

# NC FBLA BYLAWS

## Article I. Name

The name of this organization shall be the North Carolina Chapter of the Future Business Leaders of America.

## Article II. Purpose

Section 1. The purpose of FBLA is to provide as an integral part of the instructional program additional opportunities for students (grades 6-12) in business education and to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

Section 2. The specific goals of FBLA are to:

- ★ Develop competent, aggressive business leadership;
- ★ Strengthen the confidence of students in themselves and their work;
- ★ Create more interest in and understanding of American business enterprise;
- ★ Encourage members in the development of individual projects which contribute to the improvement of home, business, and community;
- ★ Develop character, prepare for useful citizenship, and foster patriotism;
- ★ Encourage and practice efficient money management;
- ★ Encourage scholarship and promote school loyalty;
- ★ Assist students in the establishment of occupational goals; and
- ★ 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 their state and national chapters. Individual members shall be recognized only through the state chapter of FBLA.

Section 2. Membership shall consist of the following classes of members:

Active Members shall be students (Grades 6-12) who are enrolled in business education, 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 state and national events, in accordance with the guidelines of the State and National Awards Programs, serve as voting delegates to the State and National Leadership Conference, hold state and national office and otherwise represent their state and local chapters as approved by their respective state or local advisers. *Students enrolled in a Business Education course either term during the same school year are considered enrolled for the entire year and may continue as active members. When students have taken at least two Business Education courses a student may continue as an active member while they are in high school even if not currently enrolled in a course. Middle school students may continue as an active member after one business course.*

Associate Members shall be persons not enrolled in business courses who comply with the rules and policies of FBLA. Associate members shall pay dues established by FBLA and may participate in chapter activities other than individual or team competitive events, recognition events, serve as voting delegates, or hold office.

Professional Members shall be persons associated with or participating in the professional development of FBLA as approved by the state chapter. Such members may include local and state chapter advisers, business teachers, business teacher educators, state supervisors of business 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 FBLA, but shall not participate in events, serve as voting delegates, or hold office.

Honorary Life Members shall be elected to a state or local chapter by a majority vote. They shall be persons who are assisting in the advancement of business education and/or who are rendering outstanding service to FBLA. Honorary Life Members shall not vote or hold office and shall not be required to pay dues.

#### **Article IV. Dues and Finance**

Section 1. Each local chapter shall pay annual state member dues per member as established by the board of directors.

Section 2. Also the national membership dues as set by the National FBLA-PBL, Incorporated shall be paid by all *high school* chapter members. *Middle school*

*chapter members shall join NC FBLA by paying dues as established by the NC FBLA Board of Directors and shall not be obligated to pay National dues.*

Section 3. The fiscal year of FBLA shall be July 1 through June 30.

Section 4. An audit shall be made annually by a certified public accountant.

Section 5. The state office shall administer all FBLA finances, including the James L. White Scholarship Account and any other such accounts.

### **Article V. Board of Directors**

Section 1. Membership

Voting members of the Board of Directors shall be composed of the FBLA State Chairperson, the FBLA State Adviser, the FBLA State Officers, and an elected Board representative from each of the regions as established by the Department of Public Instruction and the FBLA State Office. Business Education State Consultants serve on the Board in a non-voting capacity.

Section 2. Election of Regional Board Members

One Business Education teacher who is a local active chapter adviser *shall* be elected to serve on the Board of Directors from each region by vote of the local chapter membership. Each local chapter may have only one nominee. The term of office for Board members shall begin immediately following their election, and they will serve a consecutive three-year term.

*Regions are:*

<i>Eastern</i>	<i>Southeast</i>	<i>Triangle East</i>	<i>Central</i>
<i>Triad</i>	<i>Southwest</i>	<i>Northwest</i>	<i>Western</i>

Terms of office of Board members *shall* be staggered so election of all eight regional members will not occur within the same year. No region *shall* have more than one elected member on the Board at the same time. *Board member terms shall be limited to two consecutive three-year terms. After the board member has been off the board for one term, they shall be eligible to be nominated again for a board position.* In the event that a vacancy is created by a Board member, a second election *shall* be held in the region of that member to fill the vacancy. The new member shall be elected to fill the unexpired term only.

Section 3. Duties and Authority of Board Members

The Board of Directors is empowered by the Constitution to act in an advisory capacity to the State Chapter, State Chairman, and State Adviser in

developing operating policies and procedures of the organization. In this capacity, the group may advise in the following areas:

- ★ Attendance at conferences.
- ★ Student behavior at regional, state, or national conferences.
- ★ Contest and elections at regional, state, or national conferences.
- ★ Payment of dues to State and National Offices.
- ★ Qualifications of regional, state, and national officers.
- ★ Any other area requested by State FBLA Chairperson.

Changes in State Chapter rules, regulations, and procedure may be made in the following manner:

- ★ By a simple majority vote of the Board of Directors, or
- ★ By a decision of the State Chairperson when deemed necessary.

#### Section 4. Responsibilities of Board Members

At regional meetings, the Board of Directors member from the region shall be the final authority in the interpretation of the Constitution, bylaws, policies, and procedures of the association. At any other time, the Board of Directors member shall act as liaison between the State Staff and Board and individual local chapter advisers in interpreting actions of the Board. Board members shall present requests to the Board from one or several local chapter advisers in their respective regions. Board members shall offer encouragement, advice, and training to members of their respective regions in carrying out the FBLA program.

The Chairperson of the Board of Directors shall be the designated Business Education consultant. A recording secretary shall be appointed on a yearly basis, rotating by regions. It shall be the responsibility of the recording secretary to send minutes of Board meetings to the State Chairperson for distribution to all local chapters. It shall be the responsibility of Board members to discuss and clarify those minutes with local chapter advisers in their respective regions.

The Board of Directors may need to establish standing and ad hoc committees in order to help carry out their work. It shall be the responsibility of Board members to serve as chairpersons of standing committees. Members of the Board of Directors shall be subject to removal from the Board if they do not carry out their responsibilities.

#### Section 5. Eligibility Requirements for Board Members

Active local FBLA chapter advisers shall qualify to run for Board of Directors if they meet the following guidelines:

- ★ Served as an adviser or co-adviser of an active FBLA chapter for at least three years;
- ★ Attended and participated in at least three leadership conferences at the state, regional, or national levels;
- ★ Attended and participated in regional FBLA meetings;
- ★ Be willing to assume the responsibilities of Board members; and
- ★ Be willing to promote and uphold the high ideals of FBLA.

#### **Article VI. Executive Council**

Section 1. The Chairperson of the Board, the FBLA State Adviser, and the state FBLA President shall constitute the Executive Council.

Section 2. The Chairperson of the Board shall be empowered to call meetings with the agreement of the State Chairman and the State Adviser.

Section 3. The Chairperson of the Board shall preside at all Executive Council meetings.

Section 4. The Executive Council shall represent and act for the Association as the occasion may demand and plan for the overall welfare of the Association.

Section 5. The Executive Council *shall be* empowered to plan and implement the total program of leadership development activities, state leadership training sessions, and the State Leadership Conference.

## Article VII. Officers and Elections

### Section 1. Elected State Officers

The following FBLA State Officers shall be elected by the FBLA voting delegates at the annual State Leadership Conference: *President and eight Regional Vice Presidents*.

### Section 2. Appointment of Parliamentarian

The State Parliamentarian shall be that student who makes the highest written test score in the parliamentary procedure event at the State Leadership Conference. This student must have the recommendation of the local chapter adviser. The State Parliamentarian *shall* have at least one year remaining before being graduated from a secondary school.

### Section 3. The adviser for each regional vice president shall be responsible for making arrangements for the annual competitive events meetings. Competitive event entry forms and contest materials will be provided by the state office.

### Section 4. Qualifications for State Office

Only active members *shall be* eligible to hold state office. Only those applicants present at the State Leadership Conference and officially certified by the Officer Screening Committee shall be eligible for nomination as a candidate.

To be considered for an office in FBLA, an applicant shall:

- ★ Have at least one full school year remaining in the educational program in a secondary school.
- ★ Hold or have held an elected or appointed office in the local chapter or region and/or served as chairman of an outstanding committee; hold or have held elective or appointed offices in other youth organizations.
- ★ Be recommended by the chapter advisers and principal, and given parental permission to be a candidate.
- ★ Filed the following with the State Office prior to the State Leadership Conference:
  - a. Officer application
  - b. Resume, including qualifications for the office and plans for

- the next school year.
- c. Statement of recommendation from the head of the business department and the high school principal.
- d. Statement of parental approval.
- e. Transcript

★ Have maintained at least a B average or above in high school.

Section 5. Nominations

Nominations shall be made as follows:

- ★ A local chapter may nominate only one member for a state office. A nominee for state office must be elected by a two-thirds vote of the members of his/her local chapter.
- ★ The application for nomination must be in the state office by the date given on the Calendar of Activities in the Chapter Management Notebook.
- ★ If no nominations are received from a region for regional vice president, the Board of Directors will appoint a regional vice president.

Section 6. Voting

Each chapter in good standing shall be entitled to send voting delegates from its active membership to the State Leadership Conference in accordance with the following:

- ★ 50 members and under -- 2 voting delegates
- ★ 51-100 members -- 3 voting delegates
- ★ Over 100 members -- 4 voting delegates

Voting shall be done by official delegates from each chapter at the annual State Leadership Conference using the voting procedures published prior to the beginning of the State Leadership Conference:

The president *shall* be elected by vote of all official delegates in attendance at the annual State Leadership Conference. *The Regional Vice Presidents will be elected by vote of only the delegates from the schools in the region they will represent.*

Section 7. Term of Office

State officers shall be elected or appointed for one year, and their term of office shall begin at the close of the State Leadership Conference, and shall end at the following State Leadership Conference.

Section 8. Vacancy in Office

*Should the office of President become vacant, the Vice-Presidents shall select from among themselves one to assume the duties of the President. The Board of Directors must confirm the decision of the Vice-Presidents before the office of President is considered filled. A vacancy in any office, other than that of President, shall be filled by appointment by the Board of Directors.*

Section 9. Removal from Office

In the event that an elected or appointed state officer does not carry out the duties and responsibilities assigned that office, and in the event that a state officer does not behave in an exemplary manner which upholds the high ideals of FBLA, the officer shall be subject to removal from state office by the State Adviser and the State Chairman.

**Article VIII. Duties of State Officers**

Section 1. President

It shall be the duty of the president to preside over all Executive Council meetings at which time plans will be made for the State Leadership Conference, various state projects, and the National Leadership Conference. The President shall appoint all special committees as deemed necessary and shall serve as ex-officio member of these committees. The President must promote chapter organization as well as chapter activities. These tasks, which are most important, can be accomplished by three form letters. At the beginning of the school year, the first letter should be sent to each chapter requesting that they cooperate with the President during the year. The second letter should be sent to chapters who are interested in forming new chapters. This letter should be a follow-up letter to one written by the State Chairman and/or State Adviser. The third letter should be a letter of congratulations to the chapter in becoming an active chapter of FBLA. It shall be the duty of the outgoing FBLA President to prepare the annual activities report for the state chapter. The President shall also present state activities reports at regional and national meetings as requested.

## Section 2. Regional Vice-Presidents

It is the duty of the regional vice presidents, acting under the direction of the President, to *promote the welfare of the FBLA organization in the state. Should the office of President become vacant, the Vice-Presidents shall select from among themselves one to assume the duties of the President. The Board of Directors must confirm the decision of the Vice-Presidents before the office of President is considered filled.* The vacant vice presidents position will then be filled by the Board of Directors. The Vice-Presidents shall carry out specific duties as may be assigned by these bylaws, the President, or State Adviser.

The regional vice presidents with the advice and counsel of the state advisor shall determine which vice presidents will assume or begin the rotation for the following responsibilities:

- ★ *Each regional vice president shall assume responsibility for publishing the state FBLA newsletter, THE NORTH CAROLINA BUSINESS LEADER. Beginning with September, one vice president shall publish the newsletter (four pages minimum) highlighting events in his/her region as well as state and national activities. The monthly newsletter shall be published on a rotating basis and each vice president shall be responsible for only one month each year. Each year the region that published the September newsletter will move to May the following year and the other vice president's responsibility will rotate as far away as possible from the month for which their region was responsible the previous year. Electronic copies of the newsletter would be made available to local chapters.*
- ★ *Each vice president collects the news from each chapter, sends news items concerning the North Carolina FBLA to local and state newspapers to TOMORROW'S BUSINESS LEADER, the national news publication for FBLA. Each regional vice president must notify each chapter of the deadline for submitting news. After news items are received from individual chapters, the vice presidents must check each article for correctness of form and write the news item in third person if this was not done by the chapter reporter.*
- ★ *One regional vice president shall serve as guardian of the FBLA State Sign and is expected to carry it to all regional and national meetings and to be responsible for seating the state delegation together at the regional and national meetings.*
- ★ *Two regional vice presidents shall record accurate records of the sessions of the State Leadership Conference, State meetings at National Conferences and of the meetings of the Executive Council. One copy of the minutes shall be sent to the State Adviser for the permanent files, one copy kept for the secretary's files and one copy sent to each local chapter in the state. These vice presidents shall keep on file copies of the state and national constitutions and shall perform such*

other duties as directed by the President or State Adviser.

- ★ *Three regional vice presidents shall record activities of interest pertaining to the local, state and national organizations and keep a history in the form of videotape. These vice presidents shall secure as much footage as possible of state activities to be used in videotapes to be made available to member chapters. These vice presidents should write a short note to local chapters early in October reminding them to begin collecting video footage to be placed in the state videotape. In early February, these vice presidents shall notify all chapters of the deadline for submitting video footage to be included in the state video tape.*
- ★ *Three regional vice presidents shall organize materials for the FBLA website. These vice presidents will review the materials in the website to ensure that they are accurate and current. Materials will be moved out of the website whenever they are no longer accurate or needed. Collaborating to improve the website will be the responsibility of the all three of these vice presidents. One of these three vice presidents will become the key contact with the website provider to ensure that information flows through an organized process to the webmaster.*

Section 3     Parliamentarian

The Parliamentarian *shall* be thoroughly familiar with parliamentary procedure and have sufficient knowledge to rule on all points of order during meetings of the association. The Parliamentarian should have a copy of the state and national constitutions and bylaws and a copy of Robert's Rules of Order, Newly Revised on hand at all times.

**Article IX. Meetings and Conferences**

Section 1.     Local chapters shall hold their meetings monthly or more throughout the school year and at such time and place as may be decided upon by the local chapter and according to local school policy.

Section 2.     *Fall workshop shall be held yearly in each region. The regional competitive events shall be held during January and February of each year. Management of the fall workshops will rotate through the schools in the region according to a plan developed and managed through the leadership of the board of directors member.*

Section 3.     The State Leadership Conference shall be held annually at least 45 days prior to the National Leadership Conference at a time and place to be determined by the State Chairman and State Adviser.

## **Article X. Rules, Regulations and Policies**

- Section 1. Such rules, regulations, and policies are deemed necessary for the proper conduct of the organization shall be adopted.
- Section 2. No rules, regulations, and policies shall be adopted which are contrary to the state and national constitutions.
- Section 3. In all meetings, Robert's Rules of Order, Newly Revised shall serve as standard procedure.

## **Article XI. Amendments**

- Section 1. Proposed amendments to the Bylaws shall be submitted in writing by local chapters to the Board of Directors.

These proposed amendments shall be reviewed by the Board, which, in turn, shall submit them to local chapters with recommendations. Amendments may be adopted by one of two ways:

- ★ A simple majority vote of local chapter *delegates* in attendance at the State Leadership Conference, or by
- ★ A simple majority of local chapter *delegates* votes by mail.

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Approved -----2011