

# Sample Chapter Bylaws

## Template



*These samples bylaws are intended as a guide. Local chapter bylaws must be consistent with state and [national bylaws](#) and with the FBLA-PBL, Inc. charter. Those provisions in the local chapter bylaws which derive from these higher authorities are not amendable at the local level.*

## Instructions

Copy-and-paste these sample bylaws. Replace [FBLA/Middle Level] with your division.

## [Future Business Leaders of America/Future Business Leaders of America-Middle Level [Insert Chapter Name] Chapter Bylaws

### Article I. Name

The name of this organization shall be the [Insert Chapter Name] Chapter of [Future Business Leaders of America/Future Business Leaders of America-Middle Level/Phi Beta Lambda].

### Article II. Purpose

**Section 1.** The purpose of the [FBLA/Middle Level] chapter is to provide additional opportunities for post-secondary and college students to develop vocational competencies for business and office occupations and business teacher education. [FBLA/Middle Level] is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

**Section 2.** The specific goals of [FBLA/Middle Level] 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 awareness of occupational goals; and
- facilitate the transition from school to work.

### Article III. Membership

**Section 1.** [FBLA/Middle Level] 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/Middle Level] except, in the case where there is no state chapter, the member shall be recognized by the National Association.

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**Section 2.** National [FBLA/Middle Level], as well as the state and local chapters, shall be open for membership to these classes of members:

Active Members shall be secondary students who become members while enrolled in business and/or business-related fields, who accept the purpose of [FBLA/Middle Level], 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/Middle Level] 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 and local advisers.

## Article IV. Dues and Finance

**Section 1.** Dues. National dues shall be based on fiscal reports by the National Center and on recommendations by the National Executive Council and the board of directors and shall be determined by a majority vote of the local voting delegates at the National Leadership Conference. National dues of members shall be forwarded directly to the FBLA-PBL National Center or shall be submitted through state chapters at the discretion of the state chapter.

Membership dues are unified on local, state, and national levels and are not available separately.

**Section 2.** The membership dues in Future Business Leaders of America shall be \$\_\_\_\_ a year, of which \$10.00 shall be remitted to the FBLA-PBL National Center in payment of the national dues and \$10.00 to the FBLA Arizona. Please refer to FBLA Arizona Intra-Curricular membership payment tiers for pricing (This will include both the national and state fees).

**Section 3.** The fiscal year of the [FBLA/Middle Level] shall be July 1 through June 30.

**Section 4.** An audit shall be made annually by the auditing committee, which shall report at the annual meeting.

## 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 Committee. Officers shall be elected at the annual meeting and shall hold office 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.** Each local chapter shall have an Adviser who shall be a faculty member who believes in the mission and goals of the association. 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.

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**Section 3.** The Chapter shall have an Advisory Council, which shall consist of educators, alumni, and other area business leaders.

### 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/Middle Level/PBL].

**Section 2.** The Vice President shall (a) preside in the absence of the President, and (b) assist the President.

**Section 3.** The Secretary shall (a) keep an accurate record of the chapter and executive committee meetings, and (b) submit the required reports to the State Chapter and the National Center.

**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 dues to the state and national offices.

**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 public relations officer for the Chapter, (b) see that news stories and photographs are delivered to the school paper, the local newspaper, the news bulletin and the national FBLA Business Leader, and (c) cooperate with the school official concerning assembly, radio and television programs.

**Section 8.** The officers shall serve on the Executive Committee, 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 Committee.

**Section 2.** Quorum. \_\_\_\_\_ members of the chapter shall constitute a quorum.

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### Article VIII. Committees

**Section 1.** The President, on consultation with the Adviser, shall appoint the following committees: (a) Nominating, (b) Audition, (c) Ways and Means, (d) Social, and (e) Finance and Fund Raising. The President shall appoint additional committees as authorized by the Executive Committee. Duties of committees shall be determined by the Executive Committee and the adopted parliamentary authority.

**Section 2.** Local chapters may select advisory committees to assist in the growth and development of their respective chapters.

### Article IX. Emblems, Insignia & Colors

**Section 1.** The Chapter emblems shall be the emblems of the national organization.

**Section 2.** The official emblem and insignia items and 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 3.** Emblems and insignia shall be uniform in all local and state chapters and within special emphasis groups; they shall be those of [FBLA/Middle Level/PBL]. 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 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.

<Insert Chapter Name>  
<Insert Chapter Address>

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