February 8, 2018

Washington FBLA will pay the registration fee for one Regional Adviser from each region to attend the State Business Leadership Conference as the representative for their region.

If there is a region that has chosen to have co-advisers, the co-advisers may choose to split the compensated registration fee evenly, or have one of the Regional Advisers use it in its entirety. In this situation, the co-advisers will need to let Washington FBLA know how they would like their registration fees handled by the conference registration deadline.

Region Leadership Conference Cancellation Policy

Endorsed by the Board of Advisers January 27, 2018

Adopted by the Board of Directors February 8, 2018

Each Region's Leadership Conference Registration Deadlines are set in advance of the conferences each year. Up until 11:59 p.m. Pacific Time on the day of the registration deadline, cancellations and changes are accepted without penalty.

After 11:59 p.m. on the Registration Deadline day, there are no refunds for any reason, and all financial commitments are the responsibility of the school. Cancellations will not be refunded. For fall conferences, substitutions are allowed and may be subject to a fee as determined by the region.

For winter conferences, only drops are allowed after the deadline. No changes, additions, or substitutions are allowed.

On site at the winter conferences there are no changes or substitutions allowed.

Campaign Spending Limit Policy

Endorsed by the Board of Advisers January 27, 2018

Adopted by the Board of Directors February 8, 2018

A limit of \$500 may be spent on each candidate's campaign of which no more than \$100 can be an out-of-pocket expense. This includes all printed materials, booth, promotional items, and other items used in the campaign. Rentals must be valued at the actual rental cost and recorded on the candidate's financial statement. Donations of goods and services must be valued at the actual cost of the donated goods and services and recorded on the candidate's financial statement.

Receipts for all campaign items must be submitted on the first day of the State Business Leadership Conference at the Candidate Meeting.

SBLC Executive Leadership Committee Lodging Policy

Requested by the Board of Advisers January 27, 2018

Adopted by the Board of Directors February 8, 2018

Regional Advisers who serve as members of the Board of Advisers play an important role in the operations of the State Business Leadership Conference.

State Officers will be chaperoned by state staff at the State Business Leadership Conference and will house with fellow officers, not with their local chapters.

As space allows, Regional Advisers and their local chapters will have first priority to be placed at the headquarters hotel each year. This will take priority over the first-come-first-served basis that is used to assign housing for other chapters.



Document Retention Policy
 Adopted by the Board of Directors July 31, 2019

This Document Retention and Destruction Policy of the Washington Future Business Leaders of America (WA FBLA) identifies the record retention responsibilities of employees, volunteers, board members, or members and outsiders for maintaining and documenting the storage and destruction of WA FBLA’s documents and records.

- I. Rules: The WA FBLA employees, volunteers, board members, or members and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules:
 - A. paper or electronic documents indicated under the terms for retention below will be transferred and maintained in the administrative office;
 - B. all other paper documents will be destroyed after three years;
 - C. all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and
 - D. no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.
- II. Terms for retention:

Type of Record	Retention Period, Years
Accounting and fiscal: <i>Tax Exemption Status records</i> – Tax exemption determination letter and related correspondence. <i>Tax records</i> – Annual tax returns, files related to tax audits, accounts receivable & payable ledgers and schedules <i>Financial records</i> – Audited financial statements, attorney contingent liability letters All Bank Records Past budgets Payroll	Permanently 7 years Permanently 7 years 2 years 3 years from separation of employment
Corporate	

<p><i>Governance Records</i> – Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes</p> <p><i>Intellectual property records</i> – copyright and trademark registrations and samples of protected works</p> <p><i>Government relations records</i> – State and federal lobbying and political contribution reports and supporting records</p>	<p>Permanently</p> <p>Permanently</p> <p>10 years</p>
<p>Contracts and leases in effect</p> <p><i>Lease, insurance, and contract/license records</i> – Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement)</p>	<p>Term of the agreement and for 3 years after termination</p>
<p>Human Resources</p> <p><i>Employee/employment records</i> – Employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three years after departure of each individual)</p> <p><i>Pension and benefit records</i> -- Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records</p>	<p>3 years after separation of employment</p> <p>10 years</p>
<p>Correspondence</p> <p><i>All other electronic records, documents and files</i> – Correspondence files, past budgets, publications, employee manuals/policies and procedures, survey information</p>	<p>1 year</p>

- III. Exceptions: Exceptions to these rules and terms for retention may be granted only by the Board of Directors Chair.