

**TEXAS STATE CHAPTER
FUTURE BUSINESS LEADERS OF AMERICA
BYLAWS**



ARTICLE I. NAME

The name of this division of FBLA-PBL, Inc. shall be “Texas Future Business Leaders of America” and may be referred to as “FBLA” or “Texas FBLA.”

ARTICLE II. PURPOSE

Section 1. Purpose

The purpose of FBLA is to provide as an integral part of the instructional program additional opportunities for secondary students (grades 9 -12) in business to develop career supportive competencies and to promote civic and personal responsibilities.

Section 2. Goals

The specific goals of FBLA are to:

- ✓ Develop competent, aggressive business leadership
- ✓ Strengthen the confidences 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. Membership

Texas FBLA membership shall consist of members of chartered local chapters in grades nine through twelve. These members shall hold membership in their local, district, area, state, and national chapters.

Section 2. Membership Classes

Texas State FBLA, as well as the district and local chapters, shall be open for membership to these classes of members:

Active members shall be secondary students 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 Texas FBLA and may participate in state events in accordance with the guidelines of the Texas Awards Program, serve as voting delegates, hold state office in accordance with Article VII, and otherwise represent their areas, districts and local chapters as approved by their respective district or local advisers.

Professional members shall be persons associated with or participating in the professional development of Texas FBLA as approved by state chapters. Such members may include local and district chapter advisers, business teachers, business teacher educators, state supervisors of business, employers or supervisors of cooperative work-training students, advisory council members, businesspersons, and other persons contributing to the growth and development of Texas FBLA. Professional members shall pay dues as established by FBLA, but shall not participate in events, such as voting delegates, or hold office.

Honorary Life members may be elected to a district or local chapter by a majority vote. They shall be persons who are assisting in the advancement of business and/or who are rendering outstanding service to Texas FBLA. Honorary Life members shall not vote or hold office and shall not be required to pay dues.

State Honorary Life members may be recommended by the membership and shall be accepted upon approval of Texas FBLA. They shall be persons making significant contributions to the field of business and/or to the growth and development of Texas FBLA. State 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

State dues, based on fiscal reports by the state office and on recommendations by the Board of Directors, shall be determined by a majority of the Voting Delegates at the State Leadership Conference. State dues of members shall be forwarded directly to the FBLA National Office.

Section 2. Finances

The State Board of Directors shall administer all FBLA finances, approve an annual budget, and authorize an annual audit.

Section 3. Fiscal Year

The fiscal year of the Future Business Leaders of America shall be July 1 through June 30.

ARTICLE V. ORGANIZATION

Section 1. Texas Association

Texas FBLA shall be an association of area, district and local chapters, each operating in accordance with a charter granted by FBLA-PBL, Inc. Only chapters which have received charters and numbers issued by FBLA-PBL, Inc. and which are currently in good standing shall be referred to as "Texas Future Business Leaders of America" or "Texas FBLA."

Section 2. Board of Directors

There shall be a Board of Directors of Texas FBLA which shall serve as the policy-making body of this organization and which derives its authority from these State Bylaws as set forth in Article VI.

Section 3. Operations

The day-to-day operations shall be vested in the State Adviser who shall be appointed by and serve at the discretion of the Board of Directors.

Section 4. Areas and Districts

The Board of Directors may subdivide the state into up to twelve (12) Areas and twenty (20) Districts. Areas and districts shall operate under the Board of Directors.

Section 5. District and Area Charters

Each district and area shall hold at least one annual meeting to elect officers and conduct business. Each district and area chapter shall have a committee composed of the district or area officers and their advisers.

Section 6. District/Area Advisers

The advisers from each district and area shall select a District and an Area Adviser. The responsibility and method of selection and terms for the District and Area Advisers shall be decided by the advisers of each district and area.

Section 7. Local Advisers

Each local chapter shall have an adviser who shall be an employee from that school, preferably from the career and technology department.

ARTICLE VI. BOARD OF DIRECTORS

Section 1. Responsibilities

Responsibilities of the Board of Directors shall be:

- A. To establish and carry out policies of operation and long-range plans for Texas FBLA.
- B. To appoint the State Adviser, State Officer Coordinator, and other positions as needed.
- C. To appoint committees and committee members as-appropriate to the administration of the state organization.
- D. To receive all proposed amendments to the Bylaws and present them at the SLC for vote.
- E. To verify the State Honorary Lifetime Members.
- F. To assist in the planning and execution of the State Leadership Conference.
- G. To oversee finances and submit all required documentation and financial reports in a timely manner, then disseminate reports to local chapters via the state's website.

Section 2. Composition of the Board

The Board of Directors shall consist of one elected adviser from each Texas FBLA Area, a Middle Level adviser, two business representatives, and the current elected FBLA State President. The State President, State Adviser, State Officer Coordinator, and the Middle Level Representative shall be ex-officio, non-voting members of the Board.

Section 3. Elections

A local chapter adviser will submit an application for a Board position to the State Adviser by a published deadline. Members of the Board of Directors shall be elected by a simple majority vote of the local chapter advisers from an Area in attendance at the SLC. Each local chapter will have one (1) vote.

- A. FBLA Representatives. Each of the FBLA Areas shall have one representative on the Texas FBLA Board of Directors. FBLA representatives will serve no more than four (4) two (2)-year consecutive elected terms.
- B. Middle Level Representative. While Texas FBLA mentors the Middle Level Division, Middle Level advisers at the SLC may cast one (1) vote per chapter to elect a Middle Level Representative. This representative will serve no more than two (2) two (2)-year consecutive elected terms and will be an ex-officio, non-voting member.
- C. Business/Professional Representative. Any chapter may nominate and submit an application and biographical sketch for one (1) Business Professional Representative to the Board of Directors. The advisers from each local chapter present at the SLC may cast one (1) vote per chapter to elect a Business/Professional Representative. The Business/Professional Representative may serve two (2) four (4)-year consecutive terms then shall apply for reelection.
- D. Qualifications. Texas FBLA and Middle Level Representatives shall have a minimum of three (3) years of experience as a local chapter adviser. No Board member may concurrently serve in another Texas FBLA position.
- E. Board Officers. The Board of Directors shall determine its officers, term of office and method of selection.
- F. Notification. An agenda will be posted on the state's website seventy-two hours prior to a meeting. Within fifteen (15) days of each meeting, the Secretary of the Board of Directors will furnish minutes of the Board meeting to be posted on the association's website.
- G. Vacancy. If a vacancy occurs on the Board, the Secretary of the Board shall notify all affected local chapters in writing within sixty (60) days of the vacancy, shall accept applications, and shall conduct an election. A representative will be elected by a simple majority vote of the local chapter advisers from that area; each chapter may cast one (1) vote. If no applications are received, the Board of Directors will appoint a representative.
- H. Meetings. The Board of Directors shall meet at least two (2) times each year. All meetings are open meetings. The Board may adjourn for Executive Sessions.
- I. Terms. Terms shall be from June 1 to May 31.
- J. Voting. All items shall require a simple majority to pass.

ARTICLE VII. STATE OFFICERS AND ELECTIONS

Section 1. State Officers

The state elected officers of FBLA shall be a president, up to twelve (12) state area vice presidents representing the respective areas, a secretary, and reporter/historian. A parliamentarian shall be appointed.

Section 2. Qualifications for State Office

- A. Only active members are eligible to hold state office.
- B. Only those applicants who are present at the State Leadership Conference shall be eligible to be nominated or elected.
- C. To be considered for an office in FBLA, a candidate shall:
 - 1. have at least one full year remaining in his/her local high school.
 - 2. hold or have held an elective office in his/her local or district chapter, or the equivalent leadership experience in other organizations.
 - 3. be recommended by the chapter adviser and endorsed by his/her local chapter.
 - 4. file an official application with the designated state official and by the deadline published in the SLC registration information.
 - 5. candidates for Secretary must have completed, or will complete, Business Computer Information Systems I or equivalent instruction by the end of the current school year and possess the ability to take, transcribe and publish minutes.
 - 6. must comply with Texas Education Agency eligibility requirements
 - 7. must be a dues-paying member prior to February 1.

Section 3. Nominations

- i. A local chapter shall nominate the President, Secretary, and Reporter/Historian at a general session of the State Leadership Conference. Local chapters, at their respective Area Meetings at the State Leadership Conference, shall nominate the State Vice Presidents representing the Areas unless a Vice President was previously elected at an Area Leadership Conference.
- ii. Only candidates approved by the Officer Screening Committee shall be eligible for nomination or to hold office.

Section 4. Elections

- A. The voting delegates shall elect the President, Secretary, and Reporter/Historian annually at a general session of the State Leadership Conference. The State Area Vice-Presidents representing their Areas may be elected annually at their respective Area Meetings at the State Leadership Conference.
- B. These State Officers shall be elected by a roll call or Scantron vote of the voting delegates. A majority vote shall be required for election. If no candidate for an office received a majority vote on the third roll call, the candidate receiving the lowest number of votes for that roll call shall be dropped from the fourth roll call. If necessary, the candidate receiving the lowest number of votes shall be dropped from each subsequent roll call until one candidate receives a majority of the votes.

C. No two state officers shall be **elected** from the same local chapter.

Section 5. Term of Office:

State Officers shall be elected for one year or until their successors are elected or appointed, and their term of office shall begin June 1 and end May 31. If an officer is elected to a national position he/she will be required to resign their state office.

Section 6. Vacancy in Office

A vacancy in any office other than that of President shall be filled from submitted applications by appointment by the President with the approval of the State Adviser and State Officer Coordinator. Should the office of President become vacant, the current officer team will nominate a replacement from the team and the State Officer Coordinator will conduct a simple majority vote to confirm the nomination.

Section 7. Appointment of the Parliamentarian

The person scoring highest on the Parliamentary Procedure written test and who submitted an officer application shall be appointed by the incoming State President to serve as Parliamentarian. This individual shall have at least one year remaining before graduating from a secondary school. The Parliamentarian may be the second officer from a local chapter.

Section 8. Removal from Office

- A. Any officer who fails to properly and promptly complete any assigned responsibility shall be notified in writing from the State Officer Coordinator that they are subject to being removed from office. A two-week period will be given to respond to the letter. Following the two-week period/response, specified probation terms may be implemented or the officer may be terminated and the vacancy filled by appointment as described in Section 6.
- B. Any officer who does not attend State Officer Training will be immediately removed from office. An adviser or representative is required to attend officer training.
- C. Any officer who fails to attend at least two (2) scheduled events or functions shall be immediately removed from office.
- D. Any officer who does not attend the Mid-Year Planning or the State Leadership Conference will be immediately removed from office.
- E. Insubordination or conduct or attitudes unbecoming an officer which reflect unfavorably on the officer, school, or association shall be grounds for immediate removal from office.
- F. Failure to timely submit Monthly Activity Reports and Management By Objective Reports will result in probation and if not consistently rectified, removal from office.
- G. The officer's adviser may, with the approval of the State Chairman or Adviser, make the resignation on behalf of the officer.
- H. The Local Adviser, the State Officer Coordinator and/or the State Adviser will determine non-compliance.

ARTICLE VIII. DUTIES AS FBLA STATE OFFICERS

Section 1. All officers shall:

- A. attend all scheduled functions and perform duties as assigned.
- B. make contacts with schools and businesses in their area of jurisdiction.
- C. submit timely Management By Objective (MBO) forms and Monthly Activity Reports (MAR) as assigned with supporting documentation.
- D. by March 31 supply information aiding in the preparation of the State Chapter Annual Business Report.
- E. conduct themselves in such a manner and maintain such attitudes that will reflect with credit upon the officer, the school, and the organization.
- F. maintain a current web page and make contributions to issues of *The Texan*.

Section 2. The President shall:

- A. serve as an ex-officio, non-voting member of the state Board of Directors.
- B. preside over the state officer business meetings and all student-led business meetings of Texas FBLA.
- C. appoint appropriate committees and committee chairmen.
- D. serve as an ex-officio, non-voting member of all committees.
- E. perform other duties for the promotion and development of local, state, and national FBLA.

Section 3. The Vice-Presidents shall:

- A. assist in the promotion and development of FBLA in the Area which elected them.
- B. preside at Area Meetings at the State Leadership Conference.
- C. organize and conduct an Area Workshop in the fall and submit an evaluation report within two (2) weeks.

Section 4. The Secretary shall:

- A. keep an accurate record of all business meetings of the State Leadership Conference and all other State Officer meetings.
- B. within fifteen (15) days of every student meeting, supply a copy of the minutes and substantiating reports to the State Officers and their local advisers, the State Officer Coordinator, and the State Adviser.
- C. initiate communication with district and local officers to promote the development of FBLA.
- D. create and submit a substantial State Chapter Annual Business Report by the Texas report submission deadline.

Section 5. The Reporter/Historian shall:

- A. initiate communication with state, district, and local officers to promote quality articles for the state publications.
- B. develop and publish on-line at least three (3) state newsletter, *The Texan*, by October 1, January 1 and April 1.
- C. maintain a history of the Texas State Chapter of FBLA.

Section 6. The Parliamentarian shall:

- A. assist the President of the orderly conduct of business in accordance with FBLA Bylaws and the most current edition of *Robert's Rules of Order*.
- B. assist the Vice Presidents in creating scripts in accordance with FBLA Bylaws and the most current edition of *Robert's Rules of Order*.

Section 7. Other Duties

All officers shall perform the duties prescribed in these Bylaws, and perform such other duties as are directed by the State Board of Directors, the State Adviser, and/or the State Officer Coordinator, which shall not be inconsistent with these Bylaws or other rules adopted by Texas FBLA.

ARTICLE IX. STATE LEADERSHIP CONFERENCE

Section 1. State Leadership Conference

A State Leadership Conference shall be held each year. The Board of Directors will approve a date and location.

Section 2. Voting Delegates

Each local chapter in good standing shall be entitled to send from its active membership, two to four local voting delegates to the State Leadership Conference in accordance with the following:

- Under 50 members...two (2) voting delegates
- 50 – 100 members...three (3) voting delegates
- Over 100 members...four (4) voting delegates

Section 3. Certification of Delegates

Their respective advisers and presidents shall officially certify all voting delegates of local chapters.

Section 4. Voting:

All local voting delegates shall be entitled to vote on all matters that come before the general session. A voting delegate must be present to vote. There shall be no proxy voting.

Section 5. Quorum:

The quorum for all business meetings of the State Leadership Conference shall be a majority of the registered voting delegates.

ARTICLE X. COMMITTEES

Section 1. State Committees

Advisory committees to assist in the growth and development of FBLA may be appointed as deemed necessary by the state Board of Directors. Recommendations of persons for such appointments shall be requested of local chapters.

Section 2. Local Committees

Local and district chapters may select advisory committees to assist in the growth and development of their respective chapters.

Section 3. Officer Committees

The President of FBLA shall, with the approval of the Board, establish State Officer committees, appoint their members for a period not to exceed his/her term in office, and assist these committees in their activities.

Section 4. Officer Candidate Screening

An Officer Candidate Screening Committee is composed of the State Officer Coordinator, current student State Officers, and advisers to the current State Officers. The Officer Candidate Screening Committee shall, after careful consideration of applicants for Texas FBLA office, approve candidates for nomination and election.

Section 5. Conduct of Business

Committee business may be conducted in a manner determined by the committee chairman. For adoption, action shall require a majority vote of the members eligible to vote. Within fifteen (15) days, results shall be reported to the committee members and to the State Adviser, State Officer Coordinator, and/or the Board of Directors as indicated at the time of the committee appointment.

ARTICLE XI. GRIEVANCES

Any member or adviser with a grievance may request a ruling from a Grievance Committee.

Section 1. Request for Hearing

A request for a hearing on the grievance shall be made in writing and submitted to the State Adviser or the President of the Board of Directors.

Section 2. Committee Appointment

The President of the Board of Directors shall convene a Grievance Committee. The committee shall be composed of the State Adviser and/or the State Officer Coordinator, (one of whom will be the committee chairman), two state officers' advisers selected by random drawing, and up to three members of the State Board of Directors selected by a random drawing. A person who is a party to the grievance may not serve on the Grievance Committee. The committee may convene in the most economical method established by the committee chairman.

Section 3. Ruling

A majority vote of those participating is required. The results of the vote shall be given, in writing, to the committee members, to the individual filing the grievance, and to the Board of Directors within fifteen (15) days of the decision.

ARTICLE XII. EMBLEMS AND COLORS

Section 1. Emblem and Insignia

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 displaying of the emblem shall be governed by the National Office of FBLA-PBL and by the Board of Directors of Texas FBLA.

Section 2. Use of Insignia

Emblems and insignia shall be uniform in all chapters. Only chapters and members in good standing may use official emblems and insignia.

Section 3. Colors

The official colors of Texas FBLA shall be blue and gold.

ARTICLE XIII. BY-LAW AMENDMENTS

Proposed Bylaw amendments shall be submitted in writing to the State Adviser and received on or before December 1. Any revisions are to be received by January 15. Proposed amendments shall be published with the State Leadership Conference registration materials. All proposed amendments shall be voted upon in total or by Articles according to the submitter at the State Leadership Conference after a maximum of six minutes of discussion per Article. A two-thirds majority of the authorized local chapter voting delegates is required for passage of an amendment. All passing amendments will become effective at the close of that State Leadership Conference.

ARTICLE XIV. PARLIAMENTARY AUTHORITY

The rules retained in the most current edition of *Robert's Rules of Order* shall govern Texas FBLA in all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA-PBL, Inc., the Bylaws, or any special rules of order Texas FBLA may adopt.

(Revised April, 2008, SLC)