

Mrs. B.

Future Business Leaders of America
Otterville Chapter Bylaws

Article I. Name

The name of this organization shall be the Otterville R-VI High School Chapter of the Future Business Leaders of America.

Article 2. Purpose

Section 1. The purpose of this FBLA chapter is to provide as an integral part of the instructional program additional opportunities for secondary students (9-12) in business to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

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 establishment of occupational goals
- Facilitate the transition from school to work

Article 3. Membership

Section 1. FBLA membership shall consist of members of the chartered local chapter. These members shall hold membership in their state and national chapter. Individual members shall be recognized only through a state chapter of FBLA except, in the case where there is no state chapter, the member shall be recognized by the national office.

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 students who become members while enrolled in business classes or have taken a business class previously and must be eligible to participate in co-curricular activities under the Otterville R-VI Board Policy at Otterville R-VI High School, 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 establish by FBLA. Members convicted of a crime will be placed on an inactive basis for their reminder of the physical year.

Professional Members shall be persons associated with or participating in the professional development of FBLA as approved by the state chapters. Such members may include local and state chapter advisers, business teacher's 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 events, serve as voting delegates, or hold office.

Honorary Life Members may be elected to a state or local chapter my majority voting. They shall be persons who are assisting in the advancement of business and office education and/or who are rendering outstanding service to FBLA-PBL, Inc. 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

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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.

Section 3. The membership shall follow the guidelines put forth in the student and activities handbook adopted by the Board of Education. The Adviser/Administration has the authority to intervene at any time to preserve the best interest of the student and/or program. Detention tardies will be looked at by the Adviser on an individual infraction basis.

Article 4. Dues and Finance

Section 1. Dues. National dues based on fiscal reports by the national office, and on recommendations by the National Executive Council and the Board of Directors, shall be determined by a majority vote of the state-voting delegates at the National Leadership Conference. National dues of members shall be forwarded directly to the FBLA national office 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 the Future Business Leaders of America shall be \$10 a year, of which the correct amount shall be remitted to the FBLA National Office in payment of the national dues and the correct amount to the FBLA state chapter in payments of state dues.

Section 3. The fiscal year of the Future Business Leaders of America shall be June 1 through May 30.

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

Section 5. Personal account payment can be refunded. All money made through chapter fundraisers will stay in account until senior graduation. At that time it can be handed down to a family relative. If there is no one to transfer funds will be placed in general account. If member attended Nationals or is an officer it will go towards personal senior scholarship.

Article 5. Officers and Elections

Section 1. Officers of the chapter could be: President, Vice President of Communication, Vice President of Membership, Vice President of Public Relations, Secretary, Treasurer, Parliamentarian, and Historian. These officers with the adviser as ex-officio members shall constitute the Executive Committee. Officers shall be selected prior to the annual meeting and shall hold office for one (1) year. An officer packet will be distributed to applicants in grades 9-11 of the current year. Each selected officer is required to take a business class in the business room.

Section 2.

President

- Serves as chairman of the Otterville FBLA Chapter
- Appoints appropriately needed committees and committee chairmen
- Maintains close communication with the Mrs. Birdwell and other officers
- Ensures that the tasks required to accomplish the program of work are being performed in a timely manner by the officer team
- Promote the national membership programs to chapters
- Performs duties for the promotion and development of the Otterville FBLA
- Will complete a level of BAA by February 1 of the current school year
- Will do the Super Sweeps Award due in October

Vice President of Membership

- The Vice President of Membership presides at meetings in absence of the president and would assume that position if it became vacant

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- Work with the Mrs. Birdwell and other officers to develop a membership strategy for the year
- Work with local chapters and districts to increase membership and participation
- Performs other duties as directed by the president or Mrs. Birdwell
- Performs duties for the promotion and development of the Otterville FBLA
- Chair of the Chapter of the Year Award
- Will complete a level of BAA by February of the current school year

Vice President of FBLA Relations

- The VP of FBLA Relations works with the other members to make sure that there is a seamless transition between membership and officers
- Work with the other Vice Presidents to develop recruitment materials
- Performs other duties as directed by the president or Mrs. Birdwell
- Performs duties for the promotion and development of the Otterville FBLA
- Chair of the Outstanding Chapter Award
- Will complete a level of BAA by February 1 of the current school year

Vice President of Communication

- The Vice President of Communication oversees communication
- Monitor and update FBLA social media outlets with news
- Performs other duties as directed by the president or Mrs. Birdwell
- Performs duties for the promotion and development of the Otterville FBLA
- Chair of FBLA Week and Locker/ Teacher treats by the 15th of each month
- Will complete a level of BAA by February 1 of the current school year

Secretary

- The Secretary will perform duties that are common to the office
- Record the minutes of the executive council meeting
- Assists the Vice Presidents with the creation of recruitment materials
- Performs other duties as directed by the president or Mrs. Birdwell
- Performs duties for the promotion and development of the Otterville FBLA
- Will complete a level of BAA by February 1 of the current school year

Parliamentarian

- The Parliamentarian is appointed to assist the President and Vice President with the use of proper rules of order
- Ensure that business is conducted properly at the Otterville FBLA Chapter/Executive Meetings
- Uses the newest edition of Robert's Rules of Order as a guide for decisions not otherwise outlined
- Assists the Vice Presidents with the creation of recruitment materials
- Performs other duties as directed by the president or Mrs. Birdwell
- Performs duties for the promotion and development of the Otterville FBLA
- These officers will meet once a week with Mrs. Birdwell in preparation for competition starting May 1, 2015 from 3-3:20 on an agreed evening by all parties
- Will complete a level of BAA by February 1 of the current school year

Reporter

- Send Correspondence out regarding chapter activities (thank you, etc.)
- Prepare typed reports of activities/awards to be sent to the local school newspaper, local newspapers, as well as district, state, and national news
- Assist with camera duties at each activity
- Assist president as needed
- Will complete a level of BAA by February 1 of the current school year

Treasurer of Personal Accounts

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- Keep an accurate record of all personal accounts
- Hand out account balances at each meeting
- Send invoices to members in the negative the first of each month
- Will complete a level of BAA by February 1 of the current school year

Treasurer of Fundraising

- Keep an accurate record of the general account
- Keep an accurate record of money spent/ profited on fundraisers
- Have a treasurers reports at each meeting
- Will complete a level of BAA by February 1 of the current school year

Historian (2 Historians will be chosen)

- Maintain records of the chapter through pictures and written descriptions of various events
- Let others see the progress and activities of the chapter through a digital scrapbook on a DVD to be presented to all members at the end of the year Awards Night
- Will complete a level of BAA by February 1 of the current school year

Section 9. All officers will be chosen through a business interview selection or by the Otterville Chapter Adviser, with provisions by Chapter Presidents. Officer Application packets will be available by the adviser in a timely manner prior to the interview date. Officer candidates must have been academically eligible three (3) of the last four (4) quarters of their school years. All officers will be requested to wear official dress (consisting of the National dress guide) or the outfit (dress approved by the Adviser), dress shoes (red patent heels unless the officer team selects another color or flats appropriate at necessary times), or casual wear (polo shirts or officer t-shirts) with blue jeans on meeting days and attend an executive officer meeting prior to the general meetings. All officers are required to participate at District, State, and National completion and to promote such competitive involvement from the members. All officers are required to attend Creating Leaders Unleashing Excellence (CLUE) in summer months to promote leadership abilities. An officer that has obtained an office referral resulting in an out-of-school suspension will be grounds for dismissal of their position as would be conviction of a criminal offense. An officer can be placed on semester probation for an improper fraction. If a second infraction occurs dismissal can be an option. A letter will be sent when placed and removed. The officer has the right to appeal any grounds for removal to the adviser(s) in writing and orally. Should an officer be removed from office due to an out-of-school suspension or for two probation letters it is in the best interest of the organization that a one year waiting period be required before applying for an officer position again. Should an officer willingly terminate their position for any reason a letter of resignation will be submitted to the President or Adviser to read at the next general meeting. If an officer vacancy occurs during the physical year applications will be accepted and reviewed by the current officer team. A replacement will be selected in a timely manner.

Article 6. Competitive Events

Section 1. All members with paid dues to the state and national organization is allowed to participate. A permission slip will be distributed which will require the members signature and the parent (guardian) signature. The order of competitive events is district, state or straight-to-state, nationals.

Section 2. Business Achievement Awards. Members receive recognition for the "Future and Business" level at the chapter awards night. "Leader" level is recognized at the State Leadership

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Conference (SLC). If a member has not participated in any competitive event all expenses to attend the SLC will be out-of-pocket in advance of attending. "America" level is recognized at the State Leadership Conference (SLC) and National Leadership Conference (NLC). If a member has not participated in any competitive event all expenses to attend the SLC or NLC will be out-of-pocket in advance in attending.

Article 7. Meetings

Section 1. There must be at least one regular meeting a month during the school year if the schedule permits. The regular Otterville FBLA Chapter meeting shall be designated as the annual meeting for the purpose of 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 and the adviser.

Section 2. Quorum. A 2/3 voting membership will constitute a quorum of the Otterville Chapter or by a 2/3 vote of the Executive Committee.

Section 3. An officer meeting should take place prior to each regular scheduled meeting with all officers attending to prepare the agenda.

Article 8. Committees

Section 1. The President, in consultation with the Adviser, shall appoint, or volunteers shall be accepted for the following committees (a) Auditing, and (b) Program of Work. The President shall appoint additional committees as authorized by the Executive Committee and the adopted parliamentary authority.

Section 2. The local chapter may select an advisory committee to assist in the growth and development of their respective chapter.

Article 9. Emblems, Insignia, and Colors

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

Section 2. The official emblem and insignia item designs are described and protected from infringement by registration in the US 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 shall be blue and gold.

Article 10. Parliamentary Authority

The rules contained in Robert's Rules or 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 the FBLA-PBL, Inc., these Bylaws, or any special rules or order the chapter may adopt.

Article 10. Amendment of the Bylaws

Amendments to the Bylaws shall be submitted in writing at a regular/executive meeting and shall not be voted until the following regular/executive meeting. A two-thirds vote of the members present shall be required for adoption.

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Halle Draffen Halle Draffen / _____ 9/7/2021
Secretary Date

Noah Saltzgaver, Brandon Sewell NS Saltzgaver / BS Sewell / 09/07/2021 9/7/2021
Presidents Date

Mrs. Cindy Birdwell Cindy Birdwell / _____ 9/7/2021
Adviser Date