

**FUTURE BUSINESS LEADERS OF AMERICA**  
**ALABAMA STATE CHAPTER**

**Article I – Name**

The name of this organization shall be the Alabama Chapter of the Future Business Leaders of America:

**Article II – Purpose**

The two purposes of this organization are:

1. To promote the purposes of the national organization as stated in its Constitution in Article II, with which the Constitution of the Alabama Chapter is in accord.
2. To encourage and promote local chapters in recognized schools teaching business education in the state of Alabama.

**Article III – Membership**

Section 1. Membership in this organization shall consist of the local chapters in the schools of Alabama, which have been chartered by the national organization and known as the Future Business Leaders of America.

Section 2. State and local chapters shall be open for membership to all students participating in any business/marketing program or a related course.

Section 3. The chapter shall be a member of the national organization FBLA/PBL, Inc.

Section 4. There shall be five classes of membership:

**Active Members** shall be students participating in business/marketing programs or a related course who accept the purposes 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 award program, serve as voting delegates to the National Leadership Conference, hold national office, and otherwise represent their state or local chapters as approved by their respective state or local advisers.

**Associate Members** shall be persons who have terminated their active, in-school membership and who continue to comply with the rules and policies of FBLA. Associate members shall pay dues as established by FBLA, but shall not participate in events, serve as voting delegates, or hold office.

**Professional Members** shall be persons associated with or participating in the professional development of FBLA as approved by state chapters. Such members may include local and state chapter advisers, business teachers, educators, state supervisors of cooperative work-training students, advisory committee 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 delegate, or hold office.

**Honorary Life Members** may be recommended by the membership and shall be accepted upon approval by a majority vote. They shall be persons who are assisting in the advancement of business 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 contributions to the field of business education and/or to the growth and development of FBLA. National Honorary Life Members shall not vote or hold office and shall not be required to pay dues.

## **Article IV – Organization**

Section 1. The Future business Leaders of America is the national organization for students of business education, of which the Alabama Chapter is a member.

Section 2. Active chapters of the Future Business Leaders of America shall be chartered only in recognized secondary schools where systematic instruction in business subjects is offered.

Section 3. The state BE staff shall serve as the state policy making body of this organization in conjunction with the executive council and the administrative board of directors.

Section 4. There shall be six administrative districts in the following counties: District 1 -- Lauderdale, Limestone, Colbert, Lawrence, Morgan, Franklin, Marion, Winston, Cullman, and Walker; District II -- Lamar, Fayette, Pickens, Tuscaloosa, city school systems in Jefferson County, Bibb, Sumter, Greene, Hale, and Perry; District III - Dallas, Choctaw, Marengo, Wilcox, Clarke, Monroe, Washington, Conecuh, Mobile, Baldwin, and Escambia; District IV -- Lowndes, Montgomery, Macon, Russell, Butler, Crenshaw, Pike, Barbour, Covington, Coffee, Dale, Henry, Geneva, Houston, and

Bullock; District V -- Jefferson, Chilton, Coosa, Tallapoosa, Chambers, Autauga, Elmore, Lee, Shelby, Talladega, Clay, and Randolph; District VI -- Madison, Jackson, Marshall, DeKalb, Cherokee, Etowah, Blount, St. Clair, Calhoun, and Cleburne.

There shall be a State FBLA Administrative Board of Directors.

- A. Membership
  - 1. The board shall consist of one adviser from each of the six districts. Members will serve a three-year term.
  - 2. New members of the board will be selected from applications received and recommendation made by the current board and appointments made by the state BE staff.
- B. Qualifications
  - 1. Complete minimum five years as an FBLA adviser.
  - 2. Serve three years as an active participant in FBLA activities beyond the local level. (Conference helper)
  - 3. Attended State conference three of the past five years.
  - 4. Is BIC certified or will not be in the certification process during the board term.
  - 5. Not an adviser at the school of a state officer during the time serving on the State FBLA Administrative Board.
- C. Responsibilities—Complete assigned tasks as determined by the BE state staff and the State FBLA Administrative Board of Directors.

### **Article V – Dues and Finance**

Section 1. The membership year shall be July 1 through June 30.

Section 2. The state Adviser shall administer and control all FBLA finances and have an annual external audit completed.

Section 3. The state dues of the individual member of each chapter shall be \$4.00 a year, which shall be due November 15 of each year. The Foundation will be the recipient of \$3.00 per member from dues.

Section 4. The national dues of the individual member of each chapter shall be determined by FBLA/PBL, Inc. National and state dues shall be submitted to the national office.

## **Article VI – Officers and Elections**

Section 1. State Officers. The state-elected officers of FBLA shall be a president, six vice-presidents representing their respective districts, and a secretary-treasurer.

Section 2. Qualifications for State Office.

- A. Only active members are eligible to hold state office.
- B. Only those applicants who are present at the State Leadership Conference and officially certified by the Executive Committee shall be eligible for nomination.
- C. To be considered for an office in FBLA, a candidate shall:
  1. Be recommended by the chapter advisers and endorsed by his/her local chapter.
  2. Write a 100-word essay on why she/he wants to be a state officer.
  3. Be recommended by the principal with a statement stating that if elected, this student will be excused from classes to carry out official duties of office.
  4. File an official application with the State Adviser of FBLA/PBL prior to the first district meeting.
  5. Have at least one full year remaining in his/her business program.

Section 3. Restrictions. No two state officers shall be elected from the same local chapter. No chapter shall succeed itself in the same office.

Section 4. Nominations.

- A. The President and Secretary-Treasurer candidates shall be nominated by a general session of the State Leadership Conference by a local chapter preceding the election. The state vice-presidents representing their regions shall be nominated at their respective district meetings at the State Leadership Conference by a chapter of his/her region preceding the election.
- B. The deadline date for officer nominations shall be one week prior to the first district meeting.

Section 5. Elections.

- A. The president and Secretary-Treasurer shall be elected annually by a ballot vote of the local voting delegates at the delegate assembly of the State Leadership Conference.
- B. District vice presidents shall be elected by a ballot vote of the voting delegates of their respective districts.

Section 6. Term of Office. State officers shall be elected for one year or until their successors are elected or appointed, and their term shall begin at the close of the State Leadership Conference at which they are elected.

Section 7. Due Process. Due Process policy is established by the state BE staff and the State FBLA Administrative Board of Directors. (See due process policy)

Section 8. Vacancy in Office. A vacancy in any office shall be filled with the approval of the state Executive Council and the state FBLA Administrative Board of Directors.

- A. Should the office of president become vacant, the vice-president from the president's district shall automatically become president.
- B. A vacancy in the office of secretary shall be filled from the current year's applicants.
- C. A vacancy in the office of district vice president shall be filled from the district current year's applicants.
- D. In case of no current year's applicants, applications shall be taken at large for secretary and from the respective district for vice president.

## **Article VII – Duties of State Officers**

- Section 1. The President shall:
- A. Preside over all Executive Board meetings and other business meetings of the state.
  - B. Attend all FBLA meetings, workshops, and conferences on the local, district, regional, and state levels.
  - C. Serve as a delegate at the National Leadership Conference.
  - D. Represent the state chapter at professional development conferences and community functions.
  - E. Head state Installation Team.
  - F. Promote FBLA through the visitation of schools, businesses, etc.
- Section 2. The Vice-president shall:
- A. Assist the President in the promotion and development of FBLA in districts which elected them.
  - B. Assist in planning and presiding at the district leadership conference.
  - C. Preside at district meetings at the State Leadership Conference.
  - D. Serve as a member of the state Installation Team
  - E. Prepare articles for publication.
- Section 3. The Secretary – Treasurer shall:
- A. Attend all business meetings of the State Chapter, keep an accurate record of the proceedings, and provide three (3) copies of the minutes to the State Adviser one week after each meeting.
  - B. Attend all Executive Council meetings, keep accurate minutes of all Executive Board meetings.

- C. Attend all FBLA meetings, workshops, and conferences on the local, district, regional, state, and national levels.
- D. Serve as a delegate at the National Leadership Conference.
- E. Serve as a member of the State Installation Team.
- F. Promote FBLA through the visitation of schools, businesses, etc.
- G. Publish a newsletter twice a year.
- H. Prepare annual business report.

These officers shall serve on the state Executive Council, perform the duties prescribed in these Bylaws and perform such other duties as are directed by the President and the State Adviser and not inconsistent with these Bylaws or other rules adopted by FBLA.

### **Article VIII - State Executive Council**

Section 1. The state officers of FBLA shall, with the ex-officio, nonvoting members, constitute the State Executive Council. The State Chairperson, the State Adviser, the local sponsors of each officer, shall be ex-officio, nonvoting members.

Section 2. The State Executive Council shall:

- A. Adopt policies of operation of FBLA as deemed necessary, by a three-fourths vote subject to the approval of the State Chairperson.
- B. Approve committee appointments and the creation of new committees by the president.
- C. Approve appointments by the president to fill vacancies in office.
- D. Review all proposed amendments to the bylaws.
- E. Present to the voting delegates at the State Leadership Conference, with recommendations, those proposed amendments approved by the State Chairperson.
- F. Perform such other duties as are prescribed by these Bylaws.

Section 3. Meetings. Meetings shall be called by the president, or upon the written request of three voting members of the State Executive Council, upon approval of the State Chairperson.

Section 4. Voting by Mail. Business of the State Executive Council may be conducted by mail, or electronic media, at the discretion of the president upon the approval of the State Chairperson. For adoption, action by 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. There shall be no proxy voting.

### **Article IX - State Leadership Conference**

Section 1. A State Leadership Conference shall be held each year. A date and location will be approved by the state BE staff.

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

Section 3. All voting delegates of local chapters shall be officially certified by their respective advisers and their names submitted to the state office no later than 15 days prior to the State Leadership Conference.

Section 4. Local voting delegates shall be entitled to vote on all matters which come before the general session. Local voting delegates shall be entitled to vote on all matters which come before their respective district meetings. There shall be no proxy voting.

Section 5. The quorum for all business meetings of the State Leadership Conference shall be a majority of the currently registered voting delegates eligible to vote at that meeting.

### **Article X – Emblems and Colors**

Section 1. The emblem shall be the uniform national design. All active, associate, and honorary members shall be entitled to wear the emblem.

Section 2. The colors shall be those of the national organization, blue and gold.

### **Article XI – Parliamentary Authority**

The rules contained in the current edition of 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 XII – Amendments**



Proposed amendments to these bylaws shall be submitted in writing not later than March 1 to the State Chairperson by local chapters or by a state officer. Notice of proposed amendments shall be sent to local chapters by March 15. Proposed amendments shall be reviewed by the state Executive Council and presented and approved by the State BE staff and the state FBLA Administrative Board of Directors before they can be submitted to the voting delegates. The state Executive Council shall present approved amendments, with recommendations, to the voting delegates at the State Leadership Conference. A two-thirds vote of the voting delegates registered at the State Leadership Conference is required for adoption.

Adapted 1957  
Revised 1967  
Revised 1973  
Revised 1974  
Revised 1975  
Revised 1982  
Revised 1986  
Revised 1989  
Revised 1991  
Revised 1994  
Revised 2001  
Revised 2003  
Revised 2008