

S T A T E B Y L A W S

OF

THE WASHINGTON STATE ASSOCIATION OF FUTURE BUSINESS LEADERS OF AMERICA (FBLA)

ARTICLE I

Name and Policy

- 1.1 Name The name of this chapter of FBLA-PBL, Inc. shall be the Washington State Association of Future Business Leaders of America (FBLA), hereinafter referred to as Washington State FBLA.
- 1.2 Policy This organization is a non-profit, educational, student leadership chapter of the national FBLA-PBL, Inc.

ARTICLE II

Purpose and Goals

- 2.1 Purpose The purpose of the Washington State FBLA is to provide additional opportunities for secondary students (grades 7-12) to develop career and technical career competencies and to promote civic and personal responsibilities.
- 2.2 Goals The goals of the Washington State FBLA are to:
- develop competent, assertive business leadership;
 - strengthen the confidence of the students in themselves and in their work;
 - create more interest in and understanding of the American enterprise system.
 - 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;
 - and facilitate the transition from school to work.

ARTICLE III

Membership

- 3.1 General Washington State FBLA membership shall consist of members of active chartered local chapters. These members shall hold membership in their local, state, and national chapters, thereby being a unified state organization. Individual members shall be recognized only through a local chapter of the Washington State FBLA.
- 3.2 Active Active members shall be secondary students (grades 7-12) who are interested in a business career, are willing to accept the purpose of the Washington State FBLA, subscribe to its creed, demonstrate a willingness to contribute to good school-community relations, and possess qualities for employment.
- Active members shall pay dues as established by the state and national FBLA and may serve as voting delegates to state and national leadership conferences, participate in state and national competitive events in accordance with the guidelines of the Awards Program, hold office, and otherwise represent their chapters with the approval of their local advisers.
- 3.3 Professional Professional members shall be persons associated with or participating in the professional development of the Washington State FBLA as approved by the chapters. Members may include advisers, business instructors and other educators, business persons, state supervisors, employers/supervisors of cooperative office education, advisory council members, and persons contributing to the growth and development of the Washington State FBLA. Professional members shall pay dues as established by the state and national FBLA, and they may participate in events. One member of the Professional Division shall serve on the FBLA State Board of Directors.

- 3.4 Honorary Honorary life members may be recommended by the membership and shall be accepted upon approval by the State Board of Directors. They shall be persons making significant contributions to the field of Business Education and/or to the growth and development of the Washington State FBLA. Honorary life members shall not vote or hold office, and they shall not be required to pay dues.

ARTICLE IV
Dues and Finance

- 4.1 Dues The annual dues of this association shall be established by its Board of Directors upon recommendation from its Executive Leadership Committee and in coordination with the national dues deadline. Annual dues are payable on or before February 15 of each fiscal year, hereinafter defined for those members participating as competitors at the State Business Leadership Conference, and shall remain in effect until July 31 of the current year.
- 4.2 Proration There shall be no pro-ration of dues to this association.
- 4.3 Finance The financial activities and property of the Washington State FBLA shall be managed by its Board of Directors and administered by the Chair of the Board of Directors and the Executive Director.

ARTICLE V
Organization and Governance

- 5.1 General The Washington State FBLA shall be an association of local chapters, each operating in accordance with a charter issued by FBLA-PBL, Inc. Only chapters currently in good standing with the state and national associations shall be referred to as Future Business Leaders of America.
- 5.2 Board of Directors The Board of Directors of the Washington State FBLA shall make recommendations and provide direction for the administration of the association.

Composition: The Board of Directors shall be composed of sixteen (16) positions as follows:

- a. FBLA State President Non-Voting
- b. FBLA State Secretary Non-Voting
- c. Two (2) Regional Advisers elected by the Executive Leadership Committee Voting
- d. One (1) WAVA Representative elected/appointed by WAVA Voting
- e. Nine (9) Business Representatives or other representatives recommended by local chapters, Executive Leadership Committee, current board and board committee members and approved by the Board of Directors Voting
- f. FBLA Executive Director Non-voting
- g. OSPI Business Education Liaison Non-Voting
- h. Legal Counsel as nominated by any member of the Board of Directors and as approved by the Board of Directors Non-voting
- i. Professional Division Representative Voting
- j. Certified Public Accountant Non-Voting

The Board of Directors shall elect from its voting membership an individual to serve as Corporate Secretary.

Terms: *Terms of service for members of the Board of Directors shall be as follows:

- a. FBLA State President Annual
- b. FBLA State Secretary Annual
- c. Regional Advisers Two Years
- d. WAVA Representative Two Years
- e. Business Representatives Two Years
- f. FBLA Executive Director Permanent
- g. OSPI Business Education Liaison Permanent

- h. Legal Counsel..... Permanent
- i. Professional Division Representative Three Years
- j. Certified Public Accountant Permanent

All categories listed above, with the exception of the Executive Director, Professional President, and those listed as permanent, may serve a two-year term with the option to renew by a 2/3 majority vote of the Board of Directors.

Consideration to represent small/large and east/west districts adequately will be made when possible.

The beginning date for all terms of service shall be July 1. After the requisite number of years, the term which began on July 1, shall conclude on June 30. The operating year for the Board of Directors will run concurrently with terms of service from July 1 through June 30.

In the event a vacancy occurs during a term, the newly appointed board member serves out the remaining term in the absent member's place.

Members of the state FBLA Board of Directors shall be held harmless from any and all liability from but not limited to, activities, educational and social functions, conferences, workshops, fundraising, contests, and competitions organized, conducted or held by said regions.

5.3 Executive Leadership Committee

The Executive Leadership Committee of the Washington State FBLA shall make recommendations to the Board of Directors and perform such other duties as hereinafter defined.

Composition: The Executive Leadership Committee shall be composed of the following positions:

- a. Elected Officers Voting
- b. Regional Advisers..... Voting
- c. FBLA Executive Director..... Voting
- d. OSPI Business Education Liaison Voting
- e. Immediate Past FBLA President. Non-Voting/Liaison
- f. Appointed Officer(s)..... Non-Voting
- g. FBLA Program Specialist Voting

Terms: Terms of service for members of the Executive Leadership Committee shall be as follows:

- a. Elected/Appointed Officers Annual
- b. Regional Advisers..... Two Years
- c. FBLA Executive Director..... Permanent
- d. OSPI Business Education Liaison Permanent
- e. Program Specialist Permanent
- f. Immediate Past FBLA President Annual/Non-Voting

Category "b" above may serve a maximum of two consecutive terms. If, at the end of the second term no adviser within the region is appropriately designated, the current regional adviser may serve another term. Expiration of terms shall be on a rotating basis.

5.4 State Committee Members

All non-student members of the Board of Directors and Executive Leadership Committee shall be designated as State Committee Members.

5.5 Regions

The Washington State FBLA shall be divided into administrative regions which may be changed from time to time at the discretion of the Board of Directors.

ARTICLE VI
Meetings

- 6.1 Regular Scheduled meetings of the Board of Directors and Executive Leadership Committee shall be held in the fall, winter, and spring. Times and places for the regularly scheduled meetings shall be left to the discretion of the members.
- 6.2 Special Special meetings of the Board of Directors may be called by the Board Chair or by two-thirds (2/3) majority of the members of the Board of Directors.
Special meetings of the Executive Leadership Committee may be called by the State FBLA President upon approval of the Executive Director or by a two-thirds (2/3) majority of the members of the Executive Leadership Committee.
- 6.3 Annual The annual meeting of this association shall be held in conjunction with the State Business Leadership Conference at such time and place as determined by the Executive Leadership Committee and/or the Board of Directors.
- 6.4 Quorum A quorum consisting of fifty-one percent (51%) of the Executive Leadership Committee shall be necessary for the transaction of business at a regular or special meeting of this association. A quorum consisting of fifty-one percent (51%) of the voting Board of Directors members shall be necessary for the transaction of business at a regular or special meeting of this association. A quorum consisting of fifty-one (51%) percent voting delegates present at the annual meeting shall be necessary for the transaction of business.

ARTICLE VII
Officers and Qualifications

- 7.1 Elected Officers The elected officers of this association shall be President, Secretary, Public Relations Officer, and Vice Presidents as determined by regions established by the Board of Directors.
- 7.2 Appointed Officer(s) The appointed officer(s) of this association shall be: Parliamentarian and such other officer(s) as deemed necessary by the Board of Directors upon recommendation of the Executive Leadership Committee.
- 7.3 Qualifications
 - a. A candidate must be an active member.
 - b. Candidates for State Secretary must possess a keyboarding skill by the end of the current school year and be able to take minutes.
 - c. Each local chapter may submit a maximum of two applicants for state officer positions.
 - d. Each candidate must attend the State Business Leadership Conference.
 - e. Each candidate must have at least one full year remaining in high school.
 - f. Candidates for State Public Relations Officer must show proficiency in word processing, document formatting, and graphic design.
 - g. A candidate for President must have attended at least one previous State Business Leadership Conference (SBLC).
 - h. All candidates must be endorsed by written recommendation by their local chapter adviser

ARTICLE VIII
Nomination and Election/Appointment of Officers and Chairmen

- 8.1 Nominating/Screening Committee At the winter meeting, the Executive Leadership Committee shall elect four (4) members - two (2) active members and two (2) regional advisers—representing four (4) different regions to serve as the Nominating/Screening Committee for officers of the next fiscal year. The Executive Director shall serve as a member of this committee. The Chairman of the Board of Directors shall serve as an ex-officio member. It shall be the duty of this committee to receive nominations and cause a ballot to be prepared, listing the names of all the nominees for each office.

All qualified nominees for each position on the ballot shall be endorsed. The ballot shall list the President, Secretary, and Public Relations Officer offices. Any qualified member, including members of the Nominating/Screening Committee, shall be eligible for nomination to any office. The President may not serve on the Nominating/Screening Committee.

- 8.2 Method of Election Election method shall be determined by the Executive Leadership Committee. A simple majority, fifty percent plus one (50% plus 1) of the votes cast shall constitute an election. Only voting delegates in attendance at the annual meeting shall have the right to vote for officers. Vice Presidents representing the regions shall be elected annually at their respective regional meetings conducted at the State Business Leadership Conference by the voting delegates of their regions.
- The President, Secretary, Public Relations Officer, and Executive Vice President/National Officer shall be elected by the approved method; however, if a candidate does not receive a majority of votes on the second count, the candidate receiving the lowest number of votes for that ballot shall be dropped from the third round of voting. If necessary, the candidate receiving the lowest number of votes from that ballot shall be dropped from each subsequent ballot until one candidate receives a majority of votes.
- If there is a single nominee for any office, the Secretary may be directed by the Executive Director to cast a unanimous ballot to elect said nominee for that office.
- 8.3 Length of Term(s) Election No member shall be elected to the same office for more than one term. All officers shall be elected yearly.
- 8.4 Commencement The newly elected/appointed officers shall begin their terms of office on June 1 or at the first Executive Leadership Committee meeting following the State Business Leadership Conference, whichever comes first.
- 8.5 Vacancies In the event of a vacancy in the office of President, the Executive Director shall appoint a President Pro Tem. As soon as possible, the Executive Leadership Committee shall nominate a current State Officer and submit the nomination to the Board of Directors for approval. Upon approval, the individual shall assume the duties of the President. A vacancy in any other office shall be filled by a two-thirds (2/3) majority vote of the Executive Leadership Committee, subject to the approval of the Board of Directors.
- 8.6 Appointments The Parliamentarian shall be appointed by the President upon approval of the Executive Leadership Committee prior to the installation ceremony at the State Business Leadership Conference.
- Other appointments may be made as deemed necessary; said appointments are subject to the ratification of the Executive Leadership Committee and approval of the Board of Directors.

ARTICLE IX
Duties of Officers

- 9.1 President The President shall preside at all meetings of the Executive Leadership Committee of this association and at the annual meeting; appoint officer(s) and chairmen of all committees subject to the approval of the Executive Leadership Committee; develop a program of work in cooperation with the Executive Leadership Committee; assist the Executive Director and Executive Leadership Committee with the preparation of an annual budget; serve as a non-voting member of the Board of Directors; and assist with the promotion of the Washington State FBLA. The President may serve as an ex-officio member of all committees; however, (s)he may not serve as a member of the Nominating/Screening Committee.
- 9.2 Vice Presidents Each Vice President shall coordinate regional activities, including conferences; serve as a member of the Executive Leadership Committee; and assist the President in promotion of the Washington State FBLA.
- 9.3 Secretary The Secretary shall be the custodian of the records of the association not otherwise committed by these Bylaws; keep minutes of all meetings of the Executive Leadership Committee, Board of Directors, and the State Business Leadership Conference, supplying copies of the minutes and supplemental reports to the President, Executive Director and State Chairman within two weeks of the meeting; serve as a non-voting member of the Board of Directors, and assist with the President in the promotion of the Washington State FBLA.
- 9.4 Public Relations Officer The Public Relations Officer shall serve in a liaison capacity with the community, reporting activities of the association by disseminating news articles; communicate

activities of the association to the national FBLA; create and maintain a history of the association's activities; and assist the President in the promotion of the Washington State FBLA.

- 9.5 Parliamentarian The Parliamentarian shall advise the President on the orderly conduct of business in accordance with policies and practices of the association and Robert's Rules of Order, Newly Revised, most current edition, and assist the President in the promotion of the Washington State FBLA.
- 9.6 Executive Vice President The primary function of the Executive Vice President is to be the candidate for Washington State FBLA for national office. The person in this position will also serve as a member of the Executive Leadership Committee and assist the President in the promotion of Washington State FBLA.

ARTICLE X **Fiscal Year**

- 10.1 Fiscal Year The fiscal year of this association shall be July 1 through June 30.

ARTICLE XI **Amendments**

- 11.1 Amendments Proposed amendments to these Bylaws shall be submitted in writing to the Chair of the Board of Directors by members of the Board of Directors, members of the Executive Leadership Committee, or members of the local chapter and postmarked not later than December 15 of the current fiscal year.
- After review approval of the proposal(s) by the Executive Leadership Committee and Board of Directors at their winter meeting, notice of proposed amendments shall be sent to local chapters not later than thirty (30) days prior to the State Business Leadership Conference. Bylaws may be amended at the annual meeting during the State Business Leadership Conference by a two-thirds (2/3) majority vote of the voting delegates present at the meeting.

ARTICLE XII **Parliamentary Authority**

- 12.1 Authority Robert's Rules of Order, Newly Revised, most current edition, shall be the authority used for parliamentary procedure where applicable and where there is no conflict between said rules and the Bylaws of this association.

This instrument was drafted by:
Mari C. Shaw, FBLA State Chair, February 1986
Approved by the delegates April 19, 1986.

Amendments: Approved by the delegates April 18, 1987
Amendments: Article V-5.2.b, g, h Approved by the delegates April 23, 1988
Article V-5.2 (corp.sec.)
Article VI-6.1, 6.2, 6.4
Article VIII-8.1, 8.2., 8.5, 8.6
Article IX, 9.2
Article XI-11.1

Amendments: Approved by the delegates April 28, 1990
Amendments: Approved by the delegates April 20, 1991
Amendments: Article VIII-8.2 Approved by the delegates April 25, 1992
Amendments: Article IV-4.1 Approved by the delegates April 19, 1993
Amendments: Article VII-7.3.c Approved by the delegates April 23, 1994
Amendments: Article V-5.2 Approved by the delegates April 29, 1995
Amendments: Article V-5.5 By authority of Board of Directors Jan. 18, 1996
Amendments: Article V-2.a and b Approved by the delegates April 28, 1996
Amendments: Article III-3.2 Approved by the delegates April 19, 1997
Article V-5.2
Article VIII- 8.2

Amendments: Article IV-4.1 (Dues) Approved by the delegates April 25, 1998

<u>Amendments:</u>	Article V-5.2 (Board Terms)	Approved by the delegates April 17, 1999
<u>Amendments:</u>	Article IX-9.5 (Parliamentary Authority)	Approved by the delegates April 17, 1999
<u>Amendments:</u>	Article XII-12.1 (Parliamentary Authority)	Approved by the delegates April 17, 1999
<u>Amendments:</u>	Articles IV-4.3; V-5.2, 5.3, 5.4, 5.5; VIII-8.1; XI-11.1 (all references to State Chair)	By authority of Board of Directors June 22, 2000
<u>Amendments:</u>	VII-7.1; VIII-8.1, 8.2; IX-9.4 (title of Reporter/Historian to Public Relations Officer)	Approved by the delegates April 27, 2002
<u>Amendment:</u>	V-5.2 (Professional Division Member on Board of Directors)	Approved by the delegates April 26, 2003
<u>Amendment:</u>	VIII-8.3 (Length of Term/Election)	By authority of Board of Directors September 16, 2004
<u>Amendment:</u>	Article III-3.3 Professional Division	By authority of Board of Directors September 24, 2005
<u>Amendment:</u>	Article V-5.2 Board of Directors	By authority of Board of Directors September 24, 2005
<u>Amendment:</u>	Article V-5.3 Executive Leadership Committee	By authority of Board of Directors September 24, 2005
<u>Amendment:</u>	Article VI-6.4 Quorum	By authority of Board of Directors September 24, 2005
<u>Amendment:</u>	Article VII-7.3	Approved by the delegates April 16, 2006
<u>Amendment:</u>	Article VI-6.4 Quorum	By authority of Board of Directors September 9, 2006
<u>Amendment:</u>	Article VIII-8.2 Unanimous Ballot	Approved by the delegates April 7, 2007
<u>Amendment:</u>	Article VII, 7.3.f Qualifications	By Authority of Board of Directors January 26, 2008
<u>Amendment:</u>	Article V, 5.3 Terms	By Authority of Board of Directors October 18, 2008
<u>Amendment:</u>	Article V, 5.3, g. Program Specialist	By Authority of Board of Directors January 30, 2010
<u>Amendment:</u>	Article VII, 7.3 Qualifications	Approved by the delegates April 10, 2010
<u>Amendment:</u>	Article II, 2.1, 2.2, Purpose & Goals	Approved by the Board of Directors Jan. 14, 2012
<u>Amendment:</u>	Article V, 5.2.e, Board Composition	Approved by the Board of Directors Jan. 14, 2012
<u>Amendment:</u>	Article V, 5.2, d/e, Board Terms	Approved by the Board of Directors Jan. 14, 2012
<u>Amendment:</u>	Article V, 5.3.b, Regional Adviser Terms	Approved by the Board of Directors Jan. 14, 2012
<u>Amendment:</u>	Article V, 5.3.e, Program Specialist	Approved by the Board of Directors Jan. 14, 2012
<u>Amendment:</u>	Article V, 5.3.f, Immediate Past President	Approved by the Board of Directors Jan. 14, 2012
<u>Amendment:</u>	Article VII, 7.3.h, Candidate Qualifications	Approved by the Board of Directors Jan. 14, 2012
<u>Amendment:</u>	Article IX, 9.6, Exec. Vice President	Approved by the Board of Directors Jan. 14, 2012