

Future Business Leaders of America Cook High School Chapter Bylaws

Article I. Name

The name of this organization shall be the Cook High School Chapter of Future Business Leaders of America.

Article II. Purpose

Section 1. The purpose of the FBLA 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 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 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 membership shall consist of current Cook High School students in *good behavioral standing**. Students not exhibiting good behavioral standing will be suspended and/or **revoked from being a member of FBLA**. Furthermore, **refunds will not be issued**.

- ****Good behavioral standing*** is defined as students who have **no more than one referral to ISS and no OSS assignments**.
- Furthermore, students must be a current student at CHS. Students of Cook Performance Learning Center (CPLC), under *alternative school status*, are not current students of CHS and will not participate in FBLA activities even if dues were paid prior to enrollment at CPLC. In such cases, **refunds will also not be issued**.
- Former members who owe a balance to FBLA will not be considered for future membership without paying the entire balance.

Section 2. National FBLA, as well as the state and local chapters, shall be open for membership to these classes of members: Active Members shall be secondary current CHS students in good behavioral standing who become members while enrolled in business and/or business-related fields, who accept the purpose of FBLA, 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 and may participate in national events, in accordance with the guidelines of the National Awards Program, 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 \$25 a year, of which \$16 shall be remitted to the FBLA-PBL National Center in payment of the national dues and \$9 to the FBLA-PBL state chapter in payment of local dues.

Section 3. The fiscal year of the FBLA shall be July 1 through June 30.

Section 4. At the conclusion of the fiscal year, the account shall be balanced with the school bookkeeper, which shall be reported at the first annual meeting of the next fiscal year.

Article V. Officers and Elections

Section 1. Officers of the Chapter shall be: president, vice president, secretary, treasurer, communications, and any other office seen as a need.

- Members must have completed at least one level of Business Achievement Awards (BAA) and shall submit officer applications by March 1 and will be elected by April 1 for the next school year. Officers shall hold office for a term of one year. 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.

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.

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 local Chapter before the next meeting.

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 local and national offices. This shall be done with adviser supervision.

Section 5. The Communications Officer 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 6. 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 August meeting shall be designated as the annual meeting for the purpose of installing 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.

Article VIII. 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. Only members in good standing may use official emblems and insignia.

Section 4. The official colors of FBLA-PBL shall be blue and gold.

Article IX. Amendment of the Bylaws

Amendments to the Bylaws can be made by advisers and/or administrators of CHS at any time necessary.

Article X. Travel

All fees must be paid by the due date set before travel in order to participate. Customary travel for FBLA includes, but may not be limited to, the following:

- SLOTS (officers attend)
- Fall Motivational Rally
- Fall Leadership conference (officers attend)
- Region Leadership conference
- State Leadership conference (Members that attended Region)
- National Leadership conference (Members that attended State)

Article XI. Club Structure and Activities

1. Service Hour: service-hour constitutes any hour of service performed by an FBLA member with the approval of his/her adviser. Students are responsible to ask their adviser for total service hours earned in April of their senior year.
2. Adult Chaperones: For every ten (10) FBLA members attending any activity or function, there shall be not less than one (1) adult adviser.

Article XII. Code of Conduct

Behavior

1. All members are expected to abide by all government laws, regulations, and student handbook rules.
2. Members must respect the personal property of others as well as the property of any meeting or lodging facility when traveling. **Any damage caused by a member must be paid for by that member.**
3. Members may not possess or consume any alcoholic beverages.
4. Members may not possess or use any drugs or other controlled substance, with the exception of medication prescribed for the attendee.
5. Members may not possess or use tobacco products or vape substances.
6. Members are expected to abstain from any activity of a sexual nature.
7. Communicate with advisers and members with respect and understanding. Competition and travel can create high-stress situations. Don't take that stress out on the people closest to you.
8. Do NOT talk about other students. This includes our members and especially members from other chapters. Being rude to other FBLA members goes against everything we stand for.
9. Participate in group sessions when traveling. Don't have your phone out while we are listening to a speaker. Have respect for those taking the time out of their schedule to help you.
10. Don't go anywhere alone during trips. Always have a buddy or be in a group.
11. Don't go anywhere outside the hotel or the conference center without permission from the adviser or chaperones.
12. Use professional language when speaking. Members are to abstain from foul language, abusive language, and/or any other language seen as unbecoming of an officer. We are always listening and you can still get an incivility write-up 200 miles from school.
13. Be aware of your surroundings when your group gets too loud. Don't use your outside voices in designated quiet places.
14. Trips are not dating conventions. Meet other members with the possibility of attending the same college or working together in the future.
15. Ignore negativity. There's no point in stooping to the level of those that feel the need to be rude or disrespectful. Let advisers handle those issues.
16. Everything you do is an extension of Mrs. Carter and Mrs. Copeland and a representation of Cook High School. Remind yourself of that when faced with a decision on how to behave.
17. Members may not possess weapons, firecrackers, or anything of a dangerous nature or act in any way unbecoming of an FBLA member.

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Lodging & Travel

1. Members staying in a hotel or other lodging facility must sleep in their assigned rooms.
2. Female members are not allowed in the room of any male members and male members are not allowed in the room of any female members.
3. No member shall be allowed on balconies.
4. Respect the rights of others by being as quiet as possible after curfew.
5. Members are required to follow all curfew rules; otherwise, they may not attend future conferences during the school year and will be written up.
6. Students will not leave the hotel/motel without the express permission of my adviser. Should the student receive permission, they will leave a written notice of where they will be.
7. Members are required to attend workshops as stated by the adviser; otherwise, the member will not be allowed to attend future conferences during the school year. Proof will be required.
8. Members are to arrive at least 5 minutes early for all meet up times.
9. **Students agree that if, for any reason, they are in violation of any of the rules of the conference, they may be sent home at the expense of my parents/guardians or themselves.**

Dress Code

1. All participants are expected to abide by the designated dress code of each activity.
2. **"Professional"** refers to dress shirt, slacks, neck tie, sport or suit coat, and appropriate shoes for males and dress or suit, skirt or slacks, blouse and appropriate shoes for females.
3. **"Business casual"** refers to slacks, collared shirt and appropriate shoes for males and slacks, skirt or skort, blouse or collared shirt and appropriate shoes for females.
4. **"Casual"** refers to shorts or jeans (with no holes), collared shirts, sweatshirts or appropriate tee-shirts and casual footwear for males and shorts, skirt, skort or jeans (with no holes), collared shirt, sweatshirt or appropriate tee-shirt and casual footwear for females.
5. At no time will any clothing with inappropriate language or graphics be allowed. Any shirts, shorts, or skirts deemed to be of inappropriate length will not be allowed.
6. **School dress code will also be followed at all times** (bus, hotel leisure time, fun activities).

Competition Preparation

PRE TRAVEL:

- Minimum of **3 sessions** (AM or PM) are required before or after school to prepare for your competition.
- When preparing, students are here to work; therefore, no watching movies, facetiming, etc.
- Group members must contribute equally.
- Minimum of **2 sessions** (AM or PM) are required two weeks before travel before or after school to practice your **FINISHED** competition. **Failing to meet this requirement will disqualify you from competition, and no refunds of payment will be given** as registration will already have been completed. Furthermore, **you will not travel with us to the conference.**

CONFERENCE:

- Students deciding not to compete at the conference (due to nerves, change of mind, being late, etc.) will be **responsible to pay the \$25 no-show fee.**

Article XIII. National Education Programs

Business Achievement Awards The Business Achievement Awards (BAA) are an individual achievement award program for active, paid high school student members in FBLA. Participating students have the opportunity to enhance their leadership skills, expand their business knowledge, contribute to their local communities, and earn recognition by immersing themselves in their school and communities. There are four levels to the Business Achievement Awards.

1. **Level One (Contributor Award):** Members are introduced to the foundations of FBLA and learn how to best take advantage of the opportunities available to members.
2. **Level Two (Leader Award):** Members learn the fundamentals of leadership and explore their personal leadership style.

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3. **Level Three (Advocate Award):** Members have the opportunity to select a business skill or content area that they would like to further develop. Once completed, members have the choice of continuing on to the Capstone Project (Level Four) or selecting a new business skill or concept to earn an additional Advocate Award.
4. **Level Four (Capstone Award):** Participating members will design, complete, and reflect on a project that solves a real-world problem. Interested members can submit their project for competitive review at the National Leadership Conference. FBLA members that have successfully completed the BAA Capstone Award can submit their project for competitive review. Grand Prize: \$5,000

Student Challenges & Partner Programs: Student challenges and partner programs provide opportunities for students to compete in a variety of areas throughout the school year. Different from the National Awards Program (competitive events), student challenges are often presented in collaboration or hosted by our partners throughout the year.

1. **Lead4Change:** Empowered to Lead. Inspired to Serve. Lead4Change is a FREE leadership program reaching high school students with a proven process to become passionate, service-minded leaders for life.
2. **LifeSmarts:** LifeSmarts is a national educational competition focused on personal finance and consumer topics. This free program, open to 6th-12th-grade students in the United States, quizzes students about personal finance, technology & workforce preparation, consumer rights & responsibilities, health & safety, and the environment.
3. **The Stock Market Game:** Students in the FBLA Stock Market Game (SMG) may work individually or in teams of two to five members to build and manage a successful investment portfolio of stocks, bonds, and mutual funds, using a hypothetical \$100,000. They track their investments over the course of 10 weeks, receiving valuable opportunities to practice math, critical thinking, problem solving, and research skills as well as essential real life money skills.
4. **Virtual Business Finance Challenge:** The Virtual Business Personal Finance Challenge encourages FBLA members to test their financial literacy skills. Participating teams will be making personal finance decisions for a simulated person. The concepts students will be managing include opening bank accounts, paying bills, filing taxes, applying for jobs, enrolling in educational courses, paying for goods, applying for credit cards, determining schedules, budgeting, and more. For each round, teams will be ranked based on their person's net worth after running the simulation for two virtual years.
5. **Virtual Business Management Challenge:** The FBLA Virtual Business Management Challenge encourages FBLA members to test their skills at managing either a bicycle manufacturing business or a blue jeans manufacturing business. Students will be limited as to which concepts they are able to control during each of the qualifying rounds. What participants control will include various combinations of the following concepts: recruiting/hiring/supervising employees, risk management, organizing floor layouts, bidding on orders and more. For each round, teams will be ranked based on their business' cumulative profit after running the simulation for six virtual months.