



## **FUTURE BUSINESS LEADERS OF AMERICA BYLAWS**

### **NEVADA STATE CHAPTER**

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## **ARTICLE I. Name**

Then name of this division of the FBLA, Inc. shall be the Nevada State Chapter of "Future Business Leaders of America" and may be referred to as "FBLA."

## **ARTICLE II. Purpose**

Section 1. The purpose of FBLA is to provide as an integral part of the instructional program additional opportunities for secondary students (grades 7-12) in business and/or business-related fields to develop career and technical education competencies and to promote civic and personal leadership responsibilities.

Section 2. The specific goals of FBLA are to:

1. Develop competent, aggressive business leadership.
2. Strengthen the confidence of students in themselves and their work.
3. Create more interests in and understanding of American business enterprise.
4. Encourage members in the development of individual projects which contribute to the improvement of home, business, and community.
5. Develop character, prepare for useful citizenship, and foster patriotism.
6. Encourage and practice efficient money management.
7. Encourage scholarship and promote school loyalty.
8. Assist students in the establishment of occupational goals.
9. Facilitate the transition from school to work.

## **ARTICLE III. Membership**

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

Section 2. State FBLA membership shall be open to the following classes of members:

Active members shall be secondary students 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 state and national events, in accordance with the guidelines

of the State and National Awards Program, serve as voting delegates to the State and National Leadership Conference, hold state and national office in accordance with Article VI and otherwise represent their local chapters as approved by their respective local advisers.

Alumni Members shall be persons who have terminated their active in-school membership and who continue to comply with the rules and policies of FBLA-PBL. Former members of FBLA shall be eligible for membership in the Alumni Division. Graduate students who are former members of FBLA-PBL shall be eligible provided that they do not hold membership in another division.

Professional Members shall be persons associated with or participating in the professional development of FBLA as approved by local chapters. Such members may include local and state chapter advisers, business teachers, business teacher educators, state supervisors of business and marketing 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 the state or local chapter by a majority vote. They shall be persons who are assisting in the advancement of business and marketing 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.

#### **ARTICLE IV. Dues and Finance**

Section 1. Dues shall consist of National dues determined by a majority vote of state voting delegates at the National Leadership Conference. State dues shall be determined by the State Executive Board at their annual meeting. Local chapter dues shall be determined by the local executive board.

Section 2. The State Chairperson shall administer all FBLA finances, submit an annual budget to the Executive Board, and provide the members with an annual audit.

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

## **ARTICLE V. Organization**

Section 1. Nevada FBLA shall be an association of local chapters, each operating in accordance with the charter granted by FBLA-PBL, Inc. Only chapters in good standing shall be referred to as "Future Business Leaders of America."

Section 2. The chapter shall be governed by an Executive Board, which body shall act within the framework of the bylaws. The membership of the Executive Board shall consist of the President, Executive Vice-President, the Region Vice-Presidents, Secretary, Treasurer, Reporter, and Parliamentarian. All other state appointed officers shall serve as non-voting members of the Executive Board. The State Chairperson and State Advisers shall serve in an advisory capacity.

Section 3. The State chapter shall represent FBLA-PBL, Inc., in Nevada and shall be divided into three state regions as follows:

1. Southern Region: Counties of Clark, Lincoln, Esmeralda, and Nye (with the exception of Gabbs Township).
2. Northern Region: Counties of Churchill, Pershing, Washoe, Douglas, Carson, Storey, Lyon, Mineral, plus Gabbs Township.
3. Eastern Region: Counties of White Pine, Elko, Eureka, Humboldt, and Lander.

Section 4. Each local chapter shall have an adviser who shall be a faculty member who is teaching a business or business-related class. 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 coordination the program for these interest groups.

## **ARTICLE VI. Officers and Elections**

Section 1. State Officers. The State Officers shall be the President, Executive Vice President, three Region Vice Presidents, Vice President of Membership, Vice President of Media, Vice President of Service, and Vice president of Public Relations.

A. Elected Officers. The State elected officers of FBLA shall be President, Executive Vice president, three regional Vice Presidents, and Vice President of Membership

B. The positions of Vice President of Media, Vice President of Service, and Vice President of Public Relations shall be appointed positions.

Section 2. State Executive Board Positions. All members of the State Executive Board except the State President are eligible to be appointed by the President as the Secretary, Treasurer, or Parliamentarian for the duration of a State Executive Board Meeting.

Section 3. Eligibility. Each candidate for state office shall meet the following criteria:

A. Only active members are eligible to hold office.

B. Only those applicants who are present at the State Business Leadership Conference and officially certified by the Officer Screening Committee shall be eligible for nomination.

C. To be considered for an office in FBLA a candidate shall:

1. have at least one full year remaining in his/her business program;
2. be recommended by the chapter adviser and endorsed by his/her local chapter;
3. file an official application by the published deadline;
4. have a 2.5 cumulative GPA and maintain this GPA throughout term in office;
5. be able to attend all required state officer meetings and activities
6. be able to access internet and e-mail at school and at home
7. have a source of mobile communication including the ability to send/receive text messages

Section 4. Candidates. Only candidates approved by the Officer Screening Committee shall be nominated for the respective office.

Section 5. Elections. The President, Executive Vice President, and Vice President of Membership shall be elected annually at a general session of the State Business Leadership Conference by the state chapter voting delegates. The Region Vice Presidents shall be elected annually at the State Business Leadership Conference by the local voting delegates of the respective regions.

These state officers shall be elected by a secret ballot vote at a special meeting set aside for the voting delegates present. A majority vote shall be required for election. A majority is defined as 50% of votes cast plus one vote. If no candidate for an office receives a majority vote on the third ballot, the candidate receiving the lowest number of votes on 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 the votes.

Section 6. Appointments.

- A. The Vice President of Public Relations, the Vice President of Media, and the Vice President of Service will be appointed by the process as described in the most current version of the state officer candidate guide.
- B. Nominees for the appointed positions shall follow the same application process as elected officers, with materials due by the published deadline.
- C. At the State Business Leadership Conference, the selection team will interview candidates. The selected candidate will be announced with election results after the Annual Business Meeting.

Section 7. Term of Office. A state officer's term shall be one year. The term shall begin at the conclusion of the current State Business Leadership Conference and run until the conclusion of the following State Business Leadership Conference.

Section 8. Vacancy of Office. A vacancy in any office, other than that of the president, may be filled by appointment of the President with approval of the State Executive Board. Should the office of President become vacant, the Executive Vice President shall assume the role of President.

## **ARTICLE VII. Duties of FBLA Officers**

Section 1. The President. The President shall preside at all meetings of the State Chapter and the Executive Board and perform all the duties usually pertaining to his/her office.

Section 2. The Executive Vice President. The Executive Vice President, in the absence or disability of the President, shall perform all duties of the President. Upon approval from the State Adviser, the individual holding the office of Executive Vice President must run for a national office.

Section 3. Regional Vice Presidents. The Regional Vice Presidents shall serve as presidents within their respective regions and shall preside over any regional meetings of the local chapters.

Section 4. Vice President of Membership. The Vice President of Membership shall be responsible for all aspects of membership recruitment and involvement.

Section 5. Vice President of Media. The Vice President of Media shall be responsible for all technology and media development to be used for the purpose of advancing the state association.

Section 6. Vice President of Service. The Vice President of Service shall be responsible for growing, sustaining, leading, and coordinating the state and local chapter outreach in school and community service efforts.

Section 7. Vice President of Public Relations. The Vice President of Public Relations shall be the editor of the State Newsletter, the editor of the State Chapter Annual Business Report, and additional printed or digital promotional materials. The Vice President of Public Relations must have access to the software resources to perform functions of their duties.

Section 8. These officers shall serve on the State Executive Board, perform the duties prescribed in these By-Laws, and perform such other duties as are directed by the President and the State Chair and/or State Adviser, and not inconsistent with the By-Laws or other rules adopted by FBLA.

## **ARTICLE VIII. State Nomination for National Office**

Section 1. National Officers. The State elects one National Candidate to run for the office of President, Secretary, Treasurer, or Western Region Vice-President.

Section 2. Qualifications for the National Office

- A. Only active members are eligible to hold office.
- B. Only those applications 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 a candidate shall:
  - 1. have at least one full year remaining in his/her business program;
  - 2. be recommended by the chapter advisers and endorsed by his/her local chapter; and
  - 3. file an application for a state nomination with the State President, 30 days prior to the State Leadership Conference.

Candidates for Secretary must possess the ability to take minutes and must have completed one year of typewriting/keyboarding instruction by the time of their election at the National Leadership Conference. Candidates for Treasurer must have completed one year of accounting, bookkeeping, or record keeping by the time of their election at the National Leadership Conference.

Section 3. Candidates. Only candidates approved by the Officer Screening Committee shall be nominated for the State Nomination for National Office.

Section 4. Election. The candidate for a State Nomination for National Office shall be elected by the local chapter delegates at the general session of the State Leadership Conference.

This nomination shall be elected by a secret ballot vote at a special meeting set aside for the voting delegates present. A majority vote shall be required for nomination. If no candidate receives a majority vote on the third ballot, the candidate receiving the lowest number of votes on 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 the votes.

## **ARTICLE IX. State Leadership Conference**

Section 1. A State Leadership Conference shall be held each year. A date and location will be recommended by the State President and approved by the Executive Board.

Section 2. Each local chapter in good standing shall be entitled to send two voting delegates and one alternate from its active membership to the State Leadership Conference.

Section 3. The membership attending each Regional meeting shall vote on all business brought before it, with the exception of the election of Regional Vice-Presidents. Each local chapter of the respective region will be allocated votes in the manner shown below for the election of Region Vice-Presidents:

20 members and less	-	2 delegates
21-50 members	-	3 delegates
51-100 members	-	4 delegates
101-150 members	-	5 delegates

Each additional 50 members shall have one additional vote

Section 4. All voting delegates of local chapters shall be officially certified by their respective advisers and their name submitted to the State President no later than 30 day prior to the State Leadership Conference.

Section 5. Voting. Voting delegates shall be entitled to vote on all matters which come before the general session. Voting delegates shall be entitled to vote on all matters which come before the region meetings. There shall be no proxy voting.

Section 6. Quorum. The quorum for all business meetings of the State Leadership Conference shall be a majority of the registered voting delegates.

## **ARTICLE X. State Executive Board**

Section 1. The membership of the Executive Board shall consist of the President, Executive Vice-President, The Region Vice-Presidents, Secretary, Treasurer, Reporter, and Parliamentarian. The Parliamentarian shall serve as an ex-officio non-voting member of the Executive Board.

Section 2. The Executive Board shall have the authority to call meetings, approve presidential appointments of vacancies, develop programs of work, and conduct such other business as the duties and responsibilities of the Executive Board may require.

Section 3. At least five voting officers must be present at the Executive Board meetings to achieve a quorum.

## **ARTICLE XI. Committees**

Section 1. Advisory Committees to assist in the growth and development of FBLA may be appointed as deemed necessary by the Executive Board. Recommendations of persons for such appointments shall be requested by local chapters.

Section 2. Local Chapters may select advisory committees to assist in growth and development of their respective chapters.

Section 3. The President of FBLA shall, with the approval of the State Executive Board, establish committees, appoint their members for a period not to exceed his/her term in office, and assist these committees in their activities.

Section 4. An Officer Screening Committee, composed of State Officers, shall appointed by the President in consultation with the State Chairperson. The Officer Screening Committee shall after consideration of applicants for offices of FBLA, approve candidates for nomination.

Section 5. Committee business may be conducted by mail and/or phone at the discretion of the State Chairperson. For adoption, action by mail shall require a majority vote of the members eligible to vote and shall be reported to the committee members not later than the regular meeting.

## **ARTICLE XII. Emblems and Colors**

Emblems and insignia shall be uniform in all local chapters of the State of Nevada as determined by the National Board of Directors. The official colors of FBLA shall be blue and gold.

## **ARTICLE XIII. Parliamentary Authority**

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

#### **ARTICLE XIV. Amendments**

Proposed amendments to these Bylaws shall be submitted in writing no 30 days prior to any scheduled meeting of more than three quarters of Nevada FBLA's active local chapters. Proposed amendments shall be reviewed by the State Executive Board and State Chairperson for their approval. The Secretary shall present approved proposed amendments, with recommendations, to the members at the meeting of local chapters. A two-thirds vote of the voting delegates present and voting at the State Leadership Conference is required for adoption.