



WESTLAKE HIGH SCHOOL CHAPTER FUTURE BUSINESS LEADERS OF AMERICA BYLAWS

Article I. Name

The name of the organization shall be the Westlake High School Chapter of the Future Business Leaders of America.

Article II. Purpose

Section 1. The purpose of this FBLA Chapter is to provide as an integral part of the instructional program additional opportunities for high school students (grades 9-12) 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 are to:

- Develop competent, aggressive business leadership.
- Strengthen the confidence of students in themselves and their work.
- Create more interest in and understanding in themselves and their work.
- 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 member 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 become members at Westlake High School 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 national events, in accordance with the guidelines of the National Awards Program,

serve as voting delegates to the National Leadership Conference, hold national office in accordance with Article VI of the national bylaws, and otherwise represent their state and local chapters as approved by their respective state and local advisers.

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 and office education and/or who are rendering outstanding service to FBLA-PBL Inc. Honorary Life Members shall not vote 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 and shall not be required to pay dues.

Section 3. In order to be considered in good standing, members shall participate in at least seventy-five percent of chapter activities during the fiscal year defined by Article IV, Section 3. Excused absences are defined in Article VI, Section 9.

Section 4. Only members in good standing shall be permitted to take part in conferences, social events, and events off campus.

Section 5. After completion of their senior year, members will receive recognition for their involvement in FBLA. The requirements for recognition are being an active member their senior year and:

- Four (4) year active membership in FBLA as defined by Article III, Section 3.
- Attendance and participation in any National Leadership Conference during their time as a FBLA member.
- Placing in the top five in any FBLA competitive event at the Louisiana State Leadership Conference.
- Any outstanding performance or activity as determined by the local chapter adviser.

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 state voting delegates at the National Leadership Conference.

National Dues of members shall be forwarded 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 Westlake High School Future Business Leaders of America shall be \$35 a year, of which \$6 shall be payment of national dues and \$5 shall be payment of state dues.
- Section 3. The fiscal year of the Westlake High School Future Business Leaders of America shall be from March 31 to April 1.
- Section 4. An annual financial report will be made by the treasurer at the end of the fiscal year.

Article V. Officers and Elections

- Section 1. Officers of the chapter shall be: President, Vice President, Secretary, Treasurer, Reporter, Historian, and Parliamentarian. These Officers with the adviser as ex-officio member shall constitute the Executive Board. Officers shall be elected for a term of one year or until their successors are elected or appointed. Officers shall assume their duties at the close of the meeting at which they are installed.
- Section 2. The chapter shall have an adviser who shall be a faculty member teaching business or business-related subjects. The chapter may have as many special interest 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 special interest groups.

Article VI. Duties of FBLA Officers

- Section 1. The President shall (a) schedule, prepare, and preside over all meetings of the chapter; (b) appoint all committees and serve as an ex-officio member of these committees; (c) place members into competitive events held at the district level except for the Parliamentary Procedure competition; (d) and promote the growth and development of FBLA. The President shall have been a member for no fewer than one year.
- Section 2. The Vice President shall (a) preside in the absence of the president; (b) assist the President in placing members in competitive events except for the Parliamentary Procedure competition; (c) work to recruit new members from the Westlake High School student body; (d) and develop and lead the Community Service Project. The President shall have been a member for no fewer than one year.
- Section 3. The Secretary shall (a) keep an accurate record of the chapter and Executive Board meetings; (b) prepare and keep an updated record of chapter members; (c) keep an accurate record of members that attend meetings; (d) submit the required reports to the state and national chapters.
- Section 4. The Treasurer shall (a) act as custodian of the funds of the organization, collect dues, and give financial reports; (b) prepare the local chapter budget; (c) be a member of all fundraising committees; (d) develop and lead fundraisers for the March of Dimes; (e) and send the membership list with the dues to the state and national chapter.

- Section 5. The Historian shall (a) maintain records of the chapter, including an annual report of its activities, awards, and publicity; (b) assist the Reporter in preparing articles to send to the *Louisiana Leader* and the national *Tomorrow's Business Leader*; (c) prepare the Annual Chapter Business Report.
- Section 6. The Parliamentarian shall (a) advise the president or presiding officer on points of parliamentary procedure; (b) and lead the Parliamentary Procedure Team and appoint four members to compete on the team.
- Section 7. The Reporter shall (a) act as public relations officer for the chapter; (b) see that news stories and photographs are delivered to the local newspaper, the *Louisiana Leader*, and the national *Tomorrow's Business Leader*; (c) and cooperate with school officials concerning assembly, radio, and television programs.
- Section 8. The officers shall serve on the Executive Board, 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.
- Section 9. Officers shall fully participate in all chapter activities except those excused by the local adviser.

Excused Absences;

- Health – must provide a doctor's excuse or note from parent/guardian
- Prior family commitment – must provide letter from parent/guardian
- Prior work commitment – must provide a copy of work schedule
- Academic reasons
- Parental reasons – must provide letter from parent/guardian

- Section 10. An Officer may be removed from office if any of the following occur;
- Participation in less than 90% of chapter activities.
 - Any major discipline action taken by school officials.
 - Any conviction of a crime other than minor traffic offences.
 - Any cumulative grade less than a "C" after the second nine-week period.
 - Any violation of the Conference Code of Conduct.
- Section 11. If an officer vacates his/her office for any reason the Executive Committee shall; if after two weeks from election, appoint a chapter member in good standing to the vacated office, or, if within two weeks of election, hold a new election for the vacated office.

Article VII. Meetings

- Section 1. There must be at least one regular meeting a month during the school year. The regular April meeting shall be designated as the annual meeting for the purpose of electing

officers, receiving reports of officers and committees, and for any other business which may arise. Other meetings may be held as deemed necessary by the President with the approval of the executive board.

Section 2. There must be at least one meeting of the Executive Committee during the school year. This meeting should be held the week before the regular chapter meeting. Any issue before the Executive Committee will be decided with a simple majority vote. Five members must be present for a quorum.

Section 3. Quorum. One half (1/2) of chapter members shall constitute a quorum.

Article VIII. Committees

Section 1. The President, in consultation with the adviser, shall appoint the following committees: (a) Finance/Fundraising; (b) Community Service; (c) Social; and (d) Membership Development. The President shall appoint additional committees as authorized by the Executive Board. Duties of committees shall be determined by the Executive Board and the adopted parliamentary authority.

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 association combined with the WHS Ram and the WHS "W."

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 of FBLA-PBL, Inc.

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, 11th Edition, 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.

Article XI. Amendment of the Bylaws

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