

Bay Section Officer Application

Complete all sections of this application and coinciding documents for the **Bay Section Leadership Team**. If this application, and all coinciding forms are not complete when submitted, the application will not be accepted.

Please rank all of the positions offered by the Bay Section. 1 is your first choice, 5 is your last choice.

Bay Section Officer Positions

President (do not complete this application, use the State Officer Application)	XXXXXX
Vice-President of Outreach	
Vice-President of Activities	
Secretary-Treasurer	
Public Relations Officer	
Parliamentarian (not elected, and must take the Parli Pro test at SLC)	

For the following responses, list them in chronological order with the most recent at the top of your list.

- List all FBLA Chapter Leadership Positions you have held, when you held them, and designate if you were elected, selected, or appointed to that/those position(s):

- List the names of the Career Technical Education (CTE) Courses you have completed, and when you took them:

- List all CA FBLA State Projects you have completed, and when you completed them:

- List all the FBLA BAA levels you have completed, and when you completed them:



Candidate Statement and Submission Directions

In 100-200 words, describe why you would like to hold a Bay Section Officer position on the CA FBLA Bay Section Leadership Team:

A completed Section Officer application, current academic transcript, and a resume highlighting your leadership experience must be received via email no later than **5:00 PM PST December 19, 2025**, for ALL Bay Section Positions.

Email your completed application and requested documents to baydirector@cafbla.org.

NOTE: Bay Section President Candidates must fill out the State Officer Application, not this application.



CA FBLA Bay Section Officer Candidate Certification

I certify that I am a member in good standing of the _____ Chapter of CA FBLA in the Bay Section. I also certify that I will be returning as a member of the above chapter next academic year. I have read and understand **all the requirements to be a Bay Section Officer**, and that all information I submit is accurate and correct.

Print Candidate's Legal Name: _____

Preferred First Name: _____

Candidate's Signature

Date

Bay Section Officer Candidate/Parent Agreement

Candidate/Parent Agreement

If elected, I (the candidate) will attend all of the required meetings, adhere to the CA FBLA Code of Conduct, actively serve in office to the best of my ability, abide by the policies and procedures of CA FBLA, and be an active student member of California FBLA.

My parents/guardians and I understand the obligations I am committing to, to serve as a CA FBLA Bay Section Officer, currently enrolled in, or have successfully completed, at least one Career Technical Education (CTE) class that your chapter used for California FBLA affiliation this academic year; during my term of office, I will attend all meetings and conferences listed on the Officer Calendar, or any other meetings called. We further assume responsibility for all expenses not paid by the local, district, or state association. The state or local association will not be held responsible in the event of an accident. If elected, I will serve to the best of my ability and will resign if I fail to fulfill my responsibilities. **Failure to perform to expected standards may result in removal from office at the Board's discretion.** I further understand that I will be a role model and spokesperson for my organization and will always conduct myself accordingly throughout my term of office. I will abide by the constitution and by-laws of California FBLA and the Bay Section of California FBLA.

Candidate's Signature _____ Date: _____

Parent/Guardian's Signature

Date: _____

Other events may be added at the discretion of Bay Section Adviser.

I have read and understand the information above.

_____ Date: _____

Candidate Signature

_____ Date: _____

Primary Chapter Adviser Signature

_____ Date: _____

School Principal Signature

_____ Date: _____

Parent/Guardian Signature

Bay Section Officer Primary Chapter Adviser Guidelines

We appreciate your support in running a candidate for office. You play a key role in developing our officer candidates. In fact, your student is most likely enthusiastic about leading our organization because of the encouragement they received from you. However, having an officer also requires the commitment and dedication of the Chapter Adviser. Please review the following and sign the form below to indicate you are aware of your Chapter Adviser responsibilities in sponsoring an officer candidate:

I agree to run only candidates that I feel have the character and maturity to lead CA FBLA as an officer. I also pledge to encourage our CA FBLA chapter to fully support our officer during his/her term in office. I have discussed the Bay Section Officer Responsibilities with my candidate and feel confident that they are capable of successfully performing all the required tasks.

I agree that if my student is elected to an officer position, we will review the officer schedule frequently and I will strongly recommend that he/she make CA FBLA activities a top priority. We have reviewed the Bay Section Officer Calendar, and he/she understands that failure to attend required meetings may result in removal from office.

I will communicate in a timely manner with the Bay Section Adviser to help my student fulfill his/her officer duties.

I will assist my student in meeting all deadlines in a timely manner.

I will discuss travel arrangements with my officer and travel with him/her as required. I understand CA FBLA will pay the expenses for me and my officer to attend all required CA FBLA events. I understand the school is responsible for covering the costs of any additional chaperones due to district travel policies.

I understand that parents may not replace me as a chaperone.

We appreciate the valuable role CA FBLA Chapter Advisers have in forming our Bay Section officer team. The future success of CA FBLA depends upon your ability to recognize leadership skills in your students. Thank you for your support!

Print Name of the Primary Chapter Adviser

Signature of the Primary Chapter Adviser

Date

Permission to Post Information on the Internet and Social Media

If elected as a Bay Section Officer, the candidate will have their name, position, FBLA email address, school name, and profile picture posted to the CA FBLA website and Instagram account. Photos and videos from officially sanctioned CA FBLA events may also be used for marketing purposes on CA FBLA social media platforms and event marketing materials.

Your signature below indicates your permission to post your child's information to the internet and social media accounts for CA FBLA.

Parent/Guardian Signature

Date

Bay Section Officer Conditions of Understanding

We, the candidate, Primary Chapter Adviser, parents, and school administrator, understand that:
The official term of office will begin immediately following the Bay Section Meeting at the State Leadership Conference in April 2026, until the end of the State Leadership Conference in April 2027.

The officer will meet with the other Bay Section Officers at a time and place identified by the Bay Section Adviser at the beginning of the official term to plan a Program of Work.

Regular meetings with the Bay Section Adviser and the Bay Section Officer team will occur throughout the term of office.

The officer candidate will adhere to the campaign rules and election procedures or face disqualification.

The officer candidate will adhere to all CA FBLA procedures and policies.

A candidate may be disqualified by a majority vote of the CA FBLA Board of Directors if any behavior or actions are deemed to be unethical, unprofessional, and/or irresponsible.

Approval for attendance of each individual section officer at CA FBLA conferences is the total responsibility of the Primary Chapter Adviser.

My signature below certifies that I have read and understand the entire CA FBLA Bay Section Officer Candidate Guide.

Candidate Signature

Date

Parent/Guardian Signature

Date

Primary Chapter Adviser Signature

Date

School Administrator Signature

Date

Bay Section Officer Conditions for Removal from Office

An officer may be declared “inactive” and/or removed from office in the following situations.

Declaration of “inactive” status and possible removal from officer for:

- Any Bay Section officer who fails to adequately perform the duties of the office will be removed from office.
- Any Bay Section officer who fails to attend any mandatory meetings or events without just cause (illness, death in immediate family, or an unforeseen emergency) shall be placed on probation for a period of time to be determined by the Bay Section Adviser.
- Removal from office if behavior, while in the performance of duties, is contrary to published rules of conduct or whose behavior is injurious to the image of Bay Section and/or California FBLA.
- Removal from office carries the obligation of repayment of chapter, district, and state funds used to train and maintain the executive board member in office.
- The Bay Section Leadership Team members shall be convened to assess each case which may result in removal from office.
- Any Bay Section officer who resigns or is removed from office and wishes to run again will need to submit an appeal to the Bay Section Adviser prior to the application deadline.

Immediate and automatic removal from office for:

- Failure to adhere to the Code of Conduct
- Failure to adhere to Policy and Procedures

I fully understand the possible causes for removal from office, rules, regulations, conditions, and directions set forth by the Policies and Procedures for CA FBLA as well as the Bay Section Adviser.

I understand, if removed, I will immediately return all materials provided Bay Section and CA FBLA.

_____ **Date:** _____
Candidate Signature

_____ **Date:** _____
Parent/Guardian Signature

_____ **Date:** _____
Primary Chapter Adviser Signature