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## CHAPTER ONE - THE LOCAL CHAPTER

Those who can benefit by being a part of or working with a Future Business Leaders of America (FBLA) chapter include:

1. The student who can participate in a student organization which is recognized by employers and other community leaders as part of an educational program of occupational preparation.
2. The teacher who can complement and enrich the business, computer, and information technology program by maximizing learning opportunities. Also, it is an effective means for the teacher to receive feedback of the business, computer, and information technology program.
3. The school administrator whose school's public relations program is enhanced because of student involvement.
4. The business people and other community members who have an opportunity to understand the objectives of the business, computer, and information technology department as well as the total school through direct benefit of a community project and by receiving better qualified workers.
5. The parents or guardians who are appreciative that their sons/daughters are actively involved in a worthwhile organization and may also get involved by sponsoring and assisting with chapter activities.

### Governing Body

The local chapter is governed by the president, vice president, secretary(ies), treasurer, historian, reporter, and parliamentarian with the guidance of the adviser. Each local chapter also has bylaws to use as a guide. Sample local chapter bylaws are found in [Appendix M](#).

Some chapters have learned they function more effectively with an Executive Committee which meets periodically to make plans for chapter meetings and activities. The local Executive Committee can be composed of the officers and chairpersons of standing committees or the officers and a member representing each business, computer, and information technology curriculum, such as accounting, data processing, secretarial and general office. Refer to the [National Chapter Management Handbook](#) for the organizational structure of a chapter.

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## Role of the Adviser

Each local chapter shall have an adviser who shall be a faculty member who is teaching a business or business-related course. For example, English is a business-related course. All members of the business, computer, and information technology staff should become involved in making FBLA part of the business, computer, and information technology program. One teacher could serve as chapter adviser, two or more as co-advisers, and other members of the staff should be considered as assistant advisers.

The success of an FBLA chapter is dependent on the adviser. The responsibilities can be demanding, but the adviser who retains a deep concern for members will receive satisfaction for the time and effort put forth.

The responsibilities of the local adviser are to:

1. Guide the officers as they lead the chapter. It is also the adviser's responsibility to share all mailings with the chapter's officers.
2. Attend chapter functions.
3. Develop a working relationship with the school board, school administrators, support staff, parents or guardians, and community groups.
4. Attend as many FBLA workshops/conferences as possible. This would include the Regional Leadership Workshop (RLW), Regional Leadership Conference (RLC), State Leadership Workshop (SLW), State Leadership Conference (SLC), National Fall Leadership Conference (NFLC), and National Leadership Conference (NLC).
5. Encourage capable members to seek local, regional, state, and/or national office.

In addition to the information concerning the local chapter adviser in the National Chapter Management Handbook, the following suggestions may help the adviser:

1. Encourage businesslike actions and dress while participating in activities sponsored by the organization.
2. Integrate FBLA into the classroom as a teaching tool. Refer to the National Chapter Management Handbook.
3. Volunteer ideas and time on the regional, state, and national levels, such as assisting in the plans for the SLW.
4. Arrange to have an FBLA homeroom--the extra time will enable better communication.
5. Encourage members to apply for FBLA scholarships.

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6. Participate in the FBLA state project.
  7. Join professional organizations and promote FBLA at these meetings.
  8. Host an RLW or RLC.
  9. Keep informed of developments and changes in FBLA through memorandums/e-mails from the state office, communications from the national office, and correspondence from regional officers and adviser. An effective method for sharing this information with the officers is to attach a routing slip similar to the following, or establish e-mail accounts for chapter officers and forward the information. Information could also be posted on a chapter web site.

<b>FBLA Circulation Sheet</b>	
Adviser	Treasurer
President	Parliamentarian
Vice President	Other
Secretary	

10. Involve junior high school and/or middle level students and teachers in FBLA activities. This will help to make activities successful and provide interest for prospective members.
11. To make the business, computer, and information technology program come alive with the excitement of practical experience, friendly competition, and active participation in projects and activities which contribute to individual growth and instill a sense of civic responsibility is probably every teacher's dream. Getting involved in an FBLA program can help to make it happen.

### **Election of Officers**

Proper selection and training of officers is extremely important. Chapters should encourage members to continue their leadership development by running for office on the local level. A recommended process for officer election includes:

1. Using a nominating committee. A nominating committee can talk with possible candidates and insure that members with potential for leadership run for office. Consideration should be given to members in all grades to enable a continuance of leadership experience.
2. Having, if possible, at least two candidates for each office. Nominations may be accepted from the floor if the nominee has submitted an application.
3. Using a written ballot. The members will have an experience in true democracy by using a written ballot. A majority vote should be required for election.

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Whether or not the chapter chooses to use a nominating committee, each candidate for local office should complete an application. A sample application as shown on the next page can be used by the chapter.

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## FBLA OFFICER APPLICATION

Name \_\_\_\_\_ Year in School \_\_\_\_\_

Office for which you are applying \_\_\_\_\_

Why are you applying for this office?

List business and/or business related courses you are taking and have taken:

Grade point average \_\_\_\_\_

Number of days absent (September to present) \_\_\_\_\_

Other activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you attend the SLW, RLW, and RLC?	Yes _____	No _____
Will you spend extra time on parliamentary procedure?	Yes _____	No _____
Will you spend extra time planning and conducting meetings and activities?	Yes _____	No _____
Do your parents/guardians approve of your running for office?	Yes _____	No _____
Does your employer approve of your running for office?	Yes _____	No _____

Approved \_\_\_\_\_  
Signature of Parent or Guardian

Approved \_\_\_\_\_  
Signature of Adviser

Signed \_\_\_\_\_  
Member

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## Responsibilities of Officers

Each officer of a local chapter has specific responsibilities relative to his/her office. These responsibilities can be found in the National Chapter Management Handbook. In addition to the specific responsibilities, each officer should:

1. Serve on a local Executive Committee.
2. Develop a working knowledge of parliamentary procedure.
3. Attend the RLW, RLC, SLW, SLC, NFLC, and the NLC in accordance with the attendance policy.
4. Maintain close communications with the adviser and other officers.
5. Encourage members to become active in local, regional, state, and national FBLA activities.
6. Be familiar with the Pennsylvania FBLA Policy/Leadership Handbook and the National Chapter Management Handbook.
7. Read memorandums/e-mails from the state office.
8. Be familiar with the local, regional, state, and national constitutions and bylaws.
9. Have an understanding of the duties of other officers.
10. Work with the adviser to start an FBLA chapter in a nearby school.

Each local chapter officer may have additional duties. One additional duty might be to have each officer maintain a notebook of information relative to his/her office that will be helpful to the incoming officers. This information should be kept current. An officers' training program may be an effective way to make officers aware of their responsibilities.

## Committees

A well-organized chapter will have several committees functioning at all times. Members generally join FBLA because they want to become involved in the activities of the organization. Having every member on one of several committees ensures that each member will be involved. The committee operates under the leadership of the chairperson. The chairperson should be appointed by the chapter president. For helpful hints, see the National Chapter Management Handbook.

Standing Committees. Most FBLA chapters have a number of standing committees. A standing committee usually exists for the duration of the term of the chapter president. Usually, standing committees have a continuing task relative to the long-term operation of the chapter. Examples of standing committees are social, finance, and program.

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Special Committees. A special or ad hoc committee is appointed for a specific job and has a time limit in which to complete the assignment. When the job is completed, the committee should be dismissed.

### **Planning the Program of Activities**

A program of activities should be developed through sound thinking and careful planning. One of the most successful and effective methods of program development is in approaching the challenge realistically, viewing the entire proposed program initially, and presenting the program to everyone concerned.

Ideally, the chapter's program of activities for the school year should be planned by the Executive Committee or program committee prior to the opening of school. If this is not possible, planning should take place soon after school begins. The program could be presented to the members for discussion and approval at the first chapter meeting.

Possibilities for a diversified program for an FBLA chapter are practically endless. Chapters should include service activities, such as sending a flyer to the parents/guardians of students describing the goals and activities of FBLA and speaking to service organizations about FBLA's efforts. If a chapter wants to provide service within the school, one idea is to establish a word processing center or data processing center to perform work for teachers during a specified period of time. When planning fundraising activities, be sure to consider those companies that exhibit at the SLC.

Service organizations, governmental agencies, and businesses are willing to help young people to plan activities, such as tours. Chapters are encouraged to incorporate parents and interested citizens into the chapter's activities through groups, such as FBLA Parents or FBLA Alumni.

As local chapter advisers and members plan the year's program, they should refer to the National Chapter Management Handbook. Also, the schedule of regional, state, and national meetings and activities should be considered. Finally, the William Selden Outstanding Chapter Criteria posted on the PA FBLA web site and the State Officer Goals and Plan of Work posted on the PA FBLA web site should be used in planning the annual program.

The following is an effective method of program planning:

1. Meet with the entire Executive Committee and other interested members for a brainstorming session. Form small groups to generate more ideas. Group size should be limited to ten members. Use the brainstorming sheet as shown on page 18.
2. Each group should select a recorder to list the ideas. Ideas should be listed until the group has exhausted all possibilities.
3. Using all the ideas and the program activities calendar on page 19 (use one table for each month), develop a workable program.

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## BRAINSTORMING SHEET

<i>Types of Activities</i>	<i>Ideas</i>
Professional/Leadership	
Service	
Social	
Public Relations	
Financial	

<b>PROGRAM ACTIVITIES CALENDAR</b>		
<i>Types of Activities</i>	<i>Month</i>	<i>Responsibility</i>
Professional/Leadership		
Service		
Social		
Public Relations		
Financial		

The planned activities can provide the stimulus needed for the self-motivation that will give students the means to achieve success in school and fulfillment in life. Thus, FBLA activities provide learning situations which increase knowledge, develop additional skills, and improve attitudes that will enhance the chances of each member to have a successful business career.

### **Integral Part of Curriculum**

FBLA activities, for the most part, relate to the present and future needs of the members and are related directly to the subject matter of the business, computer, and information technology program. If an FBLA chapter is to be an integral part of the business, computer, and information technology program, the meetings at which the activities are carried out should be scheduled during school time. When the various activities are incorporated into the business, computer, and information technology program, FBLA will better meet student needs. Some schools have experimented with this concept and offered a course involving FBLA activities for one period per day. The course was elective, and students received

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grades and were granted credit. Other schools offer courses that are scheduled for one period a week. If an FBLA chapter is organized and operated on either basis, a possible course title is “Development of Business Leadership.”

If the school schedules at least one activity period per week for the entire student body, that period might be used to conduct the meetings of an FBLA chapter. Students can elect to join the FBLA chapter which might meet each week, every other week, or at a specified time, such as the first and third Wednesday of each month.

Assuming a chapter meets once a month, all meetings could be held on a Friday. In September, meetings could be held the first Friday during the first period; in October, meetings could be held the first Friday during the second period, etc. FBLA members would be excused to attend meetings in a large facility, such as the high school auditorium.

### **Conducting Meetings**

Well-planned, regularly scheduled chapter meetings are necessary for maintaining member interest, ensuring regular attendance, and promoting the general welfare of the group. Meetings are held to conduct business or present a specific program, not simply for having a meeting.

The following is an effective order of business:

1. Call to order
2. Approval of minutes
3. Officers’ reports
  - a. Secretary
  - b. Treasurer
4. Committee reports
  - a. Standing
  - b. Special
5. Unfinished business
6. New business
7. Announcements
8. Adjournment

### **Evaluating Meetings**

Evaluations of the meetings should be done periodically to provide insight for the officers. The officers may do the evaluation for themselves, or various groups may be asked to evaluate the meetings, such as a Chapter Advisory Council or an ad hoc committee formed for this purpose. Use the evaluation form on page 21 or create your own.

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## EVALUATION OF MEETINGS

YES    NO

- \_\_\_\_\_    \_\_\_\_\_    Meetings are held regularly on scheduled dates.
- \_\_\_\_\_    \_\_\_\_\_    Provisions are made for physical comfort.
- \_\_\_\_\_    \_\_\_\_\_    Meetings are well planned. (Officers and committee chairpersons are prepared with reports or activities.)
- \_\_\_\_\_    \_\_\_\_\_    Parliamentary procedure is used throughout the meeting.
- \_\_\_\_\_    \_\_\_\_\_    Meetings start and end properly and on time.
- \_\_\_\_\_    \_\_\_\_\_    Meetings follow the agenda, yet they are imaginative, varied, and move with enthusiasm.

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## Point System

A point system can be organized to encourage participation in all projects and to reward each member for his/her efforts. The following are some of the awards that may be made--others can be added according to needs:

1. The member(s) with the highest number of points may represent the chapter at state and/or national workshops and conferences.
2. Those members with the next largest number of points may receive a certificate or plaque.
3. All members earning points would receive awards, such as pins. Also, certificates may be given to these members.

Points, such as the following, might be considered and should be set up according to the program.

1.	Attendance	Points
	Regular meetings	1
	Late for regular meetings	-1/2
	Leave early from meetings	-1/2
	Attends school and not meeting	-1
2.	Committee	
	Chairperson of committee	5
	Committee member	1
	Attendance at special meetings	1
	(More points may be given if chairperson has a responsible job, such as finance.)	
3.	Officer	
	National	20
	State	15
	Regional	10
	Local	10
4.	Conferences	
	Regional	5
	State	10
	National	10
	Others (special)	5-10

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5. Special Projects--School, Educational, and Charitable
 

School time	1 per hour
After school	2 per hour
Evening	3 per hour
Saturday and Sunday	5 per hour
  
  6. Money-Making Projects--Follow No. 5 Project for Time Element
 

Each \$5 earned	1
Points for each project	5
  
  7. Dues
 

Entire dues paid before October 20	15
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### **Organizing a New Chapter**

Local chapters are encouraged to contact schools in their area which do not have an FBLA program and to provide assistance to schools interested in organizing a chapter. Some suggestions for organizing new chapters are as follows:

1. Write to the business, computer, and information technology department chairperson, a business, computer, and information technology teacher, or a teacher of a business-related course in nearby schools to determine if there is interest in organizing a chapter and/or learning about the FBLA program.
2. Establish a mutually convenient time to visit the school to explain and/or demonstrate the organization and operation of the FBLA program.
3. Contact the state office to send an information packet to the interested person. This packet contains the charter application, sample constitution, and other information.
4. Invite interested teachers and students to your local chapter meetings.
5. Work with the regional adviser to invite interested teachers and students to regional meetings.

When the interested teacher is ready to organize an FBLA chapter, the following items will need to be submitted to **Mr. Bruce E. Boncal, PA FBLA Executive Director/State Chairman, P.O. Box 5085, Jersey Shore, PA 17740**:

1. Completed copy of charter application.
2. Completed copy of bylaws.

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3. One check for national dues and state dues which totals \$12/member (presently \$6 per member state dues and \$6 per member national dues) made payable to Pennsylvania FBLA.
  4. Listing of members--2 copies.

When the above items are received, the charter application will be approved and forwarded to the national office. The state chapter shall pay the charter fee for a newly organized local chapter. The new chapter will be sent a charter, National Chapter Management Handbook, and other items to begin an active FBLA program. In addition, membership cards, a leadership handbook, and current information will be mailed from the state office or posted on the PA FBLA web site.

A new chapter should be officially installed by a neighboring chapter and/or at the State Leadership Conference.

### **Reactivating a Chapter**

Once a chapter applies for a charter, the state office of FBLA will post a membership reporting form/spreadsheet on the state web site each year for chapters to use. To reactivate a chapter, complete the membership reporting form/spreadsheet, enclose the correct amount of dues, and send the forms where indicated. A reactivating chapter is responsible for paying the reactivation fee and mailing it to the state office when the chapter has not been active for a year or more.

In addition, the reactivating chapter may wish to meet with a chapter in the home region for assistance.

### **Dues Information**

State dues presently are \$6 per member, and national dues presently are \$6 per member. **Both state and national dues must be paid for each member, and chapters will write one check for both state and national dues made payable to PA FBLA.** All PA FBLA memberships and national memberships must be processed through the state office via the online membership processing system on the PA FBLA web site. The state office will upload members to the national membership processing web site.

Advisers should check the PA FBLA web site for instructions on how to process state and national membership. One check for state dues and national dues made payable to Pennsylvania FBLA and a copy of the invoice generated from the membership processing system should be sent to the PA FBLA Executive Director/State Chairman. In order to receive all issues of Tomorrow's Business Leader, chapters are encouraged to ensure that initial dues are received by the state office before October 20.

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Upon receipt of dues, the national office will mail national membership cards. Additional members may be added throughout the school year; however, it is important to note that **ONLY THOSE MEMBERS WHOSE DUES ARE POSTMARKED ON OR BEFORE JANUARY 31 ARE ELIGIBLE TO PARTICIPATE IN THE COMPETITIVE EVENTS AT THE REGIONAL LEADERSHIP CONFERENCE AND THE STATE LEADERSHIP CONFERENCE.** In the event that a Regional Leadership Conference is held prior to January 31, all dues must be postmarked **prior** to the date of the conference as established by the region and posted on the PA FBLA web site. Dues are nonrefundable and non-transferable.