

WASHINGTON FUTURE BUSINESS LEADERS OF AMERICA

Washington FBLA

Student Bylaws

ARTICLE I

Name

The name of this division of Future Business Leaders of America-Phi Beta Lambda, Inc., shall be Washington Future Business Leaders of America and may be referred to as Washington FBLA.

ARTICLE II

Purpose

Section 1. The purpose of the Washington FBLA is to provide opportunities for secondary students (grades 7-12) to develop leadership, career and technical career competencies, and to promote civic and personal responsibilities.

Section 2. The specific goals of Washington FBLA are:

1. Develop competent, aggressive business leadership.
2. Strengthen the confidence of students in themselves and their work.
3. Create more interests in and understanding of American business enterprise.
4. Encourage members in the development of individual projects which contribute to the improvement of home, business, and community.
5. Develop character, prepare for useful citizenship, and foster patriotism.
6. Encourage and practice efficient money management.
7. Encourage scholarship and promote school loyalty.
8. Assist students in the establishment of occupational goals.
9. Facilitate the transition from school to work.

ARTICLE III

Membership

Section 1. *Washington FBLA* membership shall consist of members of chartered local chapters within the state of Washington. These members shall hold membership in their local, regional, state, and national chapter. Individual members shall be recognized only through a chartered local chapter of Washington FBLA.

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

General. *Washington FBLA* membership shall consist of students from an active chartered local chapter. These students shall hold membership in their local, regional, state, and national chapters. Individual members shall be recognized only through a local chapter of Washington FBLA.

Active. Active members shall be secondary students (grades 7-12) who are interested in a business career, are willing to accept the purpose of Washington FBLA, subscribe to its creed, demonstrate a willingness to contribute to good school-community relations, and possess qualities for employment. Active members shall pay dues as established by the state and national FBLA and may serve as voting delegates to state and national leadership conferences, participate in state and national competitive events in accordance with the guidelines of the Awards Program, hold office, and otherwise represent their chapters with the approval of their local advisers.

Professional. Professional members shall be persons associated with or participating in the professional development of the Washington FBLA as approved by the chapters. Members may include advisers, business instructors and other educators, business persons, state supervisors, employers/supervisors of cooperative office education, advisory council members, and persons contributing to the growth and development of the Washington FBLA. Professional members shall pay dues as established by the state and national FBLA, and they may participate in events. One member of the Professional Division shall serve on the FBLA Board of Directors.

Honorary. Honorary life members may be recommended by the membership and shall be accepted upon approval by the Board of Directors. They shall be persons making significant contributions to the field of Business Education and/or to the growth and development of the Washington FBLA. Honorary life members shall not vote or hold office, and they shall not be required to pay dues.

ARTICLE IV

Dues and Finance

Section 1. Dues. Dues shall consist of national dues determined by the national organization in accordance with their governing documents. State and regional dues shall be determined by the Board of Directors. Local chapter dues shall be determined by the local executive board.

Section 2. Finance. The Executive Director shall administer all FBLA finances, submit an annual budget to the Board of Directors for approval, and submit annual financial reviews to the Board and the Office of the Superintendent of Public Instruction, upon request.

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

ARTICLE V

Organization

Section 1. Washington FBLA shall be an association of local chapters, each operating in accordance with the 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 state chapter shall be governed by the Executive Leadership Committee, which shall act within the framework of the bylaws. The membership of the Executive Leadership Committee shall consist of the President, Executive Vice-President, the Region Vice-Presidents, Secretary, Treasurer, Public Relations Officer, and Parliamentarian. Any other state appointed officers shall serve as non-voting members of the Executive Leadership Committee. The Executive Director, Associate Director(s), and Regional Advisers will also serve as members of the Executive Leadership Committee.

Section 3. The State chapter shall represent FBLA-PBL, Inc., in Washington and shall be divided into administrative regions as follows:

1. Capital Region
2. North Central Region
3. Northeast Region
4. Northwest Region
5. Puget Sound Region
6. Southeast Region
7. Southwest Region
8. West Central Region

Section 4. Each local chapter shall have an adviser who is approved by the school and/or district. A local chapter may have as many special-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 coordination of the program for these interest groups.

ARTICLE VI

Officers and Elections

Section 1. State Officers. The State Officers shall be the President, Executive Vice President, Regional Vice Presidents, Secretary, Public Relations Officer, and Middle School Vice President.

- A. Elected Officers. The State elected officers of FBLA shall be President, Executive Vice President, Secretary, Public Relations Officer, and Middle School Vice President.
- B. Region Officers. The Vice President positions will be elected at the Regional level.
- C. Appointed Officers. The Parliamentarian and Industry Relations Vice President shall be an appointed position.

Section 2. Eligibility. Each candidate for state office shall meet the following criteria:

- A. Only active members are eligible to hold office.
- B. Only those applicants who are present at the State Business 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:
 1. have at least one full year remaining in his/her business program
 2. be recommended by the chapter adviser and endorsed by his/her local chapter

3. file an official application by the published deadline
4. have a 2.5 unweighted cumulative GPA on a 4.0 scale and maintain this GPA throughout term in office
5. be able to attend all required state officer meetings and activities
6. be able to access internet and email at school and at home
7. have a source of mobile communication, including the ability to send/receive text messages

Section 3. Candidates. Only candidates approved by the Officer Screening Committee shall be nominated for the respective office.

Section 4. Elections. The State officers (President, Executive Vice President, Secretary, Public Relations Officer and Middle School Vice President) shall be elected annually at the State Business Leadership Conference by the state chapter voting delegates. The election will be determined by the scores for application materials, an interview, and the votes cast.

The state officers shall be selected using a selected using a formula of 25% score for materials submitted, 25% interview score with the interview committee, and 50% by the votes cast by the voting delegates present. A tie is broken based on interview score.

Section 5. Appointments.

- A. The Parliamentarian and Industry Relations Vice President will be appointed by the process as described in the most current version of the State Officer Candidate Guide.
- B. Nominees for the appointed positions shall follow the same application process as elected officers, with materials due by the published deadline.
- C. At the State Business Leadership Conference, the selection team will interview candidates. The selected candidate will be announced with election results after the Annual Business Meeting.

Section 6. Term of Office. A state officer's term shall be one year. The term shall begin at the conclusion of the current State Business Leadership Conference and run until the conclusion of the following State Business Leadership Conference.

Section 7. Vacancy of Office. A vacancy in any office, other than that of the President, may be filled by appointment of the Executive Director. Should the office of President become vacant, the Vice President from the President's region shall assume the role of President.

Section 8. Duties of FBLA State Officers. The duties of the State Officers shall be as follows:

- A. **President.** The President shall preside at all meetings of the Executive Leadership Committee of the association and at the annual meeting; appoint officer(s) and chairs of all committees subject to the approval of the Executive Leadership Committee and serve as an ex-officio, non-voting member of all student committees; develop a program of work in cooperation with the Executive Leadership Committee; serve as a voting member of the Board of Directors (for two years – one as president, one as past

president); and assist with the promotion and development of Washington FBLA. The President may serve as a member of the Nominating/Screening Committee.

- B. **Vice Presidents.** Each Vice President shall coordinate regional activities, including conferences; serve as a member of the Executive Leadership Committee; and assist the President in promotion and development of Washington FBLA.
- C. **Secretary.** The Secretary shall be the preparer of the records of the association not otherwise committed by these Bylaws; keep minutes of all meetings of the Executive Leadership Committee and the State Business Leadership Conference, supplying copies of the minutes and supplemental reports to the President, Executive Director, and Board Chair within two weeks following a meeting; and assist the President in the promotion and development of Washington FBLA.
- D. **Public Relations Officer.** The Public Relations Officer shall serve in a liaison capacity with the community, reporting activities of the association by disseminating news articles; communicate activities of the association to the national FBLA; create and maintain a history of the association's activities; and assist the President in the promotion and development of Washington FBLA.
- E. **Parliamentarian.** The Parliamentarian shall advise the President on the orderly conduct of business in accordance with policies and practices of the association and Robert's Rules of Order, Newly Revised, most current edition, and assist the President in the promotion and development of Washington FBLA.
- F. **Executive Vice President.** The primary function of the Executive Vice President is to be the candidate for National office. The person in this position will also serve as a member of the Executive Leadership Committee and assist the President in the promotion and development of Washington FBLA. This officer shall serve on the Executive Leadership Committee, perform the duties prescribed in the bylaws, and perform such other duties as directed by the President and the state staff and not inconsistent with these bylaws or other rules adopted by Washington FBLA.
- G. **Industry Relations Vice President.** The primary function of the Alumni & Business Relations Vice President is to promote Washington FBLA to business and industry within the state. The person in this position will create opportunities for alumni to participate in FBLA events during the course of the year and assist the President in the promotion and development of Washington FBLA.
- H. **Middle School Vice President.** The Middle School Vice President shall coordinate the promotion and development of Washington FBLA middle school programs and opportunities. The person in this position will communicate with the state association on regional and local chapter activities and act as a liaison between the state association and middle school chapters within the region and assist the President in the promotion and development of Washington FBLA.

Section 9. Discipline and Removal of State Officer(s).

- A. State Officers may be disciplined or removed from office by the Washington FBLA State Office, in conjunction with their respective local adviser, for the following reasons:
 - 1. Failing to meet academic standards (i.e., maintaining at least a "2.5" average).
 - 2. Failing to adhere to the Washington FBLA Code of Conduct.

3. Failing to adhere to school rules.
4. Failing to adhere to the FBLA Code of Ethics.
5. Failing to fulfill the duties of the office.
6. Being convicted of a criminal offense.
7. Conducting themselves in a manner not representing the best interests of FBLA.

ARTICLE IX

Regional and State Leadership Conferences

Section 1. Regional and State Leadership Conferences shall be held each year.

Section 2. Each local chapter in good standing shall be entitled to send voting delegates from its active membership to the Regional and State Leadership Conferences. Eligibility will be:

Members 5 - 49 -- 2 delegates

Members 50 - 100 -- 3 delegates

Members 101+ -- 4 delegates

Section 3. All voting delegates and competitive event participants of local chapters shall be officially certified by their respective advisers.

Section 4. Voting. Local voting delegates shall be entitled to vote on all matters which come before the regional and state business meetings.

Section 5. Quorum. The quorum for all business meetings of the Regional and State Leadership Conferences shall be those present.

ARTICLE X

Executive Leadership Committee

Section 1. The elected and appointed State Officers of Washington FBLA, the Washington FBLA Executive Director, the Washington FBLA Associate Director(s), and the Regional Advisers shall constitute the Executive Leadership Committee.

Section 2. Duties. The Executive Leadership Committee shall:

1. approve committee appointments and the creation of new committees by the State President
2. prepare and deliver an annual program of work
3. review programmatic elements and make recommendations for programmatic change to the Board of Advisers
4. review proposed amendments to the student bylaws
5. perform such other duties as are prescribed by these bylaws

Section 3. Meetings. Meetings shall be called by the FBLA Executive Director or upon the request of eight voting members of the Executive Leadership Committee.

ARTICLE XI

Emblems and Insignia

Section 1. The official emblem and insignia item designs are described and protected from infringement by registration in the U.S. Patent Office under the Trademark Act of 1946. The manufacture of, reproduction of, wearing of, and display of the emblem shall be governed by the National Board of Directors.

Section 2. Emblems and insignia shall be uniform in all local and state chapters and within special-emphasis groups; they shall be those of FBLA. Only members in good standing may use official emblems and insignia.

Section 3. The official colors of Washington FBLA shall be blue and gold.

ARTICLE XII

Amendments

Section 1. Proposed bylaw amendments shall be submitted in writing to the Executive Leadership Committee for approval. Once approved by the Executive Leadership Committee, the proposed amendments shall then be forwarded to the State Board of Directors for approval. Proposed amendments approved by the State Board of Directors shall be distributed to the local chapters at least two weeks prior to voting at a state meeting designated by the Executive Leadership Committee. A two-thirds vote of the local voting delegates present and voting at the designated meeting is required for adoption.

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