#### ARTICLE I

**Name**

The name of this division of Future Business Leaders of America-Phi Beta Lambda Arizona, Inc. (FBLA-PBL Arizona), shall be "Arizona FBLA Collegiate".

**ARTICLE II**

**Purpose**

***Section 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 2***. The specific goals of *Arizona FBLA Collegiate* 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***. *Arizona FBLA Collegiate* membership shall consist of members of chartered local chapters within the state of Arizona. Individual members shall be recognized only through a chartered local chapter or virtual (i.e., on-line) chapter of FBLA Collegiate.

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

*Active Members* shall be students enrolled in business and/or business-related fields, who accept the purpose of FBLA Collegiate, and subscribe to its creed. Active members shall pay state and national dues and may participate in state and national events, in accordance with state guidelines and the National Awards Program, serve as voting delegates, hold state or national office, and otherwise represent their state and local chapters as approved by their respective state or local advisers.

*Honorary Life Members* may be elected to a state or local chapter by a majority vote. They shall be persons who are assisting in the advancement of business and office education and/or who are rendering outstanding service to FBLA Collegiate. 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 IV**

**Dues and Finance**

***Section 1****.* State Dues. Annual state dues of members shall be submitted through local chapters along with the required national dues directly to the FBLA-PBL National Office. Any proposed changes to the amount of annual state dues per member shall be based on recommendations made by the State Officer Team and approved by a majority vote of the local chapter voting delegates at the annual State Leadership Conference. Such approved changes will take effect at the beginning of the following membership year (i.e., July 1).

***Section 2***. The financial affairs and property of *Arizona FBLA Collegiate* shall be managed by the FBLA Collegiate State Adviser, in accordance with the Arizona Chapter Constitution and rules established by the Arizona Board of Trustees.

***Section 3****.* State Budget. The FBLA Collegiate State Adviser shall prepare a state budget for *Arizona FBLA Collegiate* with the consultation and approval of the State Officer Team and shall submit the annual state budget and any other financial reports to the *Arizona* Board of Trustees for approval, upon request.

***Section 4.***  The fiscal year and membership year of *Arizona FBLA Collegiate* for the purposes of financial and dues reporting, respectively, shall be July 1 through June 30.

***Section 5.*** The budget year of *Arizona FBLA Collegiate* shall coincide with the terms of the State Officers as closely as possible and shall either begin after the conclusion of the annual State Leadership Conference, or for a one-year period determined by the FBLA Collegiate State Adviser, beginning no later than July 1.

**Section 6.** Upon request by the *Arizona* Board of Trustees, the FBLA Collegiate State Adviser shall facilitate the conduction of a review of *Arizona FBLA Collegiate’s* financial records for the most recently completed fiscal year, or for a period defined by the Board of Trustees. The purpose of the review shall be to determine if accurate records are being maintained, ensure proper procedures are being followed, and make any recommendations for improvement. The review shall be performed by a FBLA Collegiate local chapter adviser, *FBLA alumni* member, or Board of Trustees member, as selected by the Board.

**ARTICLE V**

**Organization**

***Section 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 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 3****.* The administration of *Arizona FBLA Collegiate* shall be the responsibility of the FBLA Collegiate State Adviser with the assistance of the FBLA Collegiate State Officer Liaison. The FBLA Collegiate State Adviser may delegate some administrative responsibilities to the FBLA Collegiate State Officers.

**Section 4.** The FBLA Collegiate State Officer Team shall be comprised of the State Officers, FBLA Collegiate State Adviser, and FBLA Collegiate State Officer Liaison, and shall have duties prescribed in these bylaws and any additional duties deemed appropriate and necessary by the FBLA Collegiate State Adviser.

***Section 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 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 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 VI**

**PBL State Adviser and PBL Officer Liaison**

***Section 1***. *Arizona FBLA Collegiate* shall have two executive positions referred to as the “FBLA Collegiate State Adviser” and “FBLA Collegiate State Officer Liaison” who will be individuals responsible for the administration of the organization and directing and guiding the State Officer Team, as prescribed in these bylaws,

***Section 2***. Eligibility. Only local chapter advisers, local chapter advisory council members, alumni, or employees assigned by the *Arizona Department of Education* shall be eligible to serve as either the FBLA Collegiate State Adviser or FBLA Collegiate State Officer Liaison.

***Section 3***. Appointment. The FBLA Collegiate State Adviser shall be recommended by the FBLA Collegiate State Executive Council and appointed by the FBLA Arizona Board of Trustees. The FBLA Collegiate State Officer Liaison shall be recommended by the FBLA Collegiate State Adviser and appointed by the FBLA Arizona Board of Trustees.

***Section 4.*** Terms. The terms of the FBLA Collegiate State Adviser and FBLA Collegiate State Officer Liaison shall be unlimited. The individuals appointed may only be removed by a majority vote of the FBLA Arizona Board of Trustees.

***Section 5.*** Vacancy in executive positions.

 A. In case of vacancy of one executive position the remaining executive will assume all duties and may delegate duties to the FBLA Collegiate State Officers or FBLA Collegiate local chapter advisers, as necessary, until the vacant position is filled.

 B. In case of vacancy in both executive positions the FBLA Collegiate State Executive Council will appoint a FBLA Collegiate local chapter adviser to oversee and assist the State Officers in performing all necessary duties. The local adviser shall serve on an interim basis until one of the executive positions is filled by appointment, as described above.

***Section 6***. Duties of executives.

1. The FBLA Collegiate State Adviser shall:
2. Serve as an ex-officio member of the FBLA Arizona Board of Trustees.
3. Serve as the primary or “key” contact person for *Arizona FBLA Collegiate*.
4. Establish and maintain an official mailing address for Arizona *FBLA Collegiate*.
5. Receive, process, and distribute all mailings and electronic communications consisting of official *Arizona FBLA Collegiate* business to and from the FBLA-PBL National Office.
6. Maintain an official *Arizona FBLA Collegiate* State Directory including contact information for the FBLA Collegiate State Officer Team, FBLA Collegiate local chapters and advisers, local chapter officers, and *Arizona FBLA Collegiate* websites and social media accounts.
7. Maintain the *Arizona FBLA Collegiate* checking account, supporting records for receipts and disbursements, and any other important documents related to the financial affairs of *Arizona FBLA Collegiate*.
8. Collect and record all cash receipts on pre-numbered receipt forms that indicate the date, payee’s name, purpose (e.g., dues, registration, etc.), and amount received. Deposit all cash and checks received into the *Arizona FBLA Collegiate* checking account.
9. Ensure that payments of *Arizona FBLA Collegiate PBL* funds are only made by checks issued from Arizona *PBL*’s checking account (i.e., no cash payments).
10. Serve as an authorized signer for the *Arizona FBLA Collegiate* checking account.
11. Ensure that all checks written from the *Arizona FBLA Collegiate* checking account are supported by appropriate supporting documentation.
12. Ensure that checks for reimbursement are approved and signed by an authorized signer other than the payee.
13. Reconcile the *Arizona FBLA Collegiate* checkbook and supporting records to bank records at least annually.
14. Prepare the annual state budget for *Arizona FBLA Collegiate* with the consultation and approval of the FBLA Collegiate State Officer Team; submit the annual budget and other financial reports to the FBLA Arizona Board of Trustees, upon request.
15. Approve all FBLA Collegiate State Officer and National Officer candidates.
16. Serve as a consultant to all FBLA Collegiate State Officers and National Officers.
17. Determine the dates and locations of FBLA Collegiate State Officer Team meetings with the consultation of the FBLA Collegiate State Officer Team.
18. Approve any state chapter sponsored community service, professional, social, or other type of events with the consultation of the FBLA Collegiate State Officer Team.
19. Prepare and maintain an official *Arizona FBLA Collegiate* Calendar of Events.
20. Develop guidelines for state competitions.
21. Ensure that all state competitions are conducted in accordance with state and national guidelines.
22. Determine the location of the annual State Leadership Conference and oversee the reservation of appropriate facilities.
23. Plan the content of the annual State Leadership Conference, including any guest speakers, workshop presenters, social events, or other activities, with the consultation of the FBLA Collegiate State Officer Team.
24. Determine the final conference schedule and all performance event schedules for the annual State Leadership Conference.
25. Approve the locations of any other leadership conferences (e.g., Fall or Winter Leadership Conference) or state general membership meetings.
26. Coordinate competitive event registration for the National Leadership Conference.
27. Compile winner’s lists for the Annual State Leadership Conference and National Leadership Conference for submission to the *FBLA Arizona* Board of Trustees; and
28. Perform other duties as prescribed by these bylaws and any other additional duties deemed necessary for the continued operations, promotion, or development of *Arizona FBLA Collegiagte*.
29. The FBLA Collegiate State Officer Liaison shall:
30. Prepare application materials for FBLA Collegiate State Officer candidates.
31. Verify the eligibility of all FBLA Collegiate State Officer and National Officer candidates by reviewing submitted applications and conducting interviews.
32. Endorse all FBLA Collegiate State Officer and National Officer candidates, subject to approval by the FBLA Collegiate State Adviser.
33. Determine the rules and regulations for all FBLA Collegiate State Officer campaigns and oversee campaigning to ensure that rules are followed.
34. Assist FBLA Collegiate National Officer candidates in planning their campaigns.
35. Serve as a coach and mentor to all FBLA Collegiate State Officers and National Officers.
36. Maintain frequent communication with all FBLA Collegiate State Officers and National officers during their term in office.
37. Develop and coordinate a FBLA Collegiate State Officer training program.
38. Assist the FBLA Collegiate local chapter advisers in supporting FBLA Collegiate State Officers and National Officers.
39. Recommend any FBLA Collegiate State Officer discipline, other than removal (see Article VII, section 6), to the State Executive Council for consideration.
40. Serve as an authorized signer for the *Arizona FBLA Collegiate* checking account and approve and sign any checks made payable to the FBLA Collegiate State Adviser.
41. Serve as the official webmaster for *Arizona FBLA Collegiate or oversee a designated State Officer*.
42. Coordinate and approve the development of all *Arizona FBLA Collegiate* marketing campaigns andrecruitment materials working with the VP of Marketing.
43. Oversee the FBLA Collegiate State President and VP of Marketing in seeking corporate sponsorships and donations.
44. Perform other duties as prescribed by these bylaws and any other additional duties deemed necessary by the PBL State Adviser for the continued operation, promotion or development of *Arizona FBLA Collegiate*.

**ARTICLE VII**

**State Officers and Elections**

***Section 1***. FBLA Collegiate State Officers. The five elected FBLA Collegiate State Officers shall include a State President, Executive Vice President, VP of Communications, VP of Marketing, and VP of Programs.

***Section 2****.* State Officer Qualifications

The FBLA Collegiate State Officer Liaison must certify a member’s eligibility to hold a FBLA Collegiate State Officer position. To be considered eligible, a member must:

1. be an Active Member of their FBLA Collegiate local chapter,
2. have paid their state and national dues;
3. have at least one full year remaining in their academic schedule;
4. have sufficient and appropriate FBLA and/or other leadership experience, as determined by the FBLA Collegiate State Officer Liaison and FBLA Collegiate State Adviser;
5. have and maintain a cumulative grade point of average of 2.5 on a 4.0 scale;
6. be endorsed by their local chapter; and
7. file an official application with the FBLA Collegiate State Officer Liaison by the announced deadline.

***Section 3***. Elections.

 A. The FBLA Collegiate State Officer positions shall be elected annually at the State Leadership Conference.

 B. The FBLA Collegiate State Officers shall be elected by a ballot vote of all voting delegates present. A majority vote shall be required for election. If no candidate for an office receives a majority vote on the third ballot, the candidate receiving the lowest number of votes for that ballot shall be dropped from the fourth ballot. If necessary, the candidate receiving the lowest number of votes shall be dropped from each subsequent ballot until one candidate receives a majority of votes.

***Section 4***. Term of Office. FBLA Collegiate State Officers shall be elected for one year or until their successors are elected or appointed. Their term of office shall begin at the close of the annual State Leadership Conference at which they were elected or upon their appointment.

***Section 5***. Vacancy in Office. A vacancy in any office, other than that of State President, shall be filled by appointment by the State President with the approval of the FBLA Collegiate State Officer Liaison and FBLA Collegiate State Adviser, subject to certification of the member’s eligibility by the FBLA Collegiate State Officer Liaison. In the event that the office of State President becomes vacant, the Executive Vice President shall automatically be appointed to the office of State President, subject to the approval of the FBLA Collegiate State Officer Liaison and FBLA Collegiate State Adviser.

***Section 6***. Terms of Removal from Office. FBLA Collegiate State Officers may be removed from office based on the agreement of the FBLA Collegiate State Adviser, FBLA Collegiate State Officer Liaison, and State President (or just the FBLA Collegiate State Adviser and State Officer Liaison in the event that the State President is being considered for removal). The other FBLA Collegiate State Officers not being considered for removal will be consulted prior to a formal decision being made to help ensure that all relevant information is considered. The following factors may be considered grounds for removing a State Officer from office:

* + 1. Not remaining an active member of their FBLA Collegiate local chapter, as determined by the FBLA Collegiate State Adviser in consultation with the appropriate local chapter leaders.
		2. Missing more than one state meeting (including State Officer meetings) without being excused by either the FBLA Collegiate State Officer Liaison or FBLA Collegiate State Adviser.
		3. Failure to follow the communication standards agreed upon by the FBLA Collegiate State Officer Team.
		4. Failure to perform their duties as outlined in these bylaws or agreed upon in the FBLA Collegiate State Officers’ Program of Work.
		5. Behavior that does not meet the standards of the national Code of Conduct or that is deemed harmful to the state chapter, as determined by the FBLA Collegiate State Officer Liaison and FBLA Collegiate State Adviser.

**ARTICLE VIII**

##### Duties of Arizona FBLA Collegiate State Officers

***Section 1*.** The State President shall:

 A. Serve as Chairperson of the FBLA Collegiate State Executive Council.

1. Preside over FBLA Collegiate State Executive Council meetings, FBLA Collegiate State Officer Meetings, and all business meetings of *Arizona FBLA Collegiate*.
2. Serve as a member of the FBLA Arizona Board of Trustees, as approved by the FBLA Collegiate State Adviser.
3. Appoint committee chairs for any committees formed by the FBLA Collegiate State Officer Team.
4. Ensure that official state business is conducted in accordance with these bylaws and Robert’s Rules of Order Newly Revised, as necessary. If considered necessary by the FBLA Collegiate State Adviser, appoint an official State Parliamentarian to assist in running state meetings.
5. Serve as the spokesperson for *Arizona* FBLA Collegiate when approved in advance by the FBLA Collegiate State Officer Liaison FBLA Collegiate State Adviser, ensuring that any messages are consistent with *Arizona FBLA Collegiate* policies approved by the FBLA Collegiate State Adviser.
6. Seek corporate sponsors and donations with the assistance of the VP of Marketing, under the supervision and direction of the FBLA Collegiate State Officer Liaison.
7. Assist the FBLA Collegiate State Officer Liaison and FBLA Collegiate State Adviser in facilitating active communication between the FBLA Collegiate State Officers.
8. Coordinate the development of the FBLA Collegiate State Officers’ Program of Work (POW), including defining goals and tasks necessary to accomplish them.
9. Assist the other FBLA Collegiate State Officers in the accomplishment of goals outlined in the POW.
10. Track the status POW goals and tasks and follow-up with other FBLA Collegiate State Officers to help ensure that goals are accomplished and team resources are allocated where needed.
11. Maintain communication with FBLA Collegiate local chapter Presidents and help them promote their chapters’ development,
12. Perform other duties necessary to promote the development of FBLA Collegiate at the local, state, and national level, as approved by the FBLA Collegiate State Officer Liaison or FBLA Collegiate State Adviser.

***Section 2.*** The Executive Vice President shall:

1. In the absence of the State President, preside over FBLA Collegiate State Executive Council meetings, FBLA Collegiate State Officer Meetings, or other business meetings of *Arizona FBLA Collegiate*.
2. Assist the State President in the performance of his or her duties.
3. Keep accurate minutes of all state meetings, including FBLA Collegiate State Officer Team meetings and FBLA Collegiate State Executive Council meetings,
4. Assist the other FBLA Collegiate State Officers in the accomplishment of goals outlined in the Program of Work.
5. Perform other duties necessary to promote the development of FBLA Collegiate at the local, state, and national level, as approved by the FBLA Collegiate State Officer Liaison or FBLA Collegiate State Adviser.

***Section 3.*** The VP of Communication shall:

1. Communicate news to members through posting blog updates to the *Arizona FBLA Collegiate* website and posts to FaceBook and other official social media accounts, as approved by the FBLA Collegiate State Adviser.
2. Track the *Arizona FBLA Collegiate* website blog posts and social media posts of the other FBLA Collegiate State Officers and follow-up as needed to help ensure that all team members are posting regularly based on a schedule agreed upon by the State Officer Team.
3. Prepare and distribute a FBLA Collegiate State Newsletter at least twice during the membership year coordinating contributions from the FBLA Collegiate State Officer Team and local chapters.
4. Coordinate the submission of articles to national publicationsor to FBLA Arizona.
5. Seek to publicize FBLA Collegiate state events in local news media, such as submitting press releases to newspapers, and by promoting on social media.
6. Assist the other FBLA Collegiate State Officers in the accomplishment of goals outlined in the Program of Work; and
7. Perform other duties necessary to promote the development of FBLA Collegiate at the local, state, and national level, as approved by the FBLA Collegiate State Officer Liaison or FBLA Collegiate State Adviser.

***Section 4***. The VP of Marketing shall:

1. Assist the FBLA Collegiate State Officer Liaison in the development of all *Arizona FBLA Collegiate* marketing campaigns andrecruitment materials.
2. Assist the State President in seeking corporate sponsors and donations, under the supervision and direction of the FBLA Collegiate State Officer Liaison.
3. Actively recruit alumni members.
4. Assist FBLA Collegiate local chapters in planning and implementing membership recruitment strategies.
5. Coordinate efforts of the FBLA Collegiate State Officer Team to recruit new local FBLA Collegiate chapters.
6. Plan and coordinate membership recruitment efforts at FBLA Arizona events.
7. Assist the other FBLA Collegiate State Officers in the accomplishment of goals outlined in the Program of Work.
8. Perform other duties necessary to promote the development of FBLA Collegiate at the local, state, and national level, as approved by the FBLA Collegiate State Officer Liaison or FBLA Collegiate State Adviser.

***Section 5.*** The VP of Programs shall:

1. Encourage the participation of FBLA Collegiate members in national FBLA programs.
2. Plan and coordinate the administration of state community service projects, fundraising projects, professional development activities, and social events, in consultation with the FBLA Collegiate State Officer Team, and approved by the FBLA Collegiate State Adviser.
3. Encourage FBLA Collegiate local chapters to plan their own community service, fundraising projects, professional development activities, and social events and provide guidance.
4. Encourage FBLA Collegiate local chapters to work with each other to coordinate programs, projects, activities, and events.
5. Plan and coordinate a FBLA Collegiate local chapter officer training to promote an understanding of FBLA-PBL programs and provide guidance on performing officer duties.
6. Assist FBLA Collegiate local chapters in planning and coordinating the annual Fall and Winter Leadership Conferences.
7. Track FBLA Collegiate member and FBLA Collegiate local chapter participation in state sponsored programs to award individual member and chapter recognition awards at the annual State Leadership Conference.
8. Assist the other FBLA Collegiate State Officers in the accomplishment of goals outlined in the Program of Work.
9. Perform other duties necessary to promote the development of FBLA Collegiate at the local, state, and national level, as approved by the FBLA Collegiate Officer Liaison or FBLA Collegiate State Adviser.

***Section 6***. The FBLA Collegiate State Officers shall serve on the FBLA Collegiate State Executive Council, and perform such additional duties as directed by the FBLA Collegiate State Officer Liaison or FBLA Collegiate State Adviser that are not inconsistent with these bylaws and other rules adopted by Arizona *FBLA Collegiate* or the national organization.

**ARTICLE IX**

**FBLA Collegiate State Executive Council**

***Section 1***. The FBLA Collegiate State Adviser, FBLA Collegiate Officer Liaison, FBLA Collegiate State Officers, and one adviser or member representative from each local FBLA Collegiate chapter shall constitute the FBLA Collegiate State Executive Council. The council may sit in Executive Session during any council meeting. A quorum will consist of 4 State Officers, the State Adviser, and a majority of advisers or representatives of each local chapter.

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

1. Recommend applicants for the FBLA Collegiate State Adviser position to the *FBLA Arizona* Board of Trustees for approval.
2. Approve any disciplinary procedures for FBLA Collegiate State Officers recommended by the FBLA Collegiate State Officer Liaison.
3. Review and approve all proposed amendments to these Bylaws.
4. Perform other duties as directed by the FBLA Collegiate State Adviser or the *FBLA Arizona* Board of Trustees.

***Section 3****.* Meetings. FBLA Collegiate State Executive Council meetings shall be called by the FBLA Collegiate State Adviser, or upon the request of three voting members of the FBLA Collegiate State Executive Council, upon approval by the FBLA Collegiate State Adviser.

***Section 4***. Voting by Mail or e-mail. Business of the FBLA Collegiate State Executive Council may be conducted by mail or e-mail at the discretion of the FBLA Collegiate State Adviser. For adoption, action by mail or e-mail shall require a three-fourths vote of the members eligible to vote, and shall be recorded in the minutes of the next regular meeting.

**ARTICLE X**

**Annual State Leadership Conference**

***Section 1***. A State Leadership Conference shall be held in each membership year**.** The FBLA Collegiate State Adviser shall determine a date and location for the conference.

***Section 2***. Planning and Administration. The FBLA Collegiate State Adviser shall be responsible for the planning and administration of the annual State Leadership Conference. the FBLA Collegiate State Adviser shall plan the content of the conference, including any guest speakers, workshop presenters, social events, or other activities, with the consultation of the FBLA Collegiate State Officer Team. The FBLA Collegiate State Adviser shall determine the final conference schedule.

***Section 3***. Each FBLA Collegiate local chapter in good standing shall be entitled to two to five local voting delegates and alternates from its active membership to the annual State Leadership Conference in accordance with the following:

• Under 20 members - two voting delegates

• 20-40 members - three voting delegates

• 41-59 members – four voting delegates

• Over 60 members - five voting delegates

***Section 4****.* All FBLA Collegiate local chapter voting delegates and competitive event participants shall be officially certified by their respective chapters and registered for the conference by a deadline set by the FBLA Collegiate State Adviser, as announced in the conference registration materials.

***Section 5****.* Voting. FBLA Collegiate local chapter voting delegates shall be entitled to vote on all matters that come before the state general sessions. There shall be no proxy voting.

***Section 6***. Quorum. The quorum for all business meetings of the annual State Leadership Conference shall be a majority of the FBLA Collegiate local chapter voting delegates registered and in attendance at that meeting.

**ARTICLE XI**

**Committees**

***Section 1***. Committees to assist in the growth and development of Arizona *Collegiate* may be established by the FBLA Collegiate State Officer Team. Recommendations for members to serve on committees shall be requested of PBL local chapters.

***Section 2***. The State President shall appoint a chairperson to lead any committee established by the FBLA Collegiate State Officer Team.

***Section 3***. FBLA Collegiate members shall serve on a committee for a period not to exceed the current FBLA Collegiate State Officers’ term in office.

***Section 4***. Committee business may be conducted by mail or e-mail at the discretion of the committee Chairperson. For adoption, action by mail or e-mail shall require a three-fourths vote of the members eligible to vote and shall be reported to the committee members not later than the next regular meeting.

***Section 5***. FBLA Collegiate local chapters may select advisory committees to assist in the growth and development of their respective chapters.

 **ARTICLE XII**

**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 manufacture, reproduction, wearing, or display of the emblem shall be governed by the national Board of Directors.

***Section 2***. Emblems and insignia shall be uniform in all local chapters and within special emphasis groups: they shall be those of FBLA Collegiate. Only members in good standing may use official emblems and insignia.

***Section 3***. The official colors of Arizona *FBLA Collegiate* shall be blue and gold.

**ARTICLE XIII**

**Parliamentary Authority**

The rules contained in the latest edition of Robert’s Rules of Order Newly Revised shall govern *PB*L *Arizona* in all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA-PBL, Inc., *FBLA-PBL Arizona*, these Bylaws or any special rules of order *Arizona FBLA Collegiate* may adopt.

**ARTICLE XIV**

**Amendments**

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

#### Adopted: November 7, 1973

**Amended: April 12, 1975**

**Revised: March 1977, April 1978, April 1981, February 1984, and February 1988**

**Amended: April 7, 1990**

**Amended: March 6, 1999**

**Amended: April 22, 2000**

**Amended: March 30, 2001**

**Amended: October 9, 2004**

**Amended: March 24, 2006**

**Amended: February 13, 2010**

**Revised: September 10, 2011**

**Amended: October 7, 2017**

**Revised: September 1, 2022 (revised for name change)**