

KS-FBLA BYLAWS

(2008 Edition)

KANSAS FUTURE BUSINESS LEADERS OF AMERICA

ARTICLE I. NAME

The name of this organization shall be the "Kansas Chapter of Future Business Leaders of America" and may be referred to as "Kansas FBLA."

ARTICLE II. PURPOSE

The purposes and goals of the Kansas Chapter are set forth in the State Chapter Constitution.

ARTICLE III. MEMBERSHIP

Section 1. FBLA membership shall consist of members of chartered local and state chapters. These members shall hold membership in their local, state, and national chapters.

Active Members shall be secondary students (grades 7-12) who become members while enrolled in business or business related classes 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 state events (grades 9-12 only), in accordance with the State Leadership Conference guidelines, serve as voting delegates to the State Leadership Conference, hold state office in accordance with Article VI, and otherwise represent their local chapters as approved by their respective local advisers.

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 office education, employers of 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 compete in events, serve as voting delegates, or hold office.

Honorary Life Members may be elected to the state chapter by a majority vote of the State Executive Board. They shall be persons who are assisting in the advancement of business and office education and/or who are rendering outstanding service to FBLA. Honorary Life Members shall not vote or hold office and shall not be required to pay dues.

ARTICLE IV. DUES AND FINANCE

Section 1. The membership dues in the Kansas FBLA Chapter shall be \$3.00 per year. In addition, members shall pay national and local FBLA dues as required.

Section 2. The state dues shall be remitted to the national FBLA headquarters by October 20.

Section 3. The fiscal year of Kansas FBLA shall be May 1 through April 30.

Section 4. An audit report shall be made annually by an Auditing Committee or Auditor. A report on the Audit will be given by the newly elected Treasurer at the Spring Executive Board meeting.

ARTICLE V. ORGANIZATION

Section 1. FBLA shall be an association of local chapters, each operating in accordance with a charter granted by FBLA-PBL, Inc. Only chapters which have received charters and numbers issued by FBLA-PBL, Inc. in good standing and having paid dues shall be referred to as "Future Business Leaders of America."

Section 2. The State Executive Board shall serve as the Board of Directors of Kansas FBLA and as the policy-making body of the organization. The Board shall conduct the business of the organization during the time between annual meetings of the chapter.

Section 3. The administration of Kansas FBLA shall be vested in the Kansas FBLA State Chairman.

Section 4. The district boundaries and the number of districts shall be determined by the State Executive Board. A committee made up of the District Vice-Presidents and the Executive Vice President shall review these boundaries annually and present suggestions to the State Executive Board at the Officer Candidate Interview Board Meeting.

Section 5. Each local chapter shall have one adviser designated to serve as the liaison between the local and state chapters.

ARTICLE VI. OFFICERS AND ELECTIONS

Section 1. State Officers.

A. The state elected officers of FBLA shall be a President, District Vice-Presidents, an Executive Vice-President, a Secretary, a Treasurer, an Editor, and a Historian.

B. A state parliamentarian shall also be appointed according to the procedures described in these bylaws.

Section 2. Qualifications for State Elected Office.

- A. Only active members are eligible to hold state office.
- B. Only those candidates who are present at the State Leadership Conference and have been approved by the State Executive Board 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 local chapter adviser and endorsed by their chapter;
 - 3. file an official application with the Kansas State Chairman at least 90 days prior to the State Leadership Conference;
 - 4. be interviewed and approved by the State Executive Board or a committee of Board members at least 60 days prior to the State Leadership Conference;
 - 5. be approved by the State Executive Board after the interviews.
 - 6. a candidate for President shall hold or have held a local or State Board office.
 - 7. if a candidate for Secretary, must have knowledge in note taking and preparing minutes as well as one year of Keyboarding or presently enrolled prior to officer interviews.
 - 8. if a candidate for Treasurer, has completed, or will complete, accounting, bookkeeping, or recordkeeping by the end of the current school year.
 - 9. if a candidate for Editor, must have knowledge in newsletter writing, journalism, or other editorial background; and have basic computer and internet knowledge, prior to officer interviews.
 - 10. if a candidate for Historian, must have knowledge in photography and preparing an electronic or traditional scrapbook as well as knowledge of Keyboarding or Desktop Publishing.
 - 11. file with the Kansas State Chairman, an official Kansas FBLA Candidate Q & A test prior to State Officer Interviews.

Section 3. Elections

- A. The President, Executive Vice-President, District Vice-Presidents, Secretary, Treasurer, Editor, and Historian shall be elected annually at a general session of the State Leadership Conference by the voting delegates.
- B. These state officers shall be elected by a ballot vote of the voting delegates. In the event that there is only one candidate for an office, the candidate may be elected by a standing vote. A majority vote of the delegates present at the voting session shall be required for election. If no candidate for an office receives a majority vote on the third ballot, the candidate receiving the lowest number of votes shall be dropped from each subsequent ballot until one candidate receives a majority.
- C. No candidate shall apply for the office of Executive Vice-President. After the President is elected, all remaining candidates for President shall automatically become candidates for Executive Vice-President. The election of the Executive Vice-President shall then follow.
- D. District Vice Presidents shall be elected only by the voting delegation of their respective district.
 - 1. Each chapter within the respective district will have three voting delegates in the election of District Vice President.

2. All other election procedures outlined for state officers and state officer voting delegates in sections 1-8 will apply to district officers and the district voting delegation.

Section 4. Term of Office. State officers shall be elected for one year or until their successors are elected or appointed, and their term of office shall begin at the close of the State Leadership Conference at which they are elected.

Section 5. Transfer of Treasurer's Books. Transfer of the Treasurer's books of the organization shall take place after the annual audit is completed.

Section 6. Vacancy in Office. A vacancy in any office, other than that of the President, shall be filled by appointment by the State Executive Board. Should the office of President become vacant, the Executive Vice-President shall automatically become President.

Section 7. Appointment of Parliamentarian. The person, other than a newly-elected state officer, scoring highest on the Parliamentary Procedure written test at the State Leadership Conference and expressing written consent to hold the office shall be appointed by the current state President to serve as Parliamentarian. This individual shall have at least one year remaining before graduation from a secondary school.

ARTICLE VII. DUTIES OF STATE OFFICERS

Section 1. The President shall:

- A. serve as Chairman of the State Executive Board;
- B. preside over the State Executive Board meetings and State Leadership Conference sessions;
- C. appoint the Parliamentarian;
- D. appoint appropriate committees and committee chairmen;
- E. serve as an ex-officio, non-voting member of all committees;
- F. establish State Executive Board meeting agendas in cooperation with the Kansas FBLA State Chairman;
- G. Email a tentative agenda to the state chairman at least two weeks prior to the meeting, and then after it has been edited and approved by the state chairman, send it to the State Executive Board and their advisers immediately.
- H. communicate with the Mountain-Plains Vice-President on a regular basis;
- I. be responsible for overseeing the progress of the Chapter Mentoring Program;
- J. perform other duties for the promotion and development of local, state and national FBLA;
- K. prepare a tentative Program of Work prior to the Spring Executive Board meeting; and
- L. carry out duties and programs set forth in the program of work.

Section 2. The Executive Vice-President shall:

- A. assist the President in the promotion and development of FBLA in Kansas;

- B. assume the duties of the President in his/her absence;
- C. automatically become the President should the office become vacant;
- D. coordinate the public relations efforts of the state chapter;
- E. share with the State Parliamentarian all responsibility for planning and conducting the Summer Leadership Seminar;
- F. shall serve as the Youth Chairperson for the March of Dimes in Kansas;
- G. share with the State Treasurer all the responsibilities of conducting and carrying out the Event Sponsorship Program; and
- H. work with District Vice-Presidents to annually review and/or revise district boundaries

Section 3. District Vice-Presidents shall:

- A. assist the President and Executive Vice-Presidents in the promotion and development of FBLA in their district;
- B. promote **all** membership in their district;
- C. make efforts to reactivate inactive chapters and charter new high school and middle school chapters in their districts;
- D. host the district conferences at their school or arrange for them to be hosted at another school;
- E. maintain communication among schools within their district (Example: letters, phone calls, personal visits, newsletters, websites, etc.);
- F. report their activities to the State Executive Board; and
- G. work with fellow District Vice-Presidents and the Executive Vice-President to annually review and/or revise the district boundaries.

Section 4. The Secretary shall:

- A. keep an accurate record of all sessions of the State Leadership Conference and meetings of the State Executive Board;
- B. mail and/or email at least one copy of the minutes and substantiating reports to the State Chairman;
- C. maintain a current mailing list of all active chapters;
- D. distribute the mailing list of active chapters to all active chapters, State Executive Board members, and Advisory Board members; and
- E. inform all active chapters, State Executive Board members, and Advisory Board members of any changes in the mailing list of active chapters each time the minutes are mailed.

Section 5. The Treasurer shall:

- A. assist the Kansas FBLA State Chairman with the collection of state membership dues, the keeping of accurate records and receipts, bank deposits and disbursements, and the keeping of the State Conference Fund records;
- B. prepare financial statements and a final fiscal year financial statement, and give a presentation of annual financial reports on such matters at the State Leadership Conference;
- C. prepare a name tag database and state registration packets for the state conference

- D. Reassess the status of the savings account twice yearly; if the status of the account needs to be changed, the State Executive Board shall approve the matter before the action is carried out, and
- E. share with the Executive Vice-President all responsibilities of conducting and carrying out the Event Sponsorship Program.

Section 6. The Editor shall:

- A. maintain **THE KANSAS EXCHANGE** as the title of the state newsletter;
- B. solicit news items from local chapters;
- C. prepare items for **THE KANSAS EXCHANGE**;
- D. edit, mail, and/or email **THE KANSAS EXCHANGE** to the State Chairman, State Executive Board members, Professional members, and Advisory Board members;
- E. prepare news items of state events and mail to the Tomorrow's Business Leader if appropriate; and
- F. assist the company hosting the Kansas FBLA website in the maintenance of the current state website.

Section 7. The Historian shall:

- A. be responsible for preparing the state chapter annual report;
- B. have the final draft of the annual report ready for duplication by at least May 1;
- C. create a scrapbook of the years activities for the State President; and
- D. assist the other officers of the State Executive Board.
- E. stay in continuous contact with the Kansas PBL President about the Quality Member Award.

Section 8. The Parliamentarian shall:

- A. see that all meetings are conducted according to correct parliamentary procedures;
- B. advise the president and others on questions regarding parliamentary procedures;
- C. oversee and facilitate all amendments to the By-Laws and Policies; and,
- D. share, with the Executive Vice-President, all responsibilities for planning and conducting the Summer Leadership Seminar.

ARTICLE VIII. STATE LEADERSHIP CONFERENCE

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

Section 2. Each local chapter in good standing shall be entitled to certify from its active membership voting delegates according to the following ratio:

- 1 member - one voting delegate
- 2 to 25 members - two voting delegates
- 26 to 50 members - three voting delegates
- 51 to 75 members - four voting delegates
- 76 to 100 members - five voting delegates

101 + members - six voting delegates

Active membership shall consist of those members who have paid dues to the state treasurer at least 60 days prior to the State Leadership Conference.

Section 3. Each chapter may also certify one alternate for each voting delegate at the State Leadership Conference.

Section 4. All voting delegates of local chapters shall be officially certified by their respective advisers and their names submitted to the state secretary no later than 15 days prior to the State Leadership Conference.

Section 5. Quorum. The quorum for all business meetings of the State Leadership Conference shall be a majority of the registered voting delegates.

Section 6. State Leadership Conference Director. The State Executive Board, upon recommendation of the Kansas FBLA State Chairman, shall appoint a State Leadership Conference Director. This Director shall be responsible for planning and arranging the State Leadership Conference in accordance with the directives of the State Executive Board. The Director shall serve a two-year term, appoint individuals to serve as Conference Coordinators, and shall approve all expenditures from the State Conference Fund.

ARTICLE IX. THE STATE EXECUTIVE BOARD

Section 1. The President, Executive Vice-President, District Vice-Presidents, Secretary, Treasurer, Editor, Historian, Parliamentarian, the local adviser of each state officer, state advisers, and the FBLA State Chairman shall be members of the State Executive Board.

Section 2. Duties. The State Executive Board shall:

- A. serve as the Board of Directors of the organization;
- B. adopt policies regarding the operation of FBLA as deemed necessary;
- C. approve committee appointments and creation of new committees by the President;
- D. make appointments to fill vacancies in offices;
- E. review all proposed amendments to the Bylaws;
- F. present to the voting delegates at the State Leadership Conference, with recommendations, all proposed amendments to the Bylaws;
- G. conduct the business of the organization between annual meetings; and
- H. 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 Board, upon approval of the Kansas FBLA State Chairman. There shall be the following six meetings:

- A. The Spring Meeting--a meeting of the incoming board members for the purpose of evaluating the past year and planning for the next year.

- B. CTSO Officer Training--finalize the Program of Work and workshops for Summer Leadership Seminar
- C. The Summer Meeting--to be scheduled in conjunction with the Summer Leadership Seminar. The Board shall provide orientation and leadership training for its members if not done so previously and conduct all necessary business.
- D. The Fall Meeting--to be scheduled to conduct necessary business.
- E. The Officer Candidate Interviews--to be scheduled at least 60 days prior to the State Leadership Conference for the purpose of interviewing candidates for state offices and conducting other necessary business.
- F. The State Leadership Conference Meeting--to be scheduled the evening prior to the State Leadership Conference to conduct necessary business and make last-minute plans for the conference.

ARTICLE X. COMMITTEES

Section 1. An advisory committee, or advisory board, to assist in the growth and development of FBLA may be appointed by the State Executive Board. Recommendations of persons for such appointments shall be requested of local chapters.

Section 2. The President of FBLA shall, with the approval of the State Executive Board, appoint an audit committee, establish other committees, and appoint their members for a period not to exceed his/her term of office, and assist these committees in their activities.

ARTICLE XI. EMBLEMS AND COLORS

Section 1. Emblems and insignia shall be uniform in all local chapters. Only members in good standing may use official emblems and insignia.

Section 2. The official colors of FBLA shall be blue and gold.

ARTICLE XII. PARLIAMENTARY AUTHORITY

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

ARTICLE XIII. AMENDMENTS TO THE BYLAWS

Section 1. Proposed amendments to the Bylaws shall be submitted in writing to the Kansas FBLA State Chairman no later than 90 days prior to the State Leadership Conference. Proposed amendments must be endorsed by a local chapter or a State Executive Board member.

Section 2. The State Executive Board shall, at its Officer Candidate Interviews Meeting, review each amendment submitted and make recommendations regarding them.

Section 3. Each amendment, along with the State Executive Board's recommendations, shall be mailed to each chapter at least 30 days prior to the State Leadership Conference.

Section 4. Each amendment shall be voted upon by the voting delegates at the State Leadership Conference. A two-thirds vote of the voting delegates present and voting at the State Leadership conference is required for adoption.

**These Bylaws were written by a committee, appointed by President Randy Worcester, consisting of: Patty Holroyd, Kevin Reed, Windy Clement, Jay Larsen, Jeff Bailey, Reg Oesterhaus, Nancy Blew, and Norman Gentry on January 20, 1980.

The By-Laws were subsequently revised by delegates at the 1984, 1987, 1988, 1989, 1991, 1992, 1993, 1996, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007 and **2008 KS-FBLA State Leadership Conferences.

This copy reflects all those revisions.