

FUTURE BUSINESS LEADERS OF AMERICA
Utah Chapter
Official Bylaws

Revised October 2017

ARTICLE I -- NAME

The name of this division of FBLA-PBL shall be the Utah State Chapter of the Future Business Leaders of America and may be referred to as the Utah State FBLA Chapter.

ARTICLE II -- PURPOSE

- Section 1. The purpose of FBLA is to assist, as a co-curricular part of the instructional program, in developing career and technical competencies in the education of students for business, to promote a sense of civic and personal responsibility, and to expand a general understanding of the American free enterprise system.
- Section 2. The specific goals of FBLA are to:
- A. *Develop* competent, aggressive business leadership.
 - B. *Strengthen* the confidence of students in themselves and their work.
 - C. *Create* more interest in, and understanding of, the American business enterprise system.
 - D. *Encourage* members in the development of individual projects which contribute to the improvement of home, business, and industry.
 - E. *Develop* character, prepare for useful citizenship, and foster patriotism.
 - F. *Encourage and practice* efficient money management.
 - G. *Encourage* scholarship and promote school loyalty.
 - H. *Assist* students in the establishment of occupational goals.
 - I. *Facilitate* the transition from school to work and to additional educational pursuits.

ARTICLE III -- EMBLEMS AND COLORS

- Section 1. The chapter emblems shall be the emblems of the national organization. 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.
- Section 2. Emblems and insignia shall be uniform in all local chapters, and they shall be those of FBLA. Only members in good standing may use official emblems and insignia.
- Section 3. The official colors of FBLA shall be blue and gold.

ARTICLE IV -- MEMBERSHIP

- Section 1. FBLA membership shall consist of secondary students (grades 9-12) who are members of chartered local chapters. Since FBLA membership is unified, these members must hold memberships in their state and national chapters in order to be recognized as members of FBLA.
- Section 2. The Utah State FBLA Chapter as well as the local chapters shall be open to membership to all students who have been or are enrolled in any business class in the secondary schools.
- Section 3. There shall be three classes of membership:

- A. Active members shall be students enrolled in business education programs who are interested in developing career and technical competencies and who accept the purpose of FBLA and subscribe to its creed. Active members shall pay dues as established by Utah State FBLA Chapter and may participate in state events in accordance with the guidelines of the Utah State FBLA Chapter, serve as voting members to the Utah State Leadership Conference, hold State FBLA office, and otherwise represent their local chapters as approved by the Utah State and local advisers.
- B. Professional members shall be teachers, advisers, parents, and business persons who desire to show their support of FBLA by becoming official members of the local, state, and national chapters. Professional members shall pay dues as established by the Utah State Professional Division. They may participate in all FBLA activities, but may not hold office or vote except within their own membership or as specifically directed by the Utah State FBLA Chapter.
- C. 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 education and/or who are rendering outstanding service to FBLA. Honorary Life Members shall not vote, hold office, or be required to pay dues.

ARTICLE V -- ORGANIZATION

- Section 1. The State FBLA Chapter shall be an association of local chapters, each operating in accordance with the charter granted by FBLA-PBL, Inc.
- Section 2. The Board of Directors of the Utah State FBLA Chapter shall serve as the policy-making body of this organization under direction of the Business & Marketing Education Specialist as designated by the Utah State Board for Career and Technical Education. Members of the Board of Directors shall be as follows: the Business & Marketing Education Specialist, the State Director and/or Assistant State Director, the State FBLA president, the State PBL president, a professional division representative, and region advisers elected by the active local chapter advisers according to the Board of Directors' Bylaws.
- Section 3. The administration of FBLA shall be vested in the State Director under the direction of the Business & Marketing Education Specialist.
- Section 4. There shall be a State Executive Council (See Article 11) which shall make recommendations to the Board of Directors and perform other duties as prescribed in the Utah State FBLA Chapter bylaws or as directed by the State Director.
- Section 5. Local charters shall be issued upon approval of the State Director. Local chapters shall have at least three charter members with all members holding state and national membership in FBLA in order to qualify for a charter.
- Section 6. Each local chapter must be properly organized and regularly meet in order to retain a charter. It is expected that an annual meeting be held for the purpose of selecting local chapter officers and other meetings be held to conduct chapter business and activities.
- Section 7. Each local chapter shall have an adviser. 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 special emphasis groups.

ARTICLE VI -- OFFICERS AND ELECTIONS

- Section 1. State Officers.
 - A. The state elected officers of FBLA shall be the president and one or more vice presidents.

Section 2. Qualifications needed to run for a state office.

- A. Only active members are eligible to hold state office.
- B. Only those applicants who are present at the State Leadership Conference held in the spring, who are officially certified by the Board of Directors and the officer screening committee, and who follow the guidelines issued by the Utah State FBLA Chapter shall be eligible to run for office.
- C. In order to be certified by the screening committee, a potential candidate must:
 - 1. have been a paid member of record in his/her local chapter by March 1 of the current year or the registration deadline for the State Leadership Conference, whichever comes first;
 - 2. have at least one full school year remaining in his/her high school educational program;
 - 3. be recommended by his/her chapter president and adviser;
 - 4. file an official application and resume with the State Director by the established deadline date;
 - 5. submit to a personal interview by members of the officer screening committee and the Board of Directors;
 - 6. submit answers to an FBLA basic knowledge test;
 - 7. indicate a willingness to serve and fulfill the responsibilities of a state officer;
 - 8. indicate plans for the coming year which include at least one business class;
 - 9. have a 3.0 GPA as verified by submission of an academic transcript; and
 - 10. not concurrently hold a state office in another CTSO organization.

Section 3. Elections and Appointments.

- A. The state officers shall be elected annually at the State Leadership Conference by the certified voters eligible to vote.
- B. The top eight scoring candidates will become the state officer team.
- C. Officer appointment to positions will be made by the State Director and Assistant State Director following leadership training.
- D. All elections shall be by secret ballot unless waived by two-thirds vote of those present and eligible to vote.
- E. No local chapter shall nominate more than two (2) candidates for state office in any one given year. This includes feeder junior high schools; those schools must nominate candidates based on the local high school they will attend.
- F. If an office is vacant following the State Leadership Conference, applications will be accepted from eligible, active chapter members and the officer will be appointed based on an interview with the State Executive Council and/or Board of Directors.

Section 4. Term of Office.

- A. State officers shall be elected or appointed for one year or until a successor is elected or appointed.
- B. The term of office shall begin at the close of the Utah FBLA State Leadership Conference at which the officers are elected.

Section 5. Vacancy in Office.

- A. An office shall become vacant if the current officer resigns, is impeached, becomes physically or mentally unable to stay in office, or becomes ineligible because of loss of active membership status.
- B. A vacancy in any office shall be filled through appointment by the State Executive Council and approved by the Board of Directors.
- C. In the case of the office of state president becoming vacant, any region vice president desiring to fill the position shall be interviewed by the FBLA-PBL Board of Directors, who will then select a president to fill the remainder of the current term of office.

ARTICLE VII -- DUTIES OF FBLA STATE OFFICERS

Section 1. The president shall:

- A. serve as Chairperson of the State Executive Council;
- B. preside over the State Executive Council meetings and meetings involving the Utah State FBLA Chapter as a whole;
- C. serve as a member of the Board of Directors;
- D. appoint appropriate committee chairmen;
- E. see that agendas are prepared for all state FBLA meetings and state officer meetings;
- F. delegate specific assignments and responsibilities to each of the state officers and to the committees as appropriate;
- G. serve as an ex-officio, non-voting member of all state committees;
- H. perform other duties for the promotion and development of FBLA; and
- I. follow officer guidelines as stipulated by the FBLA-PBL Board of Directors.

Section 2. The executive vice president shall:

- A. serve as a liaison between the Middle Level, state, and national associations;
- B. oversee the communication to all Middle Level chapters in the state;
- C. assist the state president;
- D. perform other duties for the promotion and development of FBLA; and
- E. follow officer guidelines as stipulated by the FBLA-PBL Board of Directors.

Section 3. The region vice president(s) shall:

- A. preside over the region from which he/she was appointed to serve;
- B. assist the president in all the president's responsibilities;
- C. conduct any state or region FBLA meeting held in his/her assigned region;
- D. as vice president from the president's region, will preside at any state meeting when the president is absent;
- E. perform other duties for the promotion and development of FBLA; and
- F. follow officer guidelines as stipulated by the FBLA-PBL Board of Directors.

Section 5. The communications vice president shall:

- A. gather pictures, articles, and reports involving state and local FBLA projects and activities;
- B. publish on the state social media outlets and website what has been gathered;
- C. manage state social media outlets;
- D. prepare and update the Utah State FBLA website;
- E. keep accurate minutes for all business meetings of the State Executive Council and the Utah State FBLA Chapter;
- F. supply the Board Chairperson and the State Executive Council with copies of minutes within seven days after the meeting;
- G. perform other duties for the promotion and development of FBLA; and
- H. follow officer guidelines as stipulated by the FBLA-PBL Board of Directors.

ARTICLE VIII -- STATE LEADERSHIP CONFERENCE

Section 1. A state leadership conference shall be held each year in the fall. The purpose of this conference is to provide leadership training for state and local officers and members.

Section 2. A state leadership conference shall be held each year in the spring. A date and location shall be selected by the State Director and approved by the State Executive Council and Board of Directors.

- Section 3. Voting:
- A. Each local chapter in good standing shall be entitled to send two to four local voting delegates from its active membership to the State Leadership Conference in accordance with the following:
 - 5-50 members—two (2) voting delegates
 - 51-100 members—three (3) voting delegates
 - over 100 members—four (4) voting delegates
 - B. Appointed delegates must be present to vote. There will be no proxy voting;
- Section 4. Events to be held shall be determined by the State Director and the Board of Directors. Guidelines for each event shall be issued by the state office. Any active FBLA member may participate in any event if he/she meets the guidelines established.
- Section 5. Awards will be presented to event winners during the last day of the State Leadership Conference. Utah FBLA-PBL will align with national guidelines as to how many competitors are allowed to represent Utah in each competitive event at the National Leadership Conference. First-place winners will receive NLC funding as per Utah State Department of Career and Technical Education guidelines.

ARTICLE IX -- DUES AND FINANCE

- Section 1. State dues shall be determined by a majority vote of the local chapter voting members at the State Leadership Conference.
- Section 2. The amount of state dues shall be \$5.00. The amount of \$1 will be placed in a scholarship fund until the fund becomes self-sustaining according to a plan to be developed by the FBLA-PBL Board of Directors, at which time the \$1 will revert to the general dues revenue.
- Section 3. State dues and records and national dues and records should be submitted directly to the National office of FBLA-PBL, Inc. by the deadline established by the national office.
- Section 4. The Assistant State Director shall administer all FBLA finances, submit an annual budget to the Board of Directors for approval, and provide the Board of Directors with an annual audit.
- Section 5. The affairs and property of FBLA shall be managed by the state Board of Directors, under the direction of the State Director.
- Section 6. The fiscal year of FBLA shall be August 1 through July 31.
- Section 7. Upon dissolution of the Utah State FBLA Chapter, all assets will revert to the Utah State Department of Career and Technical Education.

ARTICLE X -- IMPEACHMENT OF OFFICERS

- Section 1. Impeachment proceedings against a state officer may begin if:
- A. three or more local chapters request impeachment; or
 - B. a majority of the state officers request impeachment; or
 - C. the State Director or Assistant State Director is refused a requested resignation; or
 - D. the local adviser of the officer requests impeachment; or
 - E. an officer's GPA drops below 3.0 for two consecutive grading periods; or
 - F. an officer is caught or found guilty of breaking curfew;

- G. he/she misses more than two (2) required meetings or activities. An overnight meeting counts as two (2) missed meetings.
- Section 2. The officer who has committed the offense, or is being accused of an offense, will be notified immediately and then in written form via certified mail within ten working days following the verbal notification. This information will also be sent to the officer's parent/guardian, local adviser, local principal, school CTE coordinator (or equal position), and/or district CTE director.
 - Section 3. The officer being impeached must contact the State Director and the Assistant State Director to answer the charges involved with Section 1 above. If the problem cannot be resolved to satisfaction, a special meeting of the Board of Directors will be held to consider the facts involved.
 - Section 4. The Board of Directors shall be empowered to hear witnesses and obtain other testimony involved with the charges. The accused officer will be asked to be present during such consideration. The decision of the Board of Directors will be final as to the disposition of the impeachment.
 - Section 5. The Utah FBLA-PBL Board of Directors may then
 - a. send a letter of reprimand to the officer and place the letter in the officer's file; or
 - b. place the officer on suspension; or
 - c. remove the officer from office.
 - Section 6. The state officer (or national officer if applicable), parent/guardian, local adviser, local principal, school CTE coordinator (or equal position), and/or district CTE director shall be notified via certified mail within 10 working days of the decision. Note: All correspondence will be sent by certified or registered mail.

ARTICLE XI -- STATE EXECUTIVE COUNCIL

- Section 1. The State Executive Council shall be composed of the state officers, the Assistant State Director, and the State Director, plus additional ex-officio, non-voting members who may be appointed from time to time by the state officers, Assistant State Director, or the State Director. The Assistant State Director and State Director have full powers of participation and voting along with the state officers.
- Section 2. The duties of the State Executive Council shall be to:
 - A. recommend policies of FBLA as deemed necessary by a two-thirds vote subject to the approval or disapproval of the Board of Directors;
 - B. approve committee appointments and the creation of new committees by the president;
 - C. review and make recommendation on all proposed amendments to the bylaws;
 - D. present to the voting members at the State Leadership Conference, with or without recommendations, those proposed amendments to the bylaws approved by the Board of Directors;
 - E. plan and carry out the program of work for the state chapter;
 - F. assist the local chapters and potential chapters as necessary to influence growth of FBLA throughout the state;
 - G. prepare the state fall leadership conference workshops for the training of local chapter officers; and
 - H. perform other duties as assigned by the Assistant State Director, State Director, or other bylaws.

- Section 3. Meetings of the State Executive Council will be held as needed according to a calendar worked out as soon as possible after elections. Additional meetings may be called by the president, the Assistant State Director, and/or the State Director.

ARTICLE XII -- NATIONAL OFFICERS

- Section 1. Potential candidates for national office will be recommended first by the local chapters.
- Section 2. The Board of Directors must interview and approve potential candidates before a candidate becomes official to represent Utah in the elections at the National Leadership Conference. No more than one (1) FBLA national voted in/elected candidate will be approved.
- Section 3. The national candidates must conform to the rules and guidelines which may be established from time to time by the national office.
- Section 4. The Utah State FBLA Chapter will not automatically assume any financial responsibilities for a national candidate. Any financial consideration given must be approved by a two-thirds vote of the Board of Directors.
- Section 5. The eligible local chapter voting delegates at the State Leadership Conference will be allowed to vote for or against an approved potential national candidate. Time would be the determining factor as to whether such a vote is practical.

ARTICLE XIII -- REGIONAL DIVISIONS WITHIN THE STATE

- Section 1. The state will be subdivided into geographical regions as established from time to time by the Board of Directors.
- Section 2. An adviser will be elected or appointed by the State Director to assist in the coordination of the region with the state office.
- Section 3. The purpose of the regions is to assist the state chapter in communication and coordination of FBLA related activities, to encourage growth and development of more active FBLA chapters, and to give each region a more active voice in the state development of FBLA.

ARTICLE XIV -- EFFECTIVE DATE OF BYLAWS

- Section 1. These bylaws shall take immediate effect after receiving a two-thirds vote of all eligible voting members.
- Section 2. Voting on bylaws may be as a group or one at a time. (If Article VIII passes, for example, then all voting taking place at the leadership conference after that time will have to be according to the procedures established in the Article.)
- Section 3. If additional bylaws are approved by a two-thirds vote, they will take immediate effect unless specified within the bylaw.

ARTICLE XV -- PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order, Newly Revised* shall govern FBLA in all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA-PBL, Utah State FBLA Chapter bylaws, or any special rules which FBLA may adopt.

ARTICLE XVI -- AMENDMENTS

- Section 1. Proposed amendments to these bylaws shall be submitted in writing not later than one month prior to the State Leadership Conference.
- Section 2. Proposed amendments shall be reviewed by the State Executive Council and presented to the Board of Directors. The State Executive Council shall then present amendments approved by the Board of Directors to the voting delegates registered at the State Leadership Conference.
- Section 3. A two-thirds vote is required for adoption.