

# FUTURE BUSINESS LEADERS OF AMERICA ARIZONA

## “FBLA Arizona”

### Bylaws

#### ARTICLE I

##### **Name**

The name of this division of Future Business Leaders of America-Phi Beta Lambda Arizona, Inc. (FBLA-PBL Arizona), shall be "Future Business Leaders of America Arizona" and may be referred to as "*FBLA Arizona*."

#### ARTICLE II

##### **Purpose**

**Section 1.** The purpose of *FBLA Arizona* is to provide, as an integral part of the instructional program, additional opportunities for secondary students (grades 5-12) in business and/or business related fields to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

**Section 2.** The specific goals of *FBLA Arizona* 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 establishment of occupational goals
- facilitate the transition from school to work

#### ARTICLE III

##### **Membership**

**Section 1.** *FBLA Arizona* membership shall consist of members of chartered local chapters within the state of Arizona. These members shall hold membership in their local, state, and national chapter. Individual members shall be recognized only through a chartered local chapter of FBLA Arizona.

**Section 2.** *FBLA Arizona*, as well as the local chapters, shall be open for membership to the four following classes of members:

**Active Members** shall be secondary students who become members while enrolled in business and office education, who accept the purpose of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school and in 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 as approved by the State chapter. 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 competitive events, serve as voting delegates, or hold office. They may attend conferences and workshops.

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***Honorary Life Members*** shall be persons who are assisting in the advancement of business 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 and may be nominated by any current member, adviser or Board of Trustees member of the FBLA Arizona chapter. Nominations are to be approved by the Board of Trustees.

**ARTICLE IV**

**Dues and Finance**

**Section 1. Dues.** State dues based on recommendation by the State Executive Council shall be determined by a majority vote of the local voting delegates at the State Leadership Conference.

**Section 2.** The financial affairs and property of FBLA Arizona shall be managed by a financial organization in accordance with the Arizona Chapter Constitution and rules established by the FBLA-PBL Arizona Board of Trustees.

**Section 3. Finance.** an annual budget to the FBLA-PBL Board of Trustees for approval, and submit annual financial reviews to the Board and *Arizona Department of Education*, upon request.

**Section 4.** The fiscal year and membership year of *FBLA Arizona* shall be July 1 through June 30.

**ARTICLE V**

**Organization**

**Section 1.** FBLA Arizona shall be an association of local chapters, each operating in accordance with the chapter 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 FBLA-PBL, Inc.

**Section 2.** FBLA Arizona shall be governed by the FBLA-PBL Board of Trustees and shall be subject to the Arizona Chapter Constitution, the FBLA National Bylaws, and the Board of Directors of FBLA-PBL, Inc.

**Section 3.** The administration of *FBLA Arizona* shall be vested in the FBLA State Adviser, State Officers, and State Executive Council, as prescribed in these bylaws.

**Section 4.** There shall be a State Executive Council which shall make recommendations to the FBLA-PBL Arizona Board of Trustees and perform duties as prescribed in these bylaws.

**Section 5.** Local chapter charters shall be issued upon approval of the State Adviser and acceptance by the National Office. *FBLA Arizona* shall have at least three local chapters with all members holding national membership in FBLA, and hold at least one annual meeting to elect State Officers and conduct business in order to remain active in accordance with the national bylaws.

**Section 6.** Each local chapter shall have at least one adviser who shall be a faculty member from the business department or related area. 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 7. Regions.** Local chapters shall be divided into a minimum three regions based on their schools’ geographic location, as determined by the FBLA Arizona State Office.

**Section 8.** There may be an Advisory Board to serve in an advisory role to the FBLA-PBL Arizona Board of Trustees. The composition and purpose of this board shall be determined by the State Executive Council.

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**Section 9.** The Steering Committee, consisting of at least 6 advisers appointed by the State Executive Council, may make recommendations to the FBLA-PBL Arizona Board of Trustees regarding any policy changes.

**ARTICLE VI**

**FBLA State Adviser**

**Section 1.** There shall be a FBLA State Adviser who shall be considered the “key contact” for Arizona FBLA.

**Section 2. Eligibility.** Only employees or consultants of the *Arizona Department of Education* (Department), local chapter advisers, local chapter advisory council members, or *Arizona Professional Division* members shall be eligible to serve as the FBLA State Adviser.

**Section 3. Appointment.** If the *Arizona Department of Education* is willing and able to fund the position, the FBLA State Adviser shall be an employee or contracted consultant selected by the Department in accordance with its personnel policies and procedures. If the position is not filled by the Department, an eligible volunteer may be recommended by the State Executive Council and approved by the FBLA-PBL Arizona Board of Trustees.

**Section 4. Term.** The FBLA State Adviser’s terms shall be unlimited, subject to the Department’s discretion, as applicable.

**Section 5. Vacancy in FBLA State Adviser position.** In case of a temporary vacancy in the FBLA State Adviser position (e.g., an employee has not yet been hired by the Department to fill the position), the State Executive Council may appoint a local adviser to perform all FBLA State Adviser duties. The local chapter adviser appointed shall serve on an interim basis until the FBLA State Adviser position is filled by appointment, as described above.

**Section 6. Duties of FBLA State Adviser.** The FBLA State Adviser shall:

1. Serve as a non-member of the FBLA-PBL Arizona Board of Trustees,
2. Serve as a member of the State Executive Council,
3. Establish and maintain an official mailing address for *FBLA Arizona*,
4. Receive, process, and distribute all mailings to and from the National Office,
5. Retain accounting records and other important documents for the Board of Trustees,
6. Appoint elected members to fill State Officer positions,
7. Serve as a consultant to all State and National Officers,
8. Direct the State Officers in the completion of their goals,
9. Develop guidelines for state competitions subject to approval of the State Executive Council,
10. Ensure that all state competitions are conducted in accordance with state and national guidelines,
11. Plan and administer the annual State Leadership Conference,
12. Plan and administer all other FBLA Arizona sponsored events,
13. Coordinate competitive event registration for the National Leadership Conference,
14. Compile winner’s lists for the Annual State Leadership Conference and National Leadership Conference for submission to the State Chairperson, and
15. Perform other duties as prescribed by these bylaws and additional duties necessary for the operation, promotion, and development of *FBLA Arizona*.

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**ARTICLE VII**

**Officers and Elections**

**Section 1. State Officers.** The state officers of *FBLA Arizona* shall be a slate of active members elected at annual the State Leadership Conference. Upon completion of the annual State Officer Training program conducted by the FBLA State Adviser, specific positions will be appointed by the FBLA State Adviser. The State Officer positions shall be: President, and a minimum of five Vice-President’s, which may include: Vice-President of Communications, Vice-President of Media Relations, Vice-President of Community Service, Vice-President of Human Resources, Vice-President of Regional Events.

**Section 2. Qualifications for State Office.** Members seeking to hold an FBLA Arizona State Officer position, must meet the following criteria:

- A. Only active members shall be 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 office in *FBLA Arizona*, a candidate shall:
  - (a) have at least one full year remaining in his/her educational program.
  - (b) be recommended by the local chapter and endorsed by his/her local chapter adviser, parents, and school official.
  - (c) file an official application with the FBLA State Adviser by the announced deadline
  - (d) have a cumulative grade point average of “B” or better.
  - (e) be able to attend State Officer Training in June.
  - (f) be able to attend National Leadership Conference.

**Section 3. Nominations.** Nominees that have filed nomination papers prior to the established deadline will be presented at a general session of the State Leadership Conference. Only candidates approved by the officer screening committee shall be nominated.

**Section 4. Elections.** The election of State Officers shall be conducted, as follows:

- A. The election results shall be a combination of delegate votes and screening committee scores as determined by FBLA Arizona policy.
- B. If there is a tie for the final officer position, there will be a runoff election.
- C. No more than two state officers may be elected from the same local school, unless there is an insufficient amount of qualified candidates to fill all state officer positions.
- D. If there are an insufficient number of candidates to fill all officer positions, members who have been approved by the screening committee will be asked to interview. The screening committee may then choose to fill the vacant positions.
- E. If a position is not filled by State Officer Training, it will be left to the discretion of the FBLA State Adviser to accept applications and appoint a member to fill the position or leave the position unfilled.

**Section 5. Term of Office.** State Officers shall serve a term of one year beginning at their respective State Officer Training and ending at the following year’s State Officer Training.

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**Section 6. Vacancy in Office.** If there is a vacancy in any office, an officer may be appointed by the FBLA State Adviser.

**Section 7. Duties of FBLA State Officers.** The duties of the State Officers shall be as follows:

- A. The State President shall:
- a) serve as chairperson of the State Executive Council
  - b) preside over the State Executive Council meetings and other business meetings of *FBLA Arizona*
  - c) appoint appropriate committees and committee chairs
  - d) serve as an ex-officio member of all committees
  - e) perform other duties for the promotion and development of local, state, and national FBLA under the direction of the FBLA State Adviser.
- B. The State Officer Team Shall:
- a) assume the duties and responsibilities of the State President should that office become vacant due to resignation or otherwise, as the State Executive Council requests
  - b) assist the State President in the promotion and development of *FBLA Arizona*
  - c) plan and preside over regional leadership conferences
  - d) keep an accurate record of all business meetings of the State Leadership Conference and the State Executive Council
  - e) supply at least one copy of the minutes and substantiating reports to the State President and the FBLA State Adviser promptly
  - f) represent *Arizona FBLA* on the FBLA-PBL Arizona Board of Directors as a member
  - g) develop, implement and monitor a membership plan
  - h) present the annual financial report to members at the State Leadership Conference
  - i) assist with the securing of Event Travel Scholarships
  - j) be responsible for the *FBLA Arizona* Alumni Database
  - k) be responsible for publishing at least “two” state publications during the membership year
  - l) submit appropriate items to the publisher of the national FBLA publication, *Tomorrow's Business Leader*
  - m) initiate communication with State Officers to promote quality articles for local, state, and national publications
  - n) advise the State President on the orderly conduct of business in accordance with FBLA Bylaws and *Robert's Rules of Order, Newly Revised*
  - o) coordinate community service project(s)

These officers shall serve on the State Executive Council, perform the duties prescribed in the bylaws, and perform such other duties as are directed by the president and the state staff and not inconsistent with these bylaws or other rules adopted by *FBLA Arizona*.

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**Section 8. Discipline and Removal of State Officer(s).**

- A. State Officers may be disciplined or removed from office by the FBLA Arizona State Office (consisting of State Adviser and Board of Trustee Chair), in conjunction with their respective local adviser, for the following reasons:
  - a) Failing to meet academic standards ( i.e., maintaining at least a “B” average),
  - b) Failing to adhere to the *FBLA Arizona* Comprehensive Consent Form,
  - c) Failing to adhere to school rules,
  - d) Failing to adhere to the FBLA *Code of Ethics*,
  - e) Failing to fulfill the duties of the office,
  - f) Being convicted of a criminal offense, or
  - g) Conducting themselves in a manner not representing the best interests of FBLA.

**Section 9. National Officer Candidates.**

- A. FBLA Arizona shall have no more than 1 national officer candidate per National Leadership Conference.
- B. FBLA Arizona national officer candidates shall be determined by FBLA Arizona policy.

**ARTICLE VIII**  
**Committees**

Advisory committees to assist in the growth and development of FBLA may be appointed as deemed necessary by the State Executive Council. Recommendations of persons for such appointments shall be requested of local chapters. Local and state chapters may select advisory committees to assist in the growth and development of their respective chapters.

**ARTICLE IX**  
**Regional and State Leadership Conferences**

**Section 1.** Regional and state leadership conferences shall be held each year.

**Section 2.** Each local chapter in good standing shall be entitled to send voting delegates from its active membership to the regional and state leadership conferences. Eligibility will be

Members	1 - 49	--	2 delegates
Members	50 - 100	--	3 delegates
Members	101 - plus	--	4 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 office.

**Section 4. Voting.** Local voting delegates shall be entitled to vote on all matters which come before the regional and state general sessions. There will be no proxy voting.

**Section 5. Quorum.** The quorum for all business meetings of the regional and state leadership conferences shall be a majority of the currently registered voting delegates eligible to vote and in attendance at that meeting.

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**ARTICLE X**

**State Executive Council**

**Section 1.** The State Officers of *FBLA Arizona* and no more than thirteen approved local advisers shall serve on the State Executive Council. Local adviser approval shall be granted by the current Executive Council no later than June 1 and preference will be given to current state officers advisers. Other interested advisers shall follow the application process.

**Section 2. Duties.** The State Executive Council shall:

1. Adopt policies of operation of *Arizona FBLA* as deemed necessary, by a three-fourths vote,
2. Approve committee appointments and the creation of new committees by the State President,
3. Review all proposed amendments to the bylaws,
4. Present to the voting delegates at any conference designated by the executive council, those proposed amendments which have been approved by the state executive council, and
5. Perform such other duties as are prescribed by these bylaws.

**Section 3. Meetings.** Meetings shall be called by the FBLA State Adviser or upon the request of eight voting members of the State Executive Council.

**Section 4. Voting by Mail or Email.** Business of the State Executive Council may be conducted by mail or email at the discretion of the State President upon approval by the FBLA State Adviser. For adoption, action by mail or email shall require a plurality vote of the members eligible to vote, and shall be recorded in the minutes of the next regular meeting.

**ARTICLE XI**

**Emblems and Insignia**

**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 manufacture of, reproduction of, wearing of, and display 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 Arizona* shall be blue and gold.

**ARTICLE XII**

**Amendments**

**Section 1.** Proposed bylaw amendments shall be submitted in writing to the State Executive Council for approval. Once approved by the State Executive Council, the proposed amendments shall then be forwarded to the State Board of Trustees for approval. Proposed amendments approved by the State Board of Trustees shall be distributed to the local chapters at least two weeks prior to voting at a state meeting designated by the State Executive Council. A two-thirds vote of the local voting delegates present and voting at the designated meeting is required for adoption.

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(Amended 1996) – State Adviser, Betty Essex  
(Amended 4-12-02) – State Adviser, Betty Essex  
(Amended 10-03-03) – State Adviser, Betty Essex  
(Amended 10-05-05) – State Adviser, Ryan Hamilton  
(Amended 11-1-08) – State Adviser, Ryan Hamilton  
(Amended 04-20-10) – State Adviser, Ryan Hamilton  
(Revised 09-10-11) – State Director, Ryan Hamilton  
(Amended 04-02-13) – State Director, Ryan Hamilton  
(Revised 11-04-17) – State Adviser, Julie Ellis and State Chair, Debbie Cross