

**OKLAHOMA STATE CHAPTER
FUTURE BUSINESS LEADERS OF AMERICA
BYLAWS**

Article I—Name

The name of this division of Future Business Leaders of America, Phi Beta Lambda, Inc. shall be the Oklahoma State Chapter of Future Business Leaders of America, and may be referred to as FBLA.

Article II—Object

Section 1.

The purpose of FBLA is to provide, as an integral part of the instructional program, additional opportunities for secondary students (grades 6–12) in business and/or business related fields to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

Section 2.

The specific goals of FBLA–PBL and the Chapter are to:

- develop competent, aggressive business leadership
- strengthen the confidence of students in themselves and their work
- create more interest in and understanding of American business enterprise
- 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
- facilitate the transition from school to work

Article III—Membership

Section 1.

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

Section 2.

State FBLA shall be open for membership to these classes of members:

Active Members shall be secondary students who become 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 events, 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 division of FBLA as approved by the chapter. Such members may include state and local advisers, state supervisors of business and office education, advisory council members, businesspersons, and other persons contributing to the growth and development of FBLA. Professional members shall pay dues as established by FBLA but shall not hold office, serve as voting delegates or participate in events.

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

Article IV—Dues and Finances

Section 1.

Annual dues in Oklahoma State FBLA shall be \$5.00. This amount may be amended by a majority vote of the voting delegates at the State Leadership Conference.

Section 2.

The fiscal year shall be July 1 through June 30.

Article V—Organization

Section 1.

The State chapter shall consist of at least three local chapters with the members holding membership in the national organization.

Section 2.

There shall be a State Executive Council which shall make recommendations concerning FBLA matters and perform other duties as prescribed in these bylaws.

Section 3.

Each local chapter shall have an adviser who shall be a faculty member who is teaching a business and/or business related class. A local chapter may have as many special–emphasis groups as it deems necessary to meet the interests of all students. The local chapter of FBLA shall assume full responsibility for coordinating the programs for these interest groups.

Article VI—Officers and Elections

Section 1. State Officers

The officers of Oklahoma State FBLA shall be the President, Vice President, Secretary, Reporter, and Parliamentarian. National officer candidates are nominated and/or selected at the annual State Leadership Conference to run for the position of National Officer Candidate/State Executive Vice President.

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 are 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. currently be a student in grades 8–11 and have at least one full school year left in his/her business education program
 2. be recommended by the chapter adviser(s) and endorsed by his/her local chapter
 3. be from an active local FBLA chapter
 4. file an application with the Oklahoma State Adviser(s) by the deadline set forth in the registration packet for the State Leadership Conference.
 5. If no local chapter submits an applicant for a particular office, except President and/or National Officer Candidate/State Executive Vice President, candidates not elected to the office they have applied for may be elected to the vacant office(s).

Section 3. Nominations

- A. The President, Vice President, Secretary, Reporter, and National Officer Candidate/State Executive Vice President shall be nominated by a local chapter member at a general session of the State Leadership Conference.
- B. Only candidates approved by the Officer Screening Committee shall be nominated.

Section 4. Elections

- A. The state officers shall be elected at the Oklahoma State Leadership Conference by a majority vote of the voting delegates at the conference with the exception of the Parliamentarian.
- B. Officers shall be elected at the State Leadership Conference by a secret ballot vote. A majority must be reached for election. If there is only one candidate for any given office, a voice vote is sufficient for election. If there are three or more candidates for an office, the candidate with the lowest number of votes on the second ballot shall be dropped from the ballot.
- C. No two officers shall be elected from the same local chapter. Unopposed candidates shall not be eliminated because of this restriction.

Section 5. Term of Office

Officers shall assume official duties immediately following the State Leadership Conference, with terms to expire at the close of the Awards Session of the following State Leadership Conference.

Section 6. Vacancy in Office

If there is a vacancy during the term of any elected officer, it may be filled by the Executive Council. If the office of President is vacant at any time, it shall be filled by the Vice President upon approval by the Executive Council. The Vice President's office may be filled by the Executive Council.

Section 7. Appointment of Parliamentarian

The person scoring highest on the written parliamentary procedure test shall be appointed to serve as Parliamentarian. This individual shall have at least one year remaining before being graduated from a secondary school.

Section 8.

- A. Only one candidate for national office may be nominated by the state chapter. If there is more than one applicant for national office, the voting delegates shall select the state nominee by a secret ballot vote, requiring a majority vote for nomination.
- B. The National Officer Candidate selected to represent Oklahoma will serve as a voting member of the Oklahoma State Executive Council in the capacity of his/her national office. In the event that Oklahoma's candidate is not selected nationally, he/she will serve as Oklahoma's State Executive Vice President. If there is no national officer candidate selected at the State Leadership Conference to represent Oklahoma, this position will be left vacant for the year.
- C. Candidates for the office of National Parliamentarian shall submit an application, be required to pass the officer screening committee, and take the written parliamentary procedure test at the State Leadership Conference. They shall not campaign and do not require a vote of the state voting delegates for nomination. If Oklahoma's nominee is appointed National Parliamentarian, he/she will serve as a member of the State Executive Council and have the same duties and responsibilities as the National Officer Candidate/State Executive Vice President.
- D. If a member wishes to double file for National Parliamentarian and another national officer position, the member shall follow the procedure for running for National Officer Candidate/State Executive Vice President. The member shall state his/her intent to double file to the Officer Screening Committee.

Article VII—Duties of FBLA State Office

Section 1. The President shall:

- A. Serve as Chairman of the State Executive Council,
- B. Preside over the Council meetings and business meetings of FBLA,
- C. Appoint appropriate committees and committee chairmen,
- D. Serve as an ex-officio, non-voting member of all committees,
- E. Perform other duties for the promotion and development of local and state FBLA.

Section 2. The Vice President shall:

- A. Serve as a member of the State Executive Council,
- B. Assist the President in the promotion and development of FBLA,
- C. Perform other duties for the promotion and development of local and state FBLA.

Section 3. The Secretary shall:

- A. Serve as a member of the State Executive Council,
- B. Keep an accurate record of all business meetings of the State Leadership Conference and of the State Executive Council,
- C. Supply promptly at least one copy of the minutes and substantiating reports to the FBLA President and Executive Council Members,
- D. Perform other duties for the promotion and development of local and state FBLA.

Section 4. The Reporter shall:

- A. Serve as a member of the State Executive Council,
- B. Publish state FBLA newsletter,
- C. Solicit new articles from local chapters,
- D. Perform other duties for the promotion and development of local and state FBLA.

Section 5. The Parliamentarian shall:

- A. Serve as a member of the State Executive Council,
- B. Advise the President of the orderly conduct of business in accordance with FBLA Bylaws and Robert's Rules of Order Newly Revised,
- C. Perform other duties for the promotion and development of local and state FBLA.

Section 6. The National Officer Candidate/State Executive Vice President shall:

- A. Serve as a member of the State Executive Council,
- B. Serve as liaison between the State and National Associations,
- C. Assist the President in the promotion and development of FBLA,
- D. Perform other duties for the promotion and development of local and state FBLA.

Article VIII—State Leadership Conference

Section 1.

A State Leadership Conference shall be held each year. A date and location will be selected by the State Adviser(s).

Section 2.

Each local chapter in good standing shall be entitled to send two to four local voting delegates and alternates from its active membership to the State Leadership Conference in accordance with the following:

- Under 50 members—two voting delegates
- 50–100 members—three voting delegates
- Over 100 members—four voting delegates

Section 3.

All voting delegates of local chapters shall be officially certified by their respective advisers and their names submitted to the state office with conference registration.

Section 4. Voting

Voting delegates shall be entitled to vote on all matters which come before the general sessions. There shall be no proxy voting.

Section 5. Quorum

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

Article IX—State Executive Council

Section 1.

The general administrative and policy-making body of Oklahoma State Future Business Leaders of America shall be vested in the Executive Council. Changes in policy may be made by majority vote of the Executive Council.

Section 2.

The State officers of FBLA shall, with the ex-officio, non-voting members, constitute the State Executive Council. The State officers of FBLA shall, with the ex-officio, non-voting members, constitute the State Executive Council. The State Advisers shall be ex-officio, non-voting members.

Section 3. Duties

- A. Adopt policies of operation of FBLA as deemed necessary, by a majority vote,
- 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 Executive Council,
- F. Perform such other duties as are prescribed by these Bylaws.

Section 4. Meetings

Meetings shall be called by the State FBLA Adviser.

Section 5. Voting by Alternative Methods

Business of the State Executive Council may be conducted by mail, teleconferencing, and/or electronic conferencing at the discretion of the State FBLA Adviser. For adoption, action by mail, teleconferencing, and/or electronic conferencing shall require three-fourths vote of the members eligible to vote, and shall be recorded in the minutes of the next regular meeting.

Article X—Committees

Section 1.

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

Section 2.

An Officer Screening Committee composed of state officers and the State Advisers, shall, after careful consideration of applicants for offices of FBLA, approve candidates for nomination.

Article XI—Emblems and Colors

Section 1.

The state chapter emblems shall be the emblems of the national organization.

Section 2.

The official emblem and insignia item designs are described and protected from infringement by registration in the U.S. Patent Office under the Trademark Act of 1946. The manufacture, reproduction, wearing, or display of the emblem shall be governed by the National Board of Directors.

Section 3.

Only members in good standing may use official emblems and insignia.

Section 4.

The official colors shall be blue and gold.

Article XII—Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern the chapter in all cases where applicable and where they are consistent with the rules of FBLA these bylaws, or any special rules adopted by the chapter.

Article XIII—Amendment

Amendments to these bylaws shall be submitted in writing to the State Adviser of Oklahoma State FBLA at least 15 days prior to the State Leadership Conference. Proposed amendments shall be reviewed by the Oklahoma State Executive Council. Amendments may be adopted by a majority vote of the voting delegates attending the State Leadership Conference.

*Oklahoma FBLA Bylaws Adopted 2002
Amended October 2005
Amended October 2006
Amended March 2007
Amended October 2009
Amended October 2011
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