

# FBLA Collegiate Utah Chapter

## Official Bylaws

*Revised April 2023*

### ARTICLE I -- NAME

The name of this division of FBLA shall be the Utah State Chapter of Future Business Leaders of America Collegiate and may be referred to as the Utah State FBLA Collegiate, or Collegiate Chapter.

### ARTICLE II -- PURPOSE

- Section 1. The purpose of FBLA Collegiate is to assist, as a co-curricular part of the instructional program, in developing vocational competencies in the education of students for business, to promote a sense of civic and personal responsibility, and to expand a general understanding of the American free enterprise system.
- Section 2. The specific goals of FBLA Collegiate are to:
- A. *Develop* competent, aggressive business leadership.
  - B. *Strengthen* the confidence of students in themselves and their work.
  - C. *Create* more interest in, and understanding of, the American business enterprise system.
  - D. *Encourage* members in the development of individual projects which contribute to the improvement of home, business, and industry.
  - E. *Develop* character, prepare for useful citizenship, and foster patriotism.
  - F. *Encourage and practice* efficient money management.
  - G. *Encourage* scholarship and promote school loyalty.
  - H. *Assist* students in the establishment of occupational goals.
  - I. *Facilitate* the transition from school to work and to additional educational pursuits.

### ARTICLE III -- EMBLEMS AND COLORS

- Section 1. The chapter emblems shall be the emblems of the national organization. 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 2. Emblems and insignia shall be uniform in all local chapters, and they shall be those of FBLA Collegiate. Only members in good standing may use official emblems and insignia.
- Section 3. The official colors of FBLA Collegiate shall be blue and gold.

### ARTICLE IV -- MEMBERSHIP

- Section 1. FBLA Collegiate membership shall consist of post-secondary students who are members of chartered local chapters. Since FBLA Collegiate membership is unified, these members must hold memberships in their state and national chapters in order to be recognized as members of FBLA Collegiate.

Section 2. The Utah State FBLA Collegiate Chapter as well as the local chapters shall be open to membership to all students who have been or are enrolled in any business and/or business related classes in the post-secondary schools.

Section 3. There shall be three classes of membership:

- A. Active members shall be students enrolled in business and/or business related programs who are interested in developing vocational competencies and who accept the purpose of FBLA Collegiate and subscribe to its creed. Active members shall pay dues as established by Utah State FBLA Collegiate Chapter and may participate in state events in accordance with the guidelines of the Utah State FBLA Collegiate Chapter, serve as voting members to the Utah State Leadership Conference, hold State FBLA Collegiate office, and otherwise represent their local chapters as approved by the Utah State and local advisers.

#### ARTICLE V -- ORGANIZATION

Section 1. The State FBLA Collegiate Chapter shall be an association of local chapters, each operating in accordance with the charter granted by FBLA, Inc.

Section 2. The Board of Directors of the Utah State FBLA Chapter shall serve as the policy-making body of this organization under direction of the Business & Marketing Education Specialist as designated by the Utah State Board for Career and Technical Education. Members of the Board of Directors shall be as follows: the Business & Marketing Education Specialist, the State Director and/or Assistant State Director, the State FBLA president, the State Collegiate Coordinator, and region advisers elected by the active local chapter advisers according to the Board of Directors' Bylaws.

Section 3. The administration of FBLA Collegiate shall be vested in the State Director under the direction of the Business Education State Specialist.

Section 4. There shall be a State Executive Council (See Article XI) which shall make recommendations to the Board of Directors and perform other duties as prescribed in the Utah State FBLA Collegiate Chapter bylaws or as directed by the State FBLA Director.

Section 5. Local charters shall be issued upon approval of the State FBLA Director. Local chapters shall have at least three charter members with all members holding state and national membership in FBLA Collegiate in order to qualify for a charter.

Section 6. Each local chapter must be properly organized and regularly meet in order to retain a charter. It is expected that an annual meeting be held for the purpose of selecting local chapter officers and that regular meetings be held to conduct chapter business and activities.

Section 7. Each local chapter shall have an adviser who shall be a faculty member from the business department. A local chapter may have as many special-emphasis groups under the chapter charter as it deems necessary to meet the interests of all students. The local chapter of FBLA Collegiate shall assume full responsibility for coordination of the program for these special emphasis groups.

#### ARTICLE VI -- OFFICERS AND ELECTIONS

Section 1. State Officers.

- A. The state elected officers of FBLA Collegiate shall be the president, executive vice president, vice president of communications, vice president of marketing.

Section 2. Qualifications needed to run for a state office.

- A. Only active members are eligible to hold state office.
- B. Only those applicants who are present at the State Leadership Conference held in the spring, who are officially certified by the Board of Directors and the officer screening committee, and who follow the guidelines issued by the Utah State FBLA Collegiate Chapter shall be eligible to run for office.
- C. In order to be certified by the screening committee, a potential candidate must:
  - 1. have been a paid member of record in his/her local chapter by March 1 of the current year or the registration deadline for the Spring State Leadership Conference, whichever comes first;
  - 2. be enrolled in post-secondary education each semester (excluding summer) unless awarded a degree during his/her term of office;
  - 3. be recommended by his/her chapter president and adviser;
  - 4. file an official application and resume with the State Director by the established deadline date;
  - 5. submit to a personal interview by members of the officer screening committee and the Board of Directors;
  - 6. indicate a willingness to serve and fulfill the responsibilities of a particular office;
  - 7. indicate plans for the coming year which include at least one business and/or business related classes;
  - 8. have a 3.0 GPA as verified by submission of an academic transcript and be in good academic standing with his/her major college.

Section 3. Elections and Appointments.

- A. The state officers shall be elected annually at the spring State Leadership Conference by the certified voters eligible to vote.
- B. The state officer candidate receiving the highest number of votes in his/her office shall be elected. In the event of a tie vote, the tie will be broken by the Executive Council. In the case of an unopposed candidate, a majority positive vote will be required.
- C. For any position where a candidate is running unopposed, voting will be effected on a yes/no basis. A majority of yes votes will be required to be elected
- D. All elections shall be by secret ballot unless waived by two-thirds vote of those present and eligible to vote.
- E. No local chapter shall nominate more than two (2) candidates for state office in any one given year.
- G. If an office is vacant following the State Leadership Conference, applications will be accepted from eligible, active chapter members, and the officer will be appointed based on an interview with the State Executive Council and/or Board of Directors.

Section 4. Term of Office.

- A. State officers shall be elected or appointed for one year or until a successor is elected or appointed.
- B. The term of office shall begin at the close of the Utah FBLA Collegiate State Spring Leadership Conference at which the officers were elected.

Section 5. Vacancy in Office.

- A. An office shall become vacant if the current officer resigns, is impeached, becomes physically or mentally unable to stay in office, or becomes ineligible because of loss of active membership status.
- B. A vacancy in any office shall be filled through appointment by the State Executive Council and approved by the Board of Directors.

- C. In the case of the office of state president becoming vacant, the vice-president shall become president for the remainder of the current term of office.

ARTICLE VII -- DUTIES OF FBLA COLLEGIATE STATE OFFICERS

Section 1. The president shall:

- A. serve as chair of the State Executive Council;
- B. preside over the State Executive Council meetings and meetings involving the Utah State FBLA Collegiate Chapter as a whole;
- C. serve as a member of the Board of Directors;
- D. appoint appropriate committee chairs;
- E. see that agendas are prepared for all State FBLA Collegiate meetings and state officer meetings;
- F. delegate specific assignments and responsibilities to each of the state officers and to the committees as appropriate;
- G. maintain communication with local chapter presidents and advisers;
- H. coordinate the development of the state officers' Program of Work;
- I. seek corporate sponsors with the assistance of the vice president of marketing;
- J. serve as an ex-officio, non-voting member of all state committees;
- K. perform other duties for the promotion and development of FBLA Collegiate; and
- L. follow officer guidelines as stipulated by the FBLA Board of Directors.

Section 2. The executive vice president shall:

- A. serve as chair of the state executive council and preside over council meetings and business meetings of FBLA Collegiate in the absence of the president;
- B. assist the president in the performance of his or her duties;
- C. coordinate recruitment and retention strategies;
- D. determine and preside over the state program of work with the approval of the State Executive Council;
- E. perform other duties for the promotion and development of FBLA Collegiate; and
- F. follow officer guidelines as stipulated by the FBLA Board of Directors.

Section 3. The vice president of communications shall:

- A. serve as the recording secretary of the state officers and coordinate the construction of reports as requested;
- B. assist in maintaining and updating the official state website;
- C. assist in communicating news to members through the use of website updates, social media outlets and email reports or newsletters, as directed by the president;
- D. perform other duties for the promotion and development of FBLA Collegiate; and
- E. follow officer guidelines as stipulated by the FBLA Board of Directors.

Section 4. The vice president of marketing shall:

- A. build membership, retention and recruitment of members;
- B. publicize state and local chapter events in local newspapers and other media;
- C. coordinate efforts with local chapter presidents and advisers to strategize and market FBLA Collegiate on each college campus.
- D. submit articles to national publications such as the FBLA Collegiate Business Leader;
- E. assist the executive vice president in efforts to recruit new local FBLA Collegiate chapters and members;
- F. assist the president in obtaining corporate sponsors;
- G. perform other duties for the promotion and development of FBLA Collegiate; and
- H. follow officer guidelines as stipulated by the FBLA Board of Directors.

## ARTICLE VIII -- STATE LEADERSHIP CONFERENCES

- Section 1. A State Leadership Conference shall be held each year in the spring. A date and location shall be recommended by the State Director and approved by the State Executive Council and Board of Directors.
- Section 2. Voting:
- A. Each local chapter in good standing shall be entitled to send two to four local voting delegates from its active membership to the State Leadership Conference in accordance with the following:
    - 5-50 members—two (2) voting delegates
    - 51-100 members—three (3) voting delegates
    - over 100 members—four (4) voting delegates
  - B. Appointed delegates must be present to vote. There will be no proxy voting;
  - C. A quorum for all business meetings of the State Leadership Conference shall be a majority of the eligible voting delegates registered to attend the conference. The secretary will assist the president in determining if a quorum is present.
- Section 3. Events and activities to be held shall be determined by the State Director and the Board of Directors. Guidelines for each event shall be issued by the State Director. Any active FBLA Collegiate member may participate in any event if he/she meets the guidelines established and dues were submitted to the state by the designated deadline.
- Section 4. Awards will be presented to event winners during the last day of the State Leadership Conference. Eligible winners will then be given the opportunity to attend the national leadership conference to represent Utah if they wish to do so. If the eligible winner(s) cannot attend, the next place winner(s) will be given the opportunity to represent the state. The Utah State FBLA Collegiate Chapter is not responsible for any finances involved with attending the national leadership conference.

## ARTICLE IX -- DUES AND FINANCE

- Section 1. State dues shall be determined by a majority vote of the local chapter voting members at the State Leadership Conference.
- Section 2. The amount of state dues shall be \$8.00.
- Section 3. State dues and records and national dues and records should be submitted directly to the National office of FBLA-PBL, Inc. by the deadline established by the national office.
- Section 4. The affairs and property of FBLA Collegiate shall be managed by the State Board of Directors, under the direction of the State Director.
- Section 5. The fiscal year of FBLA Collegiate shall be August 1 through July 31.
- Section 6. Upon dissolution of the Utah State FBLA Collegiate Chapter, all assets will revert to the Utah State Department of Career and Technical Education.

## ARTICLE X -- IMPEACHMENT OF OFFICERS

- Section 1. Impeachment proceedings against a state officer may begin if:
- A. three or more local chapters request impeachment; or
  - B. a majority of the state officers request impeachment; or
  - C. the Business Education State Specialist, State Director, and/or Assistant State Director(s) are refused a requested resignation; or
  - D. the local adviser of the officer requests impeachment; or
  - E. an officer's GPA drops below 3.0 and is not increased by the next grading report; or
  - F. he/she misses more than two (2) required meetings or activities.
- Section 2. The officer being impeached must contact the State Director and the Assistant State Director to answer the charges involved with Section 1 above. If the problem cannot be resolved to satisfaction, a special meeting of the Board of Directors will be held to consider the facts involved.
- Section 3. The Board of Directors shall be empowered to hear witnesses and obtain other testimony involved with the charges. The accused officer will be asked to be present during such consideration. The decision of the Board of Directors will be final as to the disposition of the impeachment.

## ARTICLE XI -- STATE EXECUTIVE COUNCIL

- Section 1. The State Executive Council shall be composed of the state officers, the Assistant State Director(s), and State Director, plus additional ex-officio, non-voting members who may be appointed from time to time by the state officers, Assistant State Director(s), or the State Director. The State Director, and Assistant State Directors(s) have full powers of participation and voting along with the state officers.
- Section 2. The duties of the State Executive Council shall be to:
- A. recommend policies of FBLA Collegiate as deemed necessary, by a two-thirds vote subject to the approval or disapproval of the Board of Directors;
  - B. approve committee appointments and the creation of new committees by the president;
  - C. review and make recommendation on all proposed amendments to the bylaws;
  - D. present to the voting members at the State Leadership Conference, with or without recommendations, those proposed amendments to the bylaws approved by the Board of Directors;
  - E. plan and carry out the program of work for the state chapter;
  - F. assist the local chapters and potential chapters as necessary to influence growth of FBLA Collegiate throughout the state;
  - G. prepare the state fall leadership conference workshops for the training of local chapter officers; and
  - H. perform other duties as assigned by the Assistant State Director(s), State Director, or other bylaws.
- Section 3. Meetings of the State Executive Council will be held as needed according to a calendar worked out as soon as possible after elections. Additional meetings may be called by the president, the Assistant State Director(s), and/or the State Director.

## ARTICLE XII -- NATIONAL OFFICERS

- Section 1. Potential candidates for national office will be recommended first by the local chapters.

- Section 2. The Board of Directors must interview and approve potential candidates before a candidate becomes official to represent Utah in the elections at the National Leadership Conference. No more than one (1) FBLA Collegiate national candidate will be approved.
- Section 3. The national candidates must conform to the rules and guidelines which may be established from time to time by the national office.
- Section 4. The Utah State FBLA Collegiate Chapter will not automatically assume any financial responsibilities for a national candidate. Any financial consideration given must be approved by a two-thirds vote of the Board of Directors.
- Section 5. The eligible local chapter voting delegates will be allowed to vote for or against a potential national candidate. Time would be the determining factor as to whether or not such a vote was practical.

#### ARTICLE XIII -- EFFECTIVE DATE OF BYLAWS

- Section 1. These bylaws shall take immediate effect after receiving a two-thirds vote of all eligible voting members at the State Leadership Conference.
- Section 2. Voting on bylaws may be as a group or one at a time. (If Article VIII passes, for example, then all voting taking place at the leadership conference after that time will have to be according to the procedures established in the Article.)
- Section 3. Additional bylaws will take immediate effect unless specified with the bylaw if they are approved by a two-thirds vote.

#### ARTICLE XV -- PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Newly Revised, shall govern FBLA Collegiate in all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA, Utah State FBLA Collegiate Chapter bylaws, or any special rules which FBLA Collegiate may adopt.

#### ARTICLE XVI -- AMENDMENTS

- Section 1. Proposed amendments to these bylaws shall be submitted in writing not later than one month prior to the State Leadership Conference.
- Section 2. Proposed amendments shall be reviewed by the State Executive Council and presented to the Board of Directors. The State Executive Council shall then present amendments approved by the Board of Directors to the voting delegates registered at the State Leadership Conference.
- Section 3. A two-thirds vote is required for adoption.