

Future Business Leaders of America Lake George High School Chapter Bylaws

Adopted: June 2013

Revised: June 2016

Article I. Name

The name of the organization shall be the “Lake George High School Chapter of the Future Business Leaders of America” and may be referred to as “Lake George FBLA” or “FBLA”.

Article II. Purposes

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

Section 2. The specific goals of FBLA are to:

- Develop competent, aggressive business leadership
- Strengthen the confidence of students in themselves and their work
- Create more interest in and understanding of the American business 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
- 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. Individual members shall be recognized only through a state chapter of FBLA except that, in the case where there is no state chapter, the member shall be recognized by the national office.

Section 2. National FBLA, as well as the state and local chapters, shall be open for membership to these classes of members:

Active Members shall be secondary students who became members while enrolled in business education at Lake George High School, who accept the purpose of FBLA, subscribe to its creed and code of ethics, demonstrate willingness to contribute to good school community relations, strive to conduct themselves in a professional business manner and possess qualities for employment. Active members shall abide by all school rules and the school’s student handbook of policies and guidelines for participation in extracurricular activities. Active members, shall pay dues as established by FBLA and may participate in state and national events, in accordance with guidelines of the State and National Awards Program (and at the discretion of the local chapter adviser(s); serve as voting delegates to the State Leadership Conference and National Leadership Conference, hold state office and national office in accordance with Article VI, and otherwise represent their state and local chapters as approved by their respective state or local advisors.

Professional Division 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-PBL shall be eligible for membership in the Professional Division and shall become members upon payment of dues. Students enrolled in undergraduate programs in a school with an active FBLA or PBL chapter shall not be eligible for membership in the Professional Division. Graduate students who are former members of FBLA-PBL shall be eligible for membership provided that they do not hold membership in another division.

Honorary Life Members may be elected to a state or local chapter 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 and office education and/or to the growth and development of FBLA-PBL, Inc. National Honorary Life Members shall not vote or hold office and shall not be required to pay dues.

Section 3. The membership year shall be September 1 through August 31.

Article IV. Dues and Finance

Section 1. Dues. National dues based on fiscal reports by the National office, and on recommendations by the National Executive Council and the Board of Directors, shall be determined by a majority vote of the voting delegates at the National Leadership Conference.

National dues of members shall be forwarded directly to the FBLA national office or shall be submitted through state chapters at the discretion of the state chapter.

Section 2. The membership dues in the Future Business Leaders of America shall be a combination of state and national dues as determined by the state and national associations. This combined dues shall be remitted to the FBLA National Office in payment of both the national and state dues, and \$3 shall be retained by the local chapter for payment of local dues.

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

Section 4. A scholarship will be established, maintained, and funded by the Lake George Chapter of Future Business Leaders of America in the amount of \$100 (provided funds are available) to be given out annually to the student recognized as Business Student of the Year as selected and endorsed by the Lake George High School Business Department faculty based upon the established criteria for that award.

Article V. Officers and Elections

Section 1. Officers of the Chapter shall be: President, Vice President of Administration, Vice President of Program (or Co-Presidents in place of VP positions), Administrative Assistant, Treasurer, Reporter, Co-Historians, and Parliamentarian. These officers with the advisers as ex-officio members shall constitute

the Executive Committee. Officers shall be elected at the annual meeting and shall hold office for a term of one year or until their successors are elected. Officers shall assume their duties at the close of the meeting at which they were elected.

Section 2. The Chapter shall have one or more Adviser(s) who shall be faculty from the business department. This chapter may have as many special-emphasis groups under the chapter charter as it deems necessary to meet the interests of all students and shall assume full responsibility for coordinating the program for these interest groups.

Section 3. The Chapter shall have an Advisory Council, which shall consist of one or more honorary life members, the Chapter Adviser, and other area business leaders.

Article VI. Duties of Chapter Officers

Section 1. The President shall (a) preside over all meetings of the Chapter, (b) appoint all committees and serve as an ex-officio member of these committees, and (c) promote the growth and development of FBLA. Oversee all committees.

Section 2. The Vice President of Administration shall (a) preside in the absence of the president, (b) maintain the chapter points spreadsheets and lists of committees, and (c) assist the president in other ways as appropriate.

Section 3. The Vice President of Program shall (a) preside in the absence of the president, (b) oversee the committees formed by the President, and (c) assist the president in other ways as appropriate.

Section 4. The Administrative Assistant shall (a) keep an accurate record of the chapter and Executive Committee meetings by typing and distributing minutes, and (b) submit the required reports to the appropriate chapter members/advisers as necessary.

Section 5. The Treasurer shall (a) act as custodian of the funds of the organization, collect dues, make payments and give financial reports, and (b) send the membership list with dues to the National office in payment of state and national dues.

Section 6. The Co-Historians shall (a) maintain records of the Chapter, including documentation of its activities, awards, and publicity, and develop the chapter scrapbook.

Section 7. The Parliamentarian shall (a) serve in any capacity as directed by the president, and (b) advise the president or presiding officer on points of parliamentary procedure as well as instruct the membership to better understand parliamentary procedure.

Section 8. The Reporter shall (a) act as public relations officer for the Chapter, (b) see that news stories and photographs are delivered to the school paper, the local newspaper, the state news bulletin, and the national Tomorrow's Business Leader, and (c) cooperate with the school official concerning assembly, radio and television programs. (as necessary/warranted)

The officers shall serve on the Executive Committee, and perform such duties as directed by the president and the adviser and not inconsistent with these Bylaws or other Rules adopted by the Chapter.

Article VII. Meetings

Section 1. There will be at least 9 scheduled regular monthly meetings during the school year. The regular meeting during the month of May shall be designated as the annual meeting for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise. Other meetings may be held as deemed necessary by the president with the approval of the Executive Committee.

Section 2. Quorum. A quorum at any meeting of the local chapter shall consist of a majority (51%) of dues-paying members as determined by the official records of the Chapter Treasurer.

Article VIII. Committees

Section 1. The president, in consultation with the adviser, shall appoint committees as authorized by the Executive Committee. The Executive Committee and the adopted parliamentary authority shall determine duties of such committees.

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

Article IX. Emblems, Insignia, and Colors

Section 1. The 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 Board of Directors.

Section 3. Emblems and insignia shall be uniform in all local and state chapters and within special-emphasis groups; they shall be those of FBLA. Only members in good standing may use official emblems and insignia.

Section 4. The official colors of FBLA shall be blue and gold.

Article X. Parliamentary Authority

The rules contained in Robert's Rules of Order Newly Revised shall govern the chapter 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 chapter may adopt.

XI. Amendment of the Bylaws

Amendments to the Bylaws shall be submitted in writing at a regular meeting and shall not be voted until the following regular meeting. A two-thirds vote of the members present shall be required for adoption.

XII. References

FBLA Creed

I believe education is the right of every person.

I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.

I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

I believe every person should actively work toward improving social, political, community and family life.

I believe every person has the right to earn a living at a useful occupation and that this right should not be denied because of race, color, creed, sex or handicap.

I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school and community.

I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

FBLA Code of Ethics

I will be honest and sincere.

I will approach each task with confidence in my ability to perform my work at a high standard.

I will willingly accept responsibilities and duties.

I will seek to profit by my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work.

I will abide by the rules and regulations of my school.

I will exercise initiative and responsibility and will cooperate with my employer and fellow workers.

I will dress and act in a manner that will bring respect to me and to my school.

I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.

FBLA Pledge

I solemnly promise to uphold the aims and responsibilities of Future Business Leaders of America – Phi Beta Lambda and, as an active member, I shall strive to develop the qualities necessary in becoming a responsible business leader.