

FLORIDA FBLA BYLAWS

ARTICLE I NAME

Section 1. The name of this division of the Florida FBLA-PBL Association, Inc. shall be the Florida State Chapter of Future Business Leaders of America and may be referred to as FBLA.

ARTICLE II PURPOSE

Section 1. The purpose of FBLA is to provide opportunities for secondary students to develop vocational competencies for business and office occupations. FBLA is an integral part of the instructional program and, in addition, promotes a sense of civic and personal responsibility.

Section 2. The specific goals of FBLA are to:

- A. Develop competent, aggressive business leadership;
- B. Strengthen the confidence of students in themselves and their work;
- C. Create more interest in and understanding of American business enterprise;
- D. Encourage members in the development of individual projects which contribute to the improvement of home, business, and community;
- E. Develop character, prepare for useful citizenship, and foster patriotism;
- F. Encourage and practice efficient money management;
- G. Encourage scholarship and promote school loyalty;
- H. Assist students in the establishment of occupational goals; and
- I. Facilitate the transition from school to work.

ARTICLE III MEMBERSHIP

Section 1. FBLA membership shall consist of members of chartered local chapters. These members shall hold membership in Florida district, state and national chapters. Individual members shall be recognized only through a local chapter of FBLA.

Section 2. State FBLA, as well as local chapters, shall be open for membership to the three following classes of members:

Active Members shall be secondary students who become members while enrolled in business and/or business-related fields, who accept the purpose of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school-community relations, and possess qualities for employment. Active members shall pay dues as established by FBLA and may participate in national events, in accordance with the guidelines of the National Awards Program and the State Awards Program, serve as voting delegates to the National Leadership Conference and the State Leadership Conference, hold national and/or state office in accordance with Article VI, and otherwise represent their state and local chapters as approved by their respective state or local advisers.

Professional Members shall be persons associated with or participating in the professional development of FBLA as approved by state chapters. Such members may include local and state chapter advisers, business teachers, business teacher educators, state supervisors of business and office education, employers or supervisors of cooperative work-training students, advisory council members, business persons, and other persons contributing to the growth and development of FBLA. Professional members shall pay dues as established by Florida FBLA-PBL Professional Division, but shall not participate in events, serve as voting delegates, or hold office.

Honorary Life Members shall be persons who are assisting in the advancement of business and office education and/or who are rendering outstanding service to FBLA-PBL, Inc. Honorary Life Members shall not vote or hold office and shall not be required to pay dues.

Section 3. By paying dues and becoming a Florida FBLA member, each student agrees to be bound by the association bylaws, guidelines, dress codes, and competitive events requirements.

ARTICLE IV DUES AND FINANCES

Section 1. State membership dues shall be \$4.00 per year per member, payable prior to December 15 of the current year.

Section 2. Students who become eligible (new or transfer from another school) for membership after December 15 must pay dues by January 31 to determine eligibility to participate in district leadership conferences.

ARTICLE V ORGANIZATION

Section 1. FBLA shall be an association of local chapters, each operating in accordance with a charter granted by FBLA/PBL, Inc. Only chapters in good standing shall be referred to as "Future Business Leaders of America." Chapter charters and numbers shall be issued to each FBLA chapter by FBLA/PBL, Inc.

Section 2. The Board of Directors shall serve as the policy making body of this organization.

Section 3. There shall be a State Executive Council, which shall make recommendations to the Board of Directors and perform other duties as prescribed by these bylaws.

Section 4. The administration of FBLA shall be vested in the Board of Directors.

Section 5. Each district shall have a district director whose duty it shall be to coordinate the activities of the District in cooperation with the state adviser.

ARTICLE VI STATE OFFICERS, ELECTIONS AND REMOVAL

Section 1. State Officers. The elected state officers of FBLA shall be a president, five regional vice-presidents, secretary, and reporter. A parliamentarian is appointed annually.

Section 2. Qualification for State Office.

A. Only active members are eligible to hold state office.

B. Only those applicants who are present at the State Leadership Conference and officially certified by the Officer Screening Committee shall be eligible for nomination.

C. To be considered for an office in FBLA, a candidate shall be a high school student who shall:

1. have at least one (1) full year remaining in his/her business program;
2. be enrolled in a business-related course throughout the term of office;
3. hold or have held an elective office in his/her local chapter;
4. be recommended by the chapter adviser and endorsed by his/her local chapter;
5. file an official application with the state adviser, according to policy set by the Board of Directors; and
6. be approved by the Officer Screening Committee, and
7. remain a Florida resident during his/her term of office.

Candidates for secretary must possess the ability to record minutes and must have completed, or will complete, one (1) year of keyboarding instruction by the end of the current school year.

Section 3. Nominations.

A. The president, five regional vice-presidents, secretary and reporter shall be nominated at a general session of the State Leadership Conference.

B. With respect to the president, five regional vice-presidents, secretary and reporter, only candidates approved by the Officer Screening Committee for the designated office shall be nominated.

Section 4. Elections.

A. The president, secretary and reporter shall be elected annually at the State Leadership Conference by the state voting delegates. The five regional vice-presidents shall be elected annually at the State Leadership Conference by the registered voting delegates from the respective regions.

B. These state officers shall be elected by a ballot vote of the voting delegates. These state officers shall be elected by a plurality vote of the voting delegates.

C. Districts may nominate only one candidate for state office with the exception of Regional Vice President. A district may nominate one Regional Vice President candidate in addition to one of the other state officer candidates. No more than one (1) state officer shall be elected from the same local chapter. Unopposed

candidates and appointed parliamentarians shall not be eliminated because of this restriction.

D. No state officer shall hold a district office at the same time he/she is a state officer.

Section 5. Term of Office. State officers shall be elected for one (1) year or until their successors are elected or appointed, and their term of office shall begin at the close of the State Leadership Conference at which they were elected.

Section 6. Vacancy in Office. A vacancy in any office, other than that of president, shall be filled by appointment by the state adviser, with the approval of the State Executive Council. Should the office of the president become vacant, the regional vice-president from the president's region shall automatically become president.

Section 7. Appointment of Parliamentarian. The applicant scoring the highest on the Parliamentary Procedure written test at the State Leadership Conference shall be appointed by the incoming state president to serve as parliamentarian. This individual must have at least one (1) year remaining before being graduated from a secondary school.

Section 8. Removal from Office. If any officer fails to carry out the duties as described in the bylaws or Policies and Procedures Handbook or exhibits conduct inappropriate of a state officer, the officer may be removed from office by any one of the following methods: a three-fourths (3/4) vote of the Executive Council (by mail vote if the council is not in session); or an action by the Board of Directors; or if the Board of Directors is not currently meeting, the state adviser may remove an officer.

ARTICLE VII

DUTIES OF FBLA STATE OFFICERS

Section 1. The president shall serve as chairman of the State Executive Council; preside over the Council meetings and business meetings of FBLA; serve as the FBLA student representative on the Board of Directors; appoint appropriate committees and committee chairmen with the approval of the state adviser; serve as an ex-officio nonvoting member of all committees; appoint the parliamentarian; and perform other duties for the promotion and development of local, state and national FBLA.

Section 2. The regional vice-presidents shall serve as Chairmen of the National Project Committee; assist the president in the promotion and development of FBLA; and assist in compiling and publishing the State Chapter Annual Report.

Section 3. The secretary shall keep an accurate record of all meetings of the State Leadership Conference and the State Executive Council; and supply promptly at least one (1) typewritten copy of the minutes and substantiating reports to the president, president of the Board of Directors, members of the Board of Directors, the State Executive Council, and the state adviser.

Section 4. The reporter shall compile local chapter activity news for the state newsletter; assist in compiling and publishing memos, informational reports, and other public relations releases as deemed necessary by the State Executive Council; and function as public relations liaison to the national chapter for Florida FBLA.

Section 5. The parliamentarian shall advise the president on the orderly conduct of business in accordance with FBLA bylaws and Robert's Rules of Order Newly Revised, current edition.

ARTICLE VIII DISTRICT OFFICERS, ELECTION AND DUTIES

Section 1. District Officers. Each district shall elect a president. Additional officers may be elected as determined by the respective districts.

Section 2. Qualifications for District Office.

A. Only active members are eligible to hold district office.

B. Only those applicants who are present at the District Leadership Conference shall be eligible for nomination.

C. To be considered for a district office, a candidate shall be a middle school or high school student who shall:

1. have at least one (1) full year remaining in his/her business program;
2. be enrolled in a business-related course throughout the term of office;
3. hold or have held an elective office in his/her local chapter;
4. be recommended by the chapter adviser and endorsed by his/her local chapter;
5. file an official application with the district director according to the policy set by

the district; and

6. remain a resident of the district during his/her term of office.

Section 3. Nominations. The district officer(s) shall be nominated and elected at the District Conference.

Section 4. Elections. Each district shall decide how to elect district officers in their respective districts. District officers shall be elected annually at the district meetings.

Section 5. Term of Office. District officers shall be elected for a one (1) year term, and their term shall begin at the close of the State Leadership Conference.

Section 6. Vacancy in Office. A vacancy in office of the district president shall be filled by the district director in consultation with the state adviser if there is one or, if there is no State Adviser, by the president of the Board of Directors.

Section 7. Removal from office. If any officer fails to carry out the duties as described in the bylaws or exhibits conduct inappropriate of a district officer, the district director in consultation with the state adviser shall determine whether or not the said district officer should be removed from office. In the event it is determined that the said district officer should be removed from office, the said district officer shall be immediately divested of his or her office.

Section 8. Duties. The district president shall assist the incoming state president and state organization in consultation with the state adviser in the promotion and development of FBLA in the district which elected him or her; work cooperatively with the district director in planning and implementing district activities; preside at all district meetings at the State Leadership Conference.

ARTICLE IX

LOCAL ADVISERS AND DISTRICT DIRECTORS

Section 1. Each local chapter shall have an adviser who shall be a faculty member who is teaching a business or business-related class or an individual approved by the administration of the school. A local chapter may have as many emphasis groups under the chapter charter as it deems necessary to meet the interests of all students. The local chapter of FBLA shall assume full responsibility for coordinating the program for these interest groups.

Section 2. District Director Elections. Each district will have a district director elected in accordance with the district procedure.

Section 3. A district director shall be currently involved in teaching business-related subjects at an accredited secondary Florida educational institution.

Section 4. The term of office will begin July 1 of the current year. If vacancies exist by March 15 of the current year, the district director will be appointed by the state adviser.

Section 5. District directors shall present a district financial report to the state adviser and at the district meeting at the State Leadership Conference and shall be responsible and accountable for all district finances.

ARTICLE X STATE LEADERSHIP CONFERENCE

Section 1. A State Leadership Conference shall be held each year. A date and location will be determined by the Board of Directors.

Section 2. Each local charter (school) in good standing shall be entitled to send from its active membership, voting delegates to the State Leadership Conference in accordance with the following:

- 1- 50 members 2 voting delegates
- 51-100 members 3 voting delegates
- 101-150 members 4 voting delegates
- 151-200 members 5 voting delegates

For each additional 50 members a charter may have, it shall receive one (1) additional voting delegate. It is permissible to split the charter's votes.

Section 3. All voting delegates of local chapters shall be officially certified by their respective advisers and their names submitted to the State Leadership Conference coordinator in advance of the State Leadership Conference.

Section 4. Voting. Chapter voting delegates shall be entitled to vote on all members, which come before the general session. There shall be no proxy voting.

Section 5. Quorum. The quorum for all business meetings of the State Leadership Conference shall be a majority of the registered voting delegates.

ARTICLE XI NATIONAL LEADERSHIP CONFERENCE

Section 1. All registrations for the National Leadership Conference must be received in the state office by the appropriate deadline.

Section 2. Any contestant not registered for the National Leadership Conference by the competitive event form deadline will be deemed ineligible to compete.

Section 3. Substitutions will be made at the discretion of the state adviser.

Section 4. Qualifications for National Office. Members wishing to run for a national office must meet all qualifications as set forth in the National Bylaws, must mail their written intent to run and a resume to the state adviser postmarked no later than January 1, and be approved by the Board of Directors prior to the opening session of the State Leadership Conference.

Section 5. Elections for National Office.

A. Only those applicants who are present at the State Leadership Conference and officially certified by the Officer Screening Committee, which shall consist of the Executive Council, shall be eligible for nomination. Applicants who pass screening and are approved by the Board of Directors will then campaign at the State Leadership Conference to be Florida's candidate for national office at the National Leadership Conference. No campaign materials will be allowed. Campaigning shall be limited to a speech at the opening general session and caucusing at the Regional Caucus meetings.

B. Local chapter voting delegates will vote by ballot for an applicant at the same time they vote for the state officers. A plurality vote will be used.

C. Applicants running unopposed who do not receive a majority vote of the voting delegates will not have the endorsement of the state chapter and will therefore be unable to run for national office that year.

ARTICLE XII

BOARD OF DIRECTORS

Section 1. The state shall be divided into five (5) regions as determined by the Board of Directors.

Section 2. FBLA shall be entitled to five (5) representatives on the Board of Directors, in addition to the student president member. The representatives shall come from each of the five regions.

Section 3. Each representative shall serve a three (3) year term.

Section 4. The region(s) shall determine how and the manner in which they elect their representatives to the Board of Directors. All such representatives must have served as a chapter adviser for at least three years or be currently serving or have served as a district director.

Section 5. The term of each member of the Board of Directors shall begin on July 1.

Section 6. The Board of Directors, by a majority vote, shall adopt policies of operation of FBLA as deemed necessary, determine such matters as the number of contestants per contest from each district and the number of local chapter representatives for the State Leadership Conference, and approve candidates for national office (applications are to be submitted to the state adviser prior to the State Leadership Conference).

Section 7. The Board of Directors shall serve as the Grievance Committee at the State Leadership Conference.

ARTICLE XIII

STATE EXECUTIVE COUNCIL

Section 1. The state officers of FBLA and the district presidents shall, with the District Directors and the state adviser, constitute the State Executive Council.

Section 2. Duties. The State Executive Council shall suggest policies of operation of FBLA as deemed necessary, by a majority vote subject to the approval of the Board of Directors; approve committee appointments and the creation of new committees by the president; review all proposed amendments to the bylaws;

present to the voting delegates at the State Leadership Conference, with recommendations, those proposed amendments approved by the Board of Directors; and perform such other duties as are prescribed by these bylaws.

Section 3. Meetings. Meetings shall be called by the state adviser or, if there is no state adviser, by the FBLA representative members of the Board of Directors.

ARTICLE XIV COMMITTEES

Section 1. Advisory committees to assist in the growth and development of FBLA may be appointed as deemed necessary by the Board of Directors. Recommendations of persons for such appointments shall be requested of districts.

Section 2. Local chapters may select advisory committees to assist in the growth and development of their respective chapters.

Section 3. The president of FBLA shall, with the approval of the State Executive Council, establish committees, appoint their members for a period not to exceed his/her term of office, and assist these committees in their activities.

Section 4. An Officer Screening Committee, composed of state officers and Board members, shall be appointed by the state adviser. The Officer Candidate Screening Committee shall, after careful consideration of applicants for office of FBLA, approve candidates for nomination.

Section 5. Committee business may be conducted by mail at the discretion of the state adviser. For adoption, action by mail shall require a majority vote of the members eligible to vote and shall be reported to the committee members not later than the next regular meeting.

Section 6. There will be a committee, which shall have full authority to approve the minutes of the previous State Leadership Conference. This committee shall consist of the five major state officers and the state adviser or, if there is no state adviser, the president of the Board of Directors. They shall do this at the first State Executive Council meeting after their election. This committee shall be called the Minutes Committee.

ARTICLE XV

EMBLEMS, COLORS AND MOTTO

Section 1. The official emblem and insignia item designs of FBLA are to be the same as the National FBLA/PBL, Inc. official emblem and insignia item. The wearing or displaying of this emblem shall be governed by the State Board of Directors.

Section 2. The official colors of FBLA shall be blue and gold.

ARTICLE XVI

PARLIAMENTARY AUTHORITY

Section 1. The rules contained in Robert's Rules of Order, Newly Revised, current edition shall govern FBLA in all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA/PBL, Inc., these bylaws, or any special rules of order which FBLA may adopt.

ARTICLE XVII

AMENDMENTS

Section 1. Proposed amendments to these bylaws shall be submitted in writing no later than January 1 to the state adviser or, if there is no state adviser, to the president of the Board of Directors. Notice of proposed amendments shall be sent to local chapters thirty (30) days prior to the State Leadership Conference. Proposed amendments shall be reviewed by the State Executive Council and approved by the Board of Directors before they can be submitted to the voting delegates. The State Executive Council shall present approved proposed amendments, with recommendations, to the voting delegates at the State Leadership Conference. A two-thirds (2/3) vote of the voting delegates present and voting at the State Leadership Conference is required for adoption.