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## Appendix M Sample Local Chapter Bylaws Pennsylvania Future Business Leaders of America

Schools that are applying to either reactivate or charter their FBLA chapter are required to submit a file copy of their local chapter bylaws. Chapters may use this sample by simply filling in the appropriate blanks, they may modify portions of this sample, or they may draft new bylaws to fit their local needs.

Local chapter bylaws may not be inconsistent with state or national bylaws or with the FBLA-PBL, Inc. charter. Those provisions in local chapter bylaws which derive from these higher authorities may not be amended at the local level.

To obtain a Microsoft Word copy of the bylaws, please contact the PA FBLA Executive Director/State Chairman.

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\_\_\_\_\_ CHAPTER  
FUTURE BUSINESS LEADERS OF AMERICA  
BYLAWS

### Article I. Name

The name of this organization shall be the \_\_\_\_\_ chapter of the Future Business Leaders of America.

### Article II. Purpose

- Section 1. The purpose of this FBLA chapter is to provide as an integral part of the instructional program additional opportunities for high school students (grades 9-12) in business and/or business related fields 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.
  - 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 a state chapter of FBLA except that, in the case where there is no state chapter, the member shall be recognized by the national office.
- Section 2. National FBLA, as well as the state and local chapters, shall be open for membership to these classes of members:

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Active Members shall be secondary students who become members while enrolled in business and/or business related classes at \_\_\_\_\_ 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, serve as voting delegates to the National Leadership Conference, hold national office in accordance with Article VI, and otherwise represent their state and local chapters as approved by their respective state or local advisers.

Honorary Life Members may be elected to a state or local chapter by a majority vote. They 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.

National Honorary Life Members may be recommended by the membership and shall be accepted upon approval by the Board of Directors of FBLA-PBL, Inc. They shall be persons making significant contributions to the field of business and office education and/or to the growth and development of FBLA-PBL, Inc. National Honorary Life Members shall not vote or hold office and shall not be required to pay dues.

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

Section 1. Dues. National dues based on fiscal reports by the National Office, and on recommendations by the National Executive Council and the Board of Directors, shall be determined by a majority vote of the state voting delegates at the National Leadership Conference.

National dues of members shall be forwarded to the FBLA National Office or shall be submitted through state chapters at the discretion of the state chapter.

Section 2. The membership dues in the Future Business Leaders of America shall be \$ \_\_\_\_\_ a year, of which \$ shall be in payment of national dues and \$ \_\_\_\_\_ in payment of state dues.

Section 3. The fiscal year of the Future Business Leaders of America shall be from July 1 to June 30.

Section 4. An annual report will be made by the treasurer at the end of the fiscal year.

#### **Article V. Officers and Elections**

Section 1. Officers of the chapter shall be: President, Vice President, Secretary, Treasurer, Reporter, Historian, and Parliamentarian. These officers with the adviser as ex-officio member shall constitute the Executive Board. Officers shall be elected or appointed for a term of one year or until their successors are elected. Officers shall assume their duties at the close of the meeting at which they were elected.

Section 2. The chapter shall have an adviser who shall be a faculty member teaching business or business related subjects. The chapter may have as many special-emphasis groups under the chapter charter as it deems necessary to meet the interests of all students and shall assume full responsibility for coordinating the program for these interest groups.

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## Article VI. Duties of FBLA Officers

- Section 1. The President shall (a) preside over all meetings of the chapter; (b) appoint all committees and serve as an ex-officio member of these committees; and (c) promote the growth and development of FBLA.
- Section 2. The Vice President shall (a) preside in the absence of the president; and (b) assist the president in other ways as appropriate.
- Section 3. The Secretary shall (a) keep an accurate record of the chapter and Executive Board meetings; and (b) submit the required reports to the state and national chapters.
- Section 4. The Treasurer shall (a) act as custodian of the funds of the organization, collect dues, and give financial reports; and (b) send the membership list with the dues to the state and national chapters.
- Section 5. The Historian shall (a) maintain records of the chapter, including an annual report of its activities, awards, and publicity.
- Section 6. The Parliamentarian shall (a) serve in any capacity as directed by the president; and (b) advise the president or presiding officer on points of parliamentary procedure.
- Section 7. The Reporter shall (a) act as a public relations officer for the chapter; (b) see that news stories and photographs are delivered to the school paper, the local newspaper, the state news bulletin, and the national *Tomorrow's Business Leader*; and (c) cooperate with school officials concerning assembly, radio, and television programs.
- Section 8. The officers shall serve on the Executive Board, and perform such duties as directed by the president and the adviser and not inconsistent with these bylaws or other rules adopted by the chapter.

## Article VII. Meetings

- Section 1. There must be at least one regular meeting a month during the school year. The \_\_\_\_\_ regular meeting shall be designated as the annual meeting for the purpose of electing officers, receiving reports of officers and committees, and for any other business which may arise. Other meetings may be held as deemed necessary by the President with the approval of the Executive Board.
- Section 2. Quorum. \_\_\_\_\_ members of the chapter shall constitute a quorum.

## Article VIII. Committees

- Section 1. The President, in consultation with the adviser, shall appoint the following committees: (a) Finance/Fund-Raising; (b) Community Service; (c) Social; and (d) Membership Development. The President shall appoint additional committees as authorized by the Executive Board. Duties of committees shall be determined by the Executive Board and the adopted parliamentary authority.
- Section 2. Local chapters may select advisory committees to assist in the growth and development of their respective chapters.

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### **Article IX. Emblems, Insignia and Colors**

- Section 1. The chapter emblems shall be the emblems of the national association.
- Section 2. 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, reproduction, wearing, or display of the emblem shall be governed by the Board of Directors of FBLA-PBL, Inc.
- Section 3. 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 4. The official colors of FBLA shall be blue and gold.

### **Article X. Parliamentary Authority**

The rules contained in Robert's Rules of Order Newly Revised, 1990 Edition, shall govern the chapter 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 the chapter may adopt.

### **Article XI. Amendment of the Bylaws**

Amendments to the bylaws shall be submitted in writing at a regular meeting and shall not be voted on until the following regular meeting. A two-thirds vote of the members present shall be required for adoption.