

# **FUTURE BUSINESS LEADERS OF AMERICA**

## **North Dakota Chapter**

### **BYLAWS**

#### **Article I – Membership**

##### **Section 1**

FBLA membership shall consist of members of nationally chartered local chapters. These members shall hold membership in their local, state, and national chapters. Membership shall consist of these classes of members:

Active Members--shall be secondary students (grades 7-12) who become members while enrolled in business or business related classes, who accept the purpose of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school and community relations, and possess qualities for employment. Active members shall pay dues as established by local, state, and national FBLA and may participate in all events, in accordance with the guidelines of the awards program, serve as voting delegates to leadership conferences, hold office, and otherwise represent their local or state chapters as approved by their respective local or state advisers.

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

Honorary Members may be elected to a local or state chapter. They shall be persons who are assisting in the advancement of business and office education and/or who are rendering outstanding service to the local or state chapter. 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 II – Dues and Finance**

##### **Section 1**

State dues shall be determined by a majority vote of the local voting delegates at the State Leadership Conference. State and national dues shall be forwarded directly to the national office by the local chapter, and the national office will reimburse the state chapter for state dues.

##### **Section 2**

Annual North Dakota State Chapter dues shall be \$4.

##### **Section 3**

The affairs and property of FBLA shall be managed by the National Board of Directors which shall have all powers and duties of a board of directors, according to D. C. Code 29-1018 (1967 ed.).

##### **Section 4**

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

#### **Article III - Organization**

##### **Section 1**

The state Chapter 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 national FBLA-PBL, Inc.

##### **Section 2**

A chapter of FBLA shall be considered in good standing with the national and state organization when the following conditions are met:

- a. State and national membership dues have been paid,
- b. All reports have been submitted to the national office and state chairman as requested, and
- c. The local chapter constitution and bylaws are not in conflict with the

state and national constitutions and bylaws in any of the provisions.

##### **Section 3**

Active members shall be considered in good standing when they:

- a. Attend local chapter meetings with reasonable regularity,
- b. Show an interest in, and take part in, the affairs of the chapter, and
- c. Pay their dues

##### **Section 4**

The State Executive Board shall consist of the state chairman, the state advisers, and the state president. Each member of the State Executive Board shall have one vote. The state chairman will chair the State Executive Board meetings.

##### **Section 5**

The state Chapter shall hold at least one annual state leadership conference to elect state officers and conduct business.

##### **Section 6**

The position of state chairman shall be filled by recommendation of the National Executive Director and approval of the National Board of Directors of FBLA-PBL, Inc.

##### **Section 7**

Each group wishing to become a chapter of FBLA shall make a formal written application to the North Dakota state chairman who will submit the application to the national FBLA office for approval, and the national FBLA office will issue the local chapter charter.

##### **Section 8**

Each local chapter shall have at least one adviser who shall be appointed by the local school 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 coordinating the program for these interest groups.

##### **Section 9**

The State Executive Board shall be represented by four state advisers—one from each region. State advisers shall be appointed by the State Executive Board to serve an unspecified term of office.

#### **Article IV – Officers and Elections**

## Section 1

The state elected officers of FBLA shall be a president, four regional vice-presidents, secretary, treasurer, historian, and webmaster. The parliamentarian shall be appointed by the state chairman and shall serve as a voting member of the State Executive Board.

## Section 2

The person scoring highest on the parliamentary procedure written test shall be appointed parliamentarian by the state chairman and shall be installed at the State Leadership Conference. This individual shall have at least one year remaining before being graduated from a secondary institution.

## Section 3

Qualifications for Elected State Officers

- a. Only active members are eligible to hold state office.
- b. Only those applicants who are present at the State Leadership Conference and officially certified by the officer screening committee shall be eligible for nomination.
- c. To be considered for an elected office in FBLA, a candidate shall:
  1. have at least one full year remaining in their secondary program,
  2. be recommended by the chapter and endorsed by their local chapter adviser, parents, and school official, and
  3. file an official application before the deadline established by the FBLA state office.
  4. maintain a grade point average of a "C" grade in all grading periods using a grading scale of 'A, B, C, D, F'. Any officer not maintaining this academic requirement in all separate formal recorded grading periods (i.e. report cards issued to parents after a nine-week or six-week grading period) is removed from office permanently and the office is declared vacant.
  5. be eligible at all times to participate in activities approved by the North Dakota High School Activities Association. Any officer suspended from participation in high school activities in accordance with the rules of the North Dakota High School Activities Association for any period of time, is immediately removed from office perma-

nently and the office is declared vacant.

6. all requirements and regulations governing North Dakota FBLA State Officers are applicable to FBLA members who are candidates, or who have been elected or appointed as a national FBLA officer, representing the North Dakota State Chapter of FBLA-PBL.
7. Candidates for webmaster must have completed one year of computer application courses, and must possess the ability to edit, publish, update, and maintain North Dakota FBLA list serves, chat rooms, and web pages, including the web pages of the *Dakota RoughWriter* by July 1 of the year they begin their term of office.

## Section 4

Nominations for Elected Officers

- a. Nominees that have filed nomination papers in accordance to the established deadline(s) (Section 4, B.) will be presented at a general session of the leadership conference.
- b. The deadlines for application are as follows:

Eight weeks prior to the State Leadership Conference – Deadline for filing for all offices. Application forms must be received in state office by this date.

Seven weeks prior to the State Leadership Conference – In the event of a vacancy, the state office will contact all chapters of the vacancy.

Six weeks prior to the State Leadership Conference – Second deadline for filing for an office of a vacancy. Application forms must be received in state office by this date.

Five weeks before the State Leadership Conference – In the event of a vacancy, the state office will contact all chapters of the vacancy.

Four weeks prior to the State Leadership Conference – Final deadline for filing for an office of a vacancy. Application forms must be received in state office by this date.

Three weeks prior to the State Leadership Conference – In the event of a vacancy, the state office will contact all chapters of the vacancy.
- c. In the event there are no candidates for an office, nominations will be

accepted by the State Executive Board.

- d. Only candidates approved by the office screening committee shall be nominated.

## Section 5

Elections

- a. The president, four regional vice-presidents, secretary, treasurer, historian, and webmaster shall be elected annually by the local voting delegates at a general session of the State Leadership Conference.
- b. These officers shall be elected by a majority of the local voting delegates.
- c. Two state officers may be elected from the same local chapter. The parliamentarian may be appointed from a local chapter with two elected state officers.

## Section 6

Term of Office

- a. State officers shall be elected for one year, or until their successors are elected or appointed, and their term of office shall begin at the close of the State Leadership Conference.
- b. Officers may succeed themselves in the same office for two consecutive years.

## Section 7

Vacancy in Office

- a. A vacancy in any office, other than that of president shall be filled or remain vacant, as determined by the State Executive Board.
- b. Should the office of president become vacant, one of the regional vice presidents, determined by a yearly rotating basis, shall become president. If the vice president, who has assumed the office of president is unable or unwilling to assume or continue in the office of president, the next vice president in the rotation shall assume the duties of president. If the vice presidents cannot assume the duties, then the secretary, treasurer, historian, webmaster, or parliamentarian, shall assume the office of president in the order listed.

## Article V – Duties of FBLA State Officers

### Section 1

The president shall:

- a. serve as chairman of the State Executive Board, meetings of FBLA,
- c. appoint appropriate committees and committee chairman,
- d. serve as an ex-officio member of all committees, and

- e. perform other duties for the promotion and development of local, state, and national FBLA, and
- f. maintain a close and continuing relationship with the state chairman of FBLA.

## **Section 2**

The four regional vice presidents shall:

- a. on a yearly rotational basis, by region, fill in for the president, if needed.
- b. serve as a communications liaison by gathering news and information from the chapters by region and submitting it to the webmaster.

## **c. Region I**

All schools located east of Highway 3 and north of Highway 200.

## **Region II**

All schools located west of Highway 3 and north of Highway 200.

## **Region III**

All schools located west of Highway 3 and south of Highway 200.

## **Region IV**

All schools located east of Highway 3 and south of Highway 200.

## **Section 3**

The secretary shall:

- a. keep an accurate record of all business meetings of the State Leadership Conference and the State Executive Board,
- b. supply at least one copy of the minutes and substantiating reports to the president and state chairman promptly, and
- c. assist in the promotion and development of FBLA.

## **Section 4**

The treasurer shall:

- a. promote the professional division and recruit professional division members
- b. present financial reports to members at State Executive Board meetings and the State Leadership Conference, and
- c. assist in the promotion and development of FBLA.

## **Section 5**

The historian shall

- a. photograph, compile, and maintain a historical record (flashback presentation) of the Fall Leadership Conference
- b. assist in the promotion and development of FBLA.

## **Section 6**

The webmaster shall:

- a. be responsible for publishing the *North Dakota FBLA Website* on the World Wide Web,
- b. submit appropriate items to the publisher of national FBLA publications and other state and local publishers and broadcasters, and
- c. assist in the promotion and development of FBLA.

## **Section 7**

The parliamentarian shall:

- a. advise the president on the orderly conduct of business in accordance with FBLA Bylaws and *Robert's Rules of Order Newly Revised-1990 Edition*, and
- b. assist in the promotion and development of FBLA.

## **Section 8**

These officers shall serve on the State Executive Board, perform the duties prescribed in the Bylaws, and perform such other duties as directed by the president and the state chairman which are not inconsistent with these Bylaws or other rules adopted by FBLA.

# **Article VI – State Leadership Conference and Meetings**

## **Section 1**

A state leadership conference shall be held each year.

## **Section 2**

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:

- a. under 50 members – two voting delegates
- b. 50-100 members – three voting delegates
- c. over 100 members – four voting delegates

## **Section 3**

All voting delegates and competitive event participants of local chapters shall be officially certified by their respective advisers and their names submitted by a deadline set by the State Executive Board for the State Leadership Conference.

## **Section 4**

Local voting delegates shall be entitled to vote on all matters which come before the State Leadership Conference. There will be no proxy voting.

## **Section 5**

The quorum for all business meetings at the State Leadership Conference shall be a majority of the currently registered

voting delegates eligible to vote and in attendance at that meeting.

## **Section 6**

Leadership development conferences and meetings may be held as determined by the State Executive Board.

# **Article VII – State Executive Board**

## **Section 1**

The State Executive Board shall consist of the state chairman, the state advisers, and the state president. Each member of the State Executive Board shall have one vote. The state chairman will chair the State Executive Board meetings.

## **Section 2**

The State Executive Board shall:

- a. adopt policies of operation for FBLA as deemed necessary,
- b. approve committee appointments and the creation of new committees by the president.
- c. review all proposed amendments to the Bylaws,
- d. Present to the voting delegates at the State Leadership Conference those proposed amendments which have been approved by the State Executive Board, and
- e. perform such other duties as are prescribed by these bylaws.

## **Section 3**

Special meetings of the State Executive Board shall be called upon at the written request of three voting members of the State Executive Board. At least one State Executive Board meeting will be held annually.

## **Section 4**

Business of the State Executive Board may be conducted by mail, e-mail, or teleconference at the discretion of the president and approval of the state chairman and state advisers. All mail, e-mail, or teleconference business, and results of this business, shall be recorded in the minutes of the next regular State Executive Board meeting.

# **Article VIII – Committees**

## **Section 1**

Advisory and other committees to assist in the growth and development of FBLA may be appointed as deemed necessary by the State Executive Board.

## **Section 2**

The president of FBLA shall, with the approval of the State Executive Board, establish committees, and appoint their members for a period not to exceed the

president's term in office, and assist in their activities.

### **Section 3**

Committee business may be conducted by mail, e-mail, or teleconferences at the discretion of the state chairman. For adoption, action by mail, e-mail, or teleconferences shall require a plurality vote of the members eligible to vote and shall be reported to the committee members not later than the next regular committee meeting.

## **Article IX – Emblems and Colors**

### **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 manufacturing, reproduction, wearing, or displaying 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 FBLA shall be blue and gold.

## **Article X – Parliamentary**

### **Authority**

#### **Section 1**

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

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

### **Section 1**

Proposed amendments to these Bylaws shall be submitted in writing not later than December 1 to the state chairman by local chapters or by a state officer. Notice of proposed amendments shall be sent to local chapters by February 1.

### **Section 2**

Proposed amendments shall be reviewed by the State Executive Board and must be approved by the State Executive Board before they can be

submitted to the voting delegates. The State Executive Board shall present approved amendments, with recommendations, to the voting delegates at the State Leadership Conference.

### **Section 3**

A two-thirds vote of the voting delegates registered at the State Leadership Conference and in attendance at all business meetings is required for adoption of amendments.

**Proposed Bylaw Amendment**  
**FUTURE BUSINESS LEADERS OF AMERICA**  
North Dakota Chapter

**BYLAWS**

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  4. maintain a grade point average of a "C" grade in all grading periods using a grading scale of 'A, B, C, D, F'. Any officer not maintaining this academic requirement in all separate formal recorded grading periods (i.e. report cards issued to parents after a nine-week or six-week grading period) is removed from office permanently and the office is declared vacant.
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- a. The president, four regional vice-presidents, secretary, treasurer, historian, and **webmaster social media coordinator** shall be elected annually by the local voting delegates at a general session of the State Leadership Conference.
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- c. appoint appropriate committees and committee chairman,
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#### Section 1

Advisory and other committees to assist in the growth and development of



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### **Section 3**

The official colors of FBLA shall be blue and gold.

## **Article X – Parliamentary**

### **Authority**

#### **Section 1**

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

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

### **Section 1**

Proposed amendments to these Bylaws shall be submitted in writing not later than December 1 to the state chairman by local chapters or by a state officer. Notice of proposed amendments

shall be sent to local chapters by February 1.

### **Section 2**

Proposed amendments shall be reviewed by the State Executive Board and must be approved by the State Executive Board before they can be submitted to the voting delegates. The State Executive Board shall present approved amendments, with recommendations, to the voting delegates at the State Leadership Conference.

### **Section 3**

A two-thirds vote of the voting delegates registered at the State Leadership Conference and in attendance at all business meetings is required for adoption of amendments.



