

# Virginia Chapter, Future Business Leaders of America

## Bylaws

October, 1951

As Revised May 2, 1953

As Revised February 16, 1965

As Revised April 22, 1972

As Revised April 28, 1979

As Revised April 14, 1984

As Revised April 19, 1986

As Revised April 24, 1993

As Revised April 19, 1997

As Revised April 26, 2002

As Revised April 17, 2004

As Revised April 8, 2006

As Revised April 8, 2017

### Article I. Name and Purpose

#### Section A.

The name of this organization shall be "The Virginia Chapter, Future Business Leaders of America." The organization is hereinafter referred to as "Future Business Leaders of America," "FBLA," or "Virginia FBLA."

#### Section B.

The purposes for which this organization is formed are

1. to encourage and promote active Future Business Leaders of America chapters that serve as an integral part of the instructional program opportunities for secondary students in Business and Information Technology to develop career and technical competencies and to promote civic and personal responsibilities.
2. to coordinate the programs of the local chapters of the Future Business Leaders of America in Virginia.
3. to assist local chapters in carrying out activities and in accomplishing objectives.
4. to keep local chapters informed about current policies, practices, and procedures of the national and state Future Business Leaders of America organizations.
5. to promote the Business and Information Technology program for the youth of Virginia.
6. to promote the purpose and goals of the national organization as stated in the national bylaws.

### Article II. Organization

#### Section A.

The Virginia Chapter, Future Business Leaders of America is a state chapter of the national organization, Future Business Leaders of America-Phi Beta Lambda, Inc. The state chapter is an organization of affiliated regions and local chapters.

#### Section B.

Active local chapters of the Future Business Leaders of America shall be chartered only in secondary schools where systematic instruction in Business and Information Technology is offered. These schools shall receive charters only upon the approval of the Virginia Chapter, Future Business Leaders of America and national Future Business Leaders of America. Local, state, and national affiliation is required of all members and chapters.

## Article III. Membership

### Section A.

Membership in this organization shall be open to the following five classes of members: (1) Active, (2) Associate, (3) Professional, (4) Honorary, and (5) Honorary Life.

1. **Active Membership.** Any student not over 21 years of age who is regularly enrolled in a Business and Information Technology subject or subjects in a public or private secondary school having a chartered chapter of FBLA is entitled to become an active member. A member may retain his or her active membership as long as he or she is enrolled in a Business and Information Technology subject within the school year. Exception: A member who has attempted but is unable to enroll in a business course may also retain his or her active membership if he or she is a program completer or is an underclassman (sophomore/junior) following a sequential program offering.
2. **Associate Membership.** Any person who has terminated active, in-school membership and who continues to comply with the regulations and policies of FBLA is entitled to become an associate member. Dues as established by FBLA must be paid, but the member shall be ineligible to participate in events, serve as a voting delegate, or hold office.
3. **Professional Membership.** Local and state chapter advisers, Business and Information Technology teachers, business teacher educators, state supervisors of Business and Information Technology, employers or supervisors of cooperative office education students, advisory council members, businesspersons, and others contributing to the growth and development of FBLA may become professional members. Professional members shall pay dues as established by FBLA but shall not participate in events, serve as voting delegates, or hold office.
4. **Honorary Membership.** Instructors, school superintendents, principals, teachers, businesspersons, and others who are helping Business and Information Technology and the Future Business Leaders of America and who have rendered outstanding service may be elected to honorary membership of a local chapter by a majority vote of the members of the local chapter at any regular meeting. Honorary members shall not vote, nor shall they hold any office except that of adviser in the local chapter.
5. **Honorary Life Membership.** Persons making significant contributions to the field of Business and Information Technology and to the growth and development of FBLA may be elected to honorary life membership by the FBLA State Chapter. These members may be recommended by local chapters but must be approved by the State Executive Board. They shall not be eligible to vote or hold office and are not required to pay dues.

### Section B.

The local FBLA chapter adviser shall be a Business and Information Technology teacher regularly employed in the school in which the FBLA chapter is located.

### Section C.

**Membership Year.** The membership year shall be July 1 through June 30.

## Article IV. Emblem and Colors

### Section A.

**Emblem.** The emblem of the Virginia Chapter, Future Business Leaders of America shall be the same as that of the national organization. All members in good standing shall be entitled to wear the emblem.

### Section B.

**Colors.** The colors of the Virginia Chapter, Future Business Leaders of America shall be royal blue and gold.

## **Article V. Officers and Board**

### **Section A.**

The officers of the Virginia Chapter, Future Business Leaders of America shall consist of a President, a Vice-President-at-Large, one Vice-President for each FBLA region in the state, a Secretary-Treasurer, a Reporter, a Corresponding Secretary, and a Parliamentarian.

### **Section B.**

All state officers shall be active members of Virginia FBLA.

### **Section C.**

The President, Vice-President-at-Large, Secretary-Treasurer, and Reporter shall be elected by plurality vote of the official voting delegates present at the State Leadership Conference. The Corresponding Secretary shall be appointed by the State President upon his or her election. Such appointment shall have the approval of the State Executive Board. The underclassman who makes the highest score on the parliamentary procedure written test at the State Leadership Conference shall be appointed by the incoming State President to serve as Parliamentarian.

### **Section D.**

The presidents of each of the regions shall represent the regions as Vice-Presidents of Virginia FBLA. The regional officers shall be elected by plurality vote of the official voting delegates present at each of their annual spring regional meetings.

### **Section E.**

The State Executive Board shall consist of the state officers, the State Chairman, the Specialist, one chapter adviser of each state officer, and the Regional Directors. Each member shall have one vote. The State Executive Board shall perform the usual duties of an executive committee, review and approve receipts and disbursements, act as a nominating committee, act on matters of immediate importance that cannot wait for the State Leadership Conference, and be responsible for the welfare of the organization. The Director, Office of Career and Technical Education, Department of Education, shall serve as an ex officio member.

### **Section F.**

In case the office of the President becomes vacant, the Vice-President-at-Large shall assume the duties of the President. If the Vice-President-at-Large succeeds to the presidency, any of the elective officers on the Executive Board may be elected Vice-President-at-Large by a majority vote of the State Executive Board. In such case, the board member so elected would continue also in his or her present office. A vacancy in any other office shall be filled by appointment by the President with the approval of the remaining officers who were elected at the State Leadership Conference, their advisers, and the Specialist.

### **Section G.**

Advisory Committees to assist in the growth and development of Virginia FBLA may be appointed as deemed necessary by the State Chairman, the Specialist, and/or the Executive Board.

## **Article VI. Meetings**

### **Section A.**

The annual State Leadership Conference shall be held at a time and a place to be determined by the Specialist in consultation with the Executive Board. Each local chapter is entitled to send two voting delegates for chapter membership under fifty (50); three voting delegates for chapter membership between fifty (50) and one-hundred (100) members; and four voting delegates for chapter membership over one-hundred (100) members..

The Virginia Chapter shall sponsor such leadership training conferences or other conferences as it deems necessary upon approval of the State Executive Board.

## **Section B.**

The Virginia FBLA is entitled to send two voting delegates from the active membership to the FBLA National Leadership Conference. The newly elected Virginia FBLA President shall be one of the two official delegates to the national conference.

## **Article VII. Dues**

### **Section A.**

Each local chapter shall pay annual state membership dues established by the State Executive Board.

### **Section B.**

Each local chapter shall pay annual national membership dues established by a two-thirds vote of the state voting delegates present and voting at the National Leadership Conference.

## **Article VIII. Duties of the FBLA State Officers**

### **Section A.**

**President.** It shall be the duty of the President to preside over the annual State Leadership Conference, over other state conferences, and over the meetings of the State Executive Board. The President shall call an annual State Leadership Conference. The President, with the Specialist, shall appoint all committees and shall serve as an ex officio member of these committees.

The President shall be one of the delegates to the National Leadership Conference. The President, upon invitation to participate, shall be the official representative of the organization.

The President shall regularly correspond with the State Executive Board members and work closely with the Specialist.

### **Section B.**

**Vice-President-at-Large.** The Vice-President-at-Large shall assist in statewide chapter promotion and development.

### **Section C.**

**Vice-Presidents.** It shall be the duty of the Vice-Presidents, acting under the direction of the President, to look after the welfare of Virginia FBLA and especially the regions of the state they represent.

### **Section D.**

**Secretary-Treasurer.** The Secretary-Treasurer shall perform the duties common to such an office, such as keeping an accurate record of the sessions of the State Leadership Conferences and of the meetings of the State Executive Board, one copy of which shall be given to the Specialist for the permanent files and one copy kept for the Secretary-Treasurer's own files. The Secretary-Treasurer shall make annual financial reports at the State Leadership Conferences and such other supplementary reports as may be directed by the State Executive Board. The Secretary-Treasurer shall keep on file copies of the state and national bylaws and shall perform such other duties as directed by the President.

### **Section E.**

**Corresponding Secretary.** The Corresponding Secretary shall assist the President with his or her correspondence.

### **Section F.**

**Reporter.** The Reporter shall correspond with all local FBLA chapters to encourage them to submit articles to the official Virginia FBLA newsletter. The Reporter shall send information concerning the Virginia FBLA Chapter to the state and national official publications.

### **Section G.**

**Parliamentarian.** The Parliamentarian shall be the underclassman who makes the highest score on the state parliamentary procedure written test. The Parliamentarian will be announced at the State Leadership Conference. The Parliamentarian shall be responsible for advising the President concerning the orderly conduct of business according to the latest edition of *Robert's Rules of Order*.

## **Article IX. Finances**

### **Section A.**

The finances of the Virginia Chapter, Future Business Leaders of America shall be handled in the following manner:

1. Organization monies are maintained at Piedmont Virginia Community College and are managed through the Dean of Finance's office in conjunction with the Specialist.
2. The Specialist will follow Piedmont Virginia Community College's regulations for procurement and payment.
3. Expenditures are initiated by the Specialist and approved by Piedmont Virginia Community College's Dean of Finance and processed through Piedmont Virginia Community College's accounting system.
4. A detailed record of income and expenditures will be maintained in the offices at Piedmont Virginia Community College by an individual other than the Specialist, with monthly financial statements sent to the FBLA State Office.
5. The financial records of Virginia FBLA shall be audited according to Piedmont Virginia Community College procedures.
6. The Specialist shall be bonded for the amount of monies paid to Virginia FBLA.

## **Article X. Nominations for State and National Offices**

### **Section A.**

Nominations for State Officers shall be made as follows:

1. Each local chapter must submit credentials of candidates for office from its chapter to the State President and the State Adviser prior to the annual State Leadership Conference by a date to be established annually. Each local chapter shall elect candidates to run for office by a two-thirds vote of the membership in the local chapter.
2. The State President and the State Adviser shall review all candidates' credentials to determine eligibility. At the State Leadership Conference, the State Adviser and officers shall conduct a briefing session for approved officer candidates prior to campaigning.
3. No candidate shall be considered for office who is not present at the State Leadership Conference at the time of the briefing session by the State Adviser and officers and the election.
4. Voting shall be done by ballot by official voting delegates.
5. If no candidates are nominated for a state office, the Executive Board may appoint a qualified member to fill the office.
6. A candidate should hold or have held an elective office in his or her local or regional FBLA Chapter.

## **Section B.**

Nominations for National Officers shall be made as follows:

1. A candidate for national office must have the endorsement of his or her local and state FBLA chapters and be recommended by his or her chapter adviser.
2. A candidate must file an official application with the Specialist three weeks prior to the FBLA Task Force/Executive Board Meeting. The candidate and his or her adviser must be present at this meeting. An exception to this would be a candidate for National Parliamentarian. A National Parliamentarian candidate must file an application to the State Specialist three weeks following the State Leadership Conference or by the national candidate deadline (whichever comes first). This candidate and adviser must be available for an interview if required.
3. A candidate must have at least one full school year remaining while he or she is in office.
4. A candidate must hold or have held an elective office in his or her local, regional, or state FBLA chapter or a comparable office in an organization on the Approved List of National Activities released by the National Association of Secondary School Principals.
5. A candidate must be interviewed and approved by the State Executive Board. The exception would be candidates for the office of National Parliamentarian.

## **Article XI. Regions**

### **Section A.**

Virginia FBLA shall be organized into geographical regions as nearly equal as possible and centered around a state college or university where possible.

### **Section B.**

Each region shall be governed by the state bylaws and national constitution and shall have its own officers, adviser, and director. The adviser is the local adviser of the regional president. The director is appointed by the State Chairman.

The Executive Board of each region shall meet in the fall to plan the program for the year. Committee assignments shall be made at that time. The regional president is a Vice-President of Virginia FBLA.

### **Section C.**

The purposes of the regions are

1. to give additional opportunities for leadership development above the local chapter level.
2. to give opportunities for participation in FBLA activities and events beyond the local chapter level.
3. to provide for an orderly and approved selection of participants in events at the state level.

### **Section D.**

Each region has responsibility for

1. promotion of new chapters
2. fall planning workshop for local chapters in the region
3. annual conferences for the chapters in the region
4. development of effective public relations programs for local chapters
5. leadership training
6. improvement of local chapter activities
7. development of close relationship between business and FBLA.

## **Article XII. Amendments**

### **Section A.**

Proposed amendments to the Virginia FBLA bylaws shall be submitted to the State Executive Board in writing by authorized representatives of regional or local chapters. These proposed amendments shall be reviewed by the State Executive Board at its annual winter meeting. Those approved shall be submitted with recommendations to the delegates at the annual State Leadership Conference. The State Executive Board may originate and submit amendments of its own. Amendments may be adopted or revisions made in the bylaws at any State Leadership Conference by a two-thirds vote of the official voting delegates.