**Article I: Purpose**

**Section 1.1** The purpose of Arizona FBLA Collegiate is to further the goals of the national collegiate division of Future Business Leaders of America (FBLA Collegiate) within the state of Arizona. The division shall provide opportunities for post-secondary students to develop business-related career competencies. FBLA Collegiate is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

**Section 1.2** Arizona FBLA Collegiate’s specific goals include developing competent and proactive business leadership and enhancing students' self-confidence and work ethic. The organization fosters interest in American business enterprises and encourages individual projects that benefit homes, businesses, and communities. It aims to build character, promote citizenship and patriotism, and advocate for efficient money management. Additionally, the organization emphasizes scholarship and school loyalty while assisting students in setting occupational goals and smoothly transitioning from school to the workforce.

**Article II: Membership**

**Section 2.1** Membership is open to individuals through chartered chapters or virtual chapters in Arizona.

**Section 2.2** Membership classes:

**Active Members:** Enrolled students in business-related fields who pay state and national dues. They can participate in events, serve as voting delegates, and hold office.

**Honorary Life Members:** Individuals who have significantly contributed to FBLA. They do not pay dues or hold voting rights.

**National Honorary Life Members:** Individuals recognized for substantial contributions to business education and FBLA-PBL. They do not pay dues or hold voting rights.

**Article III: Dues and Finance**

**Section 3.1**. **State Dues:** Members’ annual state dues are collected through local chapters and submitted to the FBLA National Office. Changes in dues require approval by a majority vote at the annual State Leadership Conference.

**Section 3.2** The State Adviser manages financial affairs according to the Arizona Chapter bylaws and Board of Trustees’ rules.

**Section 3:** **State Budget:** The State Adviser prepares and submits an annual budget for approval to the Board of Trustees.

**Section 4:** **Fiscal Year:** Runs from July 1 to June 30.

**Section 5:** **Budget Year:** Aligns with State Officers’ terms, starting post-State Leadership Conference.

**Section 6:** **Financial Review:** Conducted upon request to ensure accurate record-keeping and adherence to procedures, performed by designated advisers or alumni.

**Article IV: Organization**

**Section 4.1**. Arizona FBLA Collegiate shall be an association of local chapters, each operating in accordance with a charter granted by FBLA-PBL, Inc. Only chapters which have received charters, Greek names, and numbers issued by FBLA-PBL, Inc. and which are currently in good standing, shall be referred to as "FBLA Collegiate".

**Section 4.2**. Arizona FBLA Collegiate shall be governed by the Arizona FBLA Board of Trustees, as an oversight body, and shall be subject to the Arizona Chapter Constitution, the National Bylaws, and the Board of Directors of FBLA-PBL, Inc.

**Section 4.3**. The administration of Arizona FBLA Collegiate shall be the responsibility of the State Adviser with the assistance of the Officer Liaison. The State Adviser may delegate some administrative responsibilities to the State Officers.

**Section 4.4.** The FBLA Collegiate State Officer Team shall be composed of the State Officers, State Adviser, and Officer Liaison, and shall have duties prescribed in these bylaws and any additional duties deemed appropriate and necessary by the State Adviser.

**Section 4.5**. There shall be a FBLA Collegiate State Executive Council which shall perform duties and make recommendations to the FBLA Arizona Board of Trustees, as prescribed in these bylaws.

**Section 4.6**. Arizona FBLA Collegiate shall have at least three local FBLA Collegiate chapters with all members holding national membership and hold at least one annual conference or meeting to elect state officers and conduct business in order to remain active in accordance with the national bylaws.

**Section 4.7**. Each FBLA Collegiate local chapter shall have at least one adviser who shall be either a faculty member who is teaching a business and/or business-related class or a school staff member. A local chapter may have additional advisers, and as many special-emphasis groups under the chapter charter as it deems necessary to meet the interests of all students. The local chapter shall assume full responsibility for coordinating the program for these interest groups.

**Article V: Organization**

**Section 5.1:** Arizona FBLA Collegiate comprises chartered local chapters following national guidelines.

**Section 5.2:** Governed by the Arizona FBLA Board of Trustees and subject to national bylaws.

**Section 5.3:** The State Adviser, aided by the Officer Liaison, manages administration.

**Section 5.4:** The State Officer Team includes State Officers, the State Adviser, and the Officer Liaison, with prescribed duties.

**Section 5.5:** The State Executive Council performs duties and recommends actions to the Board of Trustees.

**Section 5.6:** Arizona FBLA Collegiate must have at least three active local chapters and hold an annual conference for officer elections.

**Section 5.7:** Each local chapter requires at least one faculty adviser and may have additional advisers and special emphasis groups.

**Article VI. State Adviser and Officer Liaison**

**Section 6.1:** The Executive position is composed of the State Advisor and is responsible for administration and guidance.

**Section 6.2: Eligibility:** Local chapter advisers, alumni, or Arizona Department of Education employees can serve as the State Advisor.

**Section 6.3: Appointment:** The State Adviser is recommended by the Executive Council and appointed by the Board of Trustees. The Officer Liaison is appointed by the State Advisor.

**Section 6.4: Terms:** Indefinite terms, removal by majority Board of Trustee vote.

**Section 6.5: Vacancies:** Remaining executive assumes duties until positions are filled.

**Section 6.6: Duties of Executives:**

**State Adviser Duties:**

* Serve as the primary contact and ex-officio Board member.
* Manage communications, financial records, and events.
* Approve officer candidates and events.
* Oversee conferences and competitive events.

**State Officer Liaison Duties:**

* Prepare officer application materials.
* Verify candidate eligibility.
* Oversee campaigns and provide mentorship.
* Manage marketing and recruitment efforts.

**Article VII: State Officers and Elections**

**Section 7.1:** Elected positions include State President, Executive Vice President, VP of Communications, VP of Marketing, and VP of Programs.

**Section 7.2: Qualifications:**

* Active member status and dues paid.
* At least one academic year remaining.
* Leadership experience and a minimum GPA of 2.5.
* Endorsement from the local chapter.
* Submission of an application by the deadline.

**Section 7.3: Elections:** Conducted annually at the State Leadership Conference. A majority vote required; ballots reduce candidates until a majority is reached.

**Section 7.4: Term of Office:** One year, beginning at the close of the State Leadership Conference.

**Section 7.5: Vacancy:** Filled by appointment or automatically for the Executive Vice President if the President's office is vacant.

**Section 7.6: Removal:** Grounds include inactivity, unexcused absences, failure to meet standards, or behavior violations.

**Article VIII: Duties of State Officers**

**Section 8.1: State President:**

* Chair Executive Council meetings.
* Ensure adherence to bylaws.
* Act as spokesperson.
* Coordinate Program of Work (POW).
* Promote chapter development.

**Section 8.2: Executive Vice President:**

* Preside in the President's absence.
* Keep meeting minutes.
* Assist in achieving POW goals.

**Section 8.3: VP of Communication:**

* Manage communications and publications.
* Publicize state events.
* Contribute to achieving POW goals.

**Section 8.4: VP of Marketing:**

* Develop marketing strategies.
* Recruit alumni members.
* Support chapter recruitment efforts.

**Section 8.5: VP of Programs:**

* Encourage participation in national programs.
* Coordinate community service and events.
* Assist local chapters in program planning.

**Section 8.6: General Duties:**

Serve on the State Executive Council and perform additional duties as directed.

**Article IX. State Executive Council**

**Section 9.1:** Composed of the State Adviser, Officer Liaison, State Officers, and representatives from each chapter.

**Section 9.2: Duties:**

* Recommend State Adviser applicants.
* Approve disciplinary actions.
* Review bylaw amendments.
* Perform other directed duties.

**Section 9.3: Meetings:** Called by the State Adviser or upon request.

**Section 9.4: Voting:** Conducted by mail or email; three-fourths vote required for adoption.

**Article X: Parliamentary Authority**

FBLA Collegiate follows Robert’s Rules of Order Newly Revised unless inconsistent with organizational rules or bylaws.

**Article XI: Amendments**

Amendments require approval by the State Executive Council and Board of Trustees. Approved amendments must be distributed two weeks prior to voting. A two-thirds vote of delegates is required for adoption.