

Nevada FBLA-PBL, Inc.
Board of Trustees Bylaws

Established 2006

Amended
May, 2007
September, 2007

**NEVADA FBLA-PBL, Inc.
Board of Trustees Bylaws**

Article I: Purpose

Section 1.1 The purpose of the Board of Trustees is to provide a representative system of governance to establish policy and support the purposes of the Nevada Future Business Leaders of America – Phi Beta Lambda, Inc. hereafter referred to as “Nevada FBLA-PBL, Inc.” The various duties are carried out in a manner most expedient in the board’s judgment with all due consideration given to the democratic processes found in Robert’s Rules of Order.

Article II: Responsibilities

Section 2.1 The Board of Trustees shall establish policies and procedures to ensure the state association fulfills its mission of serving students enrolled in career and technical education programs recognized by the national FBLA-PBL, Inc., and that all financial records are maintained in accordance with common accounting principles.

Article III: Membership

Section 3.1 Composition: The Board of Trustees, hereafter referred to as the Board, shall consist of up to twenty persons. The Board shall include the following membership: the state Director of Career, Technical, and Adult Education for the Nevada Department of Education (ex officio); the state Business and Marketing Education Consultant for the Nevada Department of Education; the Nevada FBLA-PBL Executive Director as determined by the Nevada Department of Education; (1) one Nevada FBLA-PBL adviser as selected by the Nevada FBLA-PBL Board of Advisers; (1) one student FBLA State Officer; (1) one student PBL State Officer, and up to fourteen additional persons from education, business, and industry as trustees.

Section 3.2 Qualifications and Terms of Office: The state Director of Career, Technical, and Adult Education, the state Business and Marketing Education Consultant for the Nevada Department of Education, the Nevada FBLA-PBL Executive Director shall be perpetual members of the Board as long as the incumbent holds such appointment at or by the Nevada Department of Education.

The state Business and Marketing Education Consultant for the Nevada Department of Education will serve as the Nevada FBLA-PBL State Chair.

The one Nevada FBLA-PBL local adviser shall be selected by the Nevada FBLA Board of Advisers to serve a one year term. The one Nevada FBLA student state officer and one Nevada PBL student state officer shall be appointed by the Executive Director from among the elected teams of student state officers for the duration of their officer term. The education, business, and industry representatives shall be nominated by the Nevada FBLA-PBL State Chair or Nevada FBLA-PBL Board Chair and elected to the Board by a majority vote of the current members of the Board and shall serve a one year term. All board members must be professional members in good standing of the Nevada FBLA-PBL, Inc.

A term of office shall consist for one year, beginning and ending with the dates of the Association's fiscal year. Additional terms may be served, but may not exceed four consecutive terms.

Members may be removed from the Board by a two-thirds (2/3) majority vote of the Board, with the exception of perpetual members.

Section 3.3 Vacancies: In the case of a board vacancy, the State Chair or Board Chair may nominate another qualified person to fulfill a term. Members filling a vacancy shall be elected to the Board by a majority vote of its members. In the event of a State Chair vacancy, the Board will rely on the State Department of Education to provide a suitable appointment.

Vacancy in the position of the State Executive Director shall be filled by appointment by the State Department of Education.

Section 3.4 Board Officers: The officers of the board shall consist of:

- State Chair
- Board of Trustees Chair
- Vice Chair
- Secretary/Treasurer
- State Executive Director

The chair, vice chair and secretary/treasurer shall be elected from the board's membership. Candidates for these positions must have enough service eligibility remaining to complete their term(s) of service. The board vice chair shall become board chair after completing one year of service as vice chair. The board chair shall serve in this capacity for one year.

The State Chair and State Executive Director will be selected by the Nevada Department of Education.

The State Executive Director shall be responsible for the organization of board meetings, establishing meeting agendas, developing and providing necessary reports.

The Board Chair shall work closely with the State Executive Director in setting meeting agendas and shall preside over each meeting.

The Vice Chair shall preside over meetings in the absence of the chair.

The Secretary/Treasurer shall be responsible, in partnership with the State Executive Director, for maintenance of records, providing an annual financial report, and recording of meeting minutes.

Article IV: Meetings

Section 4.1 Quorum: At all meetings of the Board, it shall take no less than four of the existing membership to constitute a quorum to conduct business. Any matter may be adopted by vote of a majority present at a meeting at which a quorum is present and where either the State Chair or the State Executive Director are part of the quorum. The act of a majority of the Board where a quorum is present shall represent an act of the Board provided that any actions that are inconsistent with the policies of the Nevada Department of Education or Nevada FBLA-PBL, Inc. may be vetoed by the State Chair, the State Director of Career, Technical, and Adult Education for the Nevada Department of Education, or the Nevada Department of Education's superintendent's office.

Section 4.2 Voting: Subject to the provisions in Section 3.1, at all official business meetings each member of the Board shall have one vote. The State Chair and Board Chair shall only vote in the event of a needed tie-breaker vote. Votes may be cast by written approval of proxy, by mail, by electronic means or directly at a business meeting of the Board.

Any member who may benefit personally or whose business may profit from any contract presented to the Board must abstain from the vote and it be noted in the minutes.

Section 4.3 Record of Proceedings: Minutes shall be recorded for all board meetings and shall be submitted to the next succeeding meeting of the Board for approval, but failure to submit or to receive the minutes shall not invalidate any action taken upon authorization contained in them.

Section 4.4 Committees: The Board, by resolution, may establish any committee to study and make recommendations concerning the matters delegated to it, but no committee shall have the power to set policy or act in an official capacity in lieu of the Board. Committees shall include two or more persons. The designated leader of the committee will provide a verbal and/or written report to the Board at a scheduled business meeting.

The Nevada FBLA-PBL State Officers shall be selected consistent with the Nevada FBLA-PBL Student Constitution. The Nevada FBLA-PBL State Officers shall serve as a perpetual committee of the Nevada FBLA Board of Trustees.

The Nevada FBLA Board of Advisors shall consist of one representative from each active local chapter in good standing. The Nevada FBLA-PBL Board of Advisors shall serve as a perpetual committee of the Nevada FBLA-PBL Board of Trustees with representation to the Board of Trustees.

Section 4.5 Scheduled Meetings: The Board shall meet a minimum of two times per fiscal year either in person or by electronic means.

Article V: Chapter Governance

Section 5.1 Active Chapter Standards: Nevada FBLA has three types of chapters: In-Active: Have not achieved "Chapter in Good Standing" or "Active" status. Chapter in Good Standing: Have paid dues, but have not met all of the requirements to be recognized as an "active chapter. Active: Are recognized as active because they have met all of the requirements to be "active".

To be recognized as an Active Chapter, all of the following requirements must be met: Current Chapter By-laws submitted by October 20; Elect Chapter Officers and submit the officer roster by October 20; Register and pay dues for at least ten (10) members by October 20 using the National Online Membership System; Attend at least one conference sponsored by Nevada FBLA-PBL throughout the year; At least five (5) members must achieve the Future Award Level in the Business Achievement Awards by January 31; Plan and implement a minimum of eight (8) chapter events, meetings, activities, fundraisers, or any combination of the items on this list.

Section 5.2 Conference Lodging: All chapters attending a Nevada FBLA-PBL Conference are required to stay at the officially designated conference hotel in order to be eligible for participation.

Article VI: Amendments

Section .1 These bylaws may be amended or revised by the affirmative vote of no less than two-thirds (2/3) of the voting members of the Board of Trustees.