**KENTUCKY STATE CHAPTER**

**FUTURE BUSINESS LEADERS OF AMERICA**

**BY-LAWS**

**Article I.  Name**

The name of this organization shall be Kentucky State Chapter of Future Business Leaders of America, a constituent division of Future Business Leaders of America-Phi Beta Lambda, Inc., hereinafter referred to as FBLA.  FBLA shall be divided into regions of local chapters whose number and boundaries shall be determined by the Board of Directors.

**Article II.  Object**

The object of the organization shall be to promote the national objectives, goals, and education program of FBLA on the state, region, and local levels.  Regions shall promote membership extensions and retention, leadership training, and the educational programs sponsored by FBLA.

**Article III.  Membership**

**Section 1.  Classification**

The members of the State Chapter shall be those members of FBLA attending a Kentucky secondary school who have paid national and state dues.  There shall be three (3) classes of membership.

1. Active.  Active members shall be secondary students enrolled in a business or business-related course (Examples: Computer Science, Economics taught in the Social Studies Department, Information Technology Courses, Business Math in the Math Department, Calculus, Statistics) during the year of membership in FBLA or if a student was a member of FBLA the previous year and is unable to take a business or business-related course the following year, for that one year only the student may be an active member (exemption may be used once during a high school career).  Active members shall accept the purposes of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school-community relations, and possess qualities for employment.
2. Associate.  Associate members shall be secondary students who are former active members of FBLA and continue to comply with the regulations and policies of FBLA but who do not qualify for active membership.  Associate members shall pay dues as established by FBLA, but shall not participate in regional, state, and national events; serve as voting delegates; nor hold office.
3. Honorary.  Honorary members shall be individuals who are assisting in the advancement of business education and who are rendering outstanding service to FBLA.  Honorary members shall be elected to the Chapter by a majority vote of the Board of Directors.  Honorary members are not eligible to vote or hold office and are not required to pay dues.

**Section 2.  Dues**

1. State Dues.  State dues for each member of FBLA shall be three dollars ($3) per year, which shall be remitted to the national headquarters by the designated date.  Each member shall also pay current national dues.  For a member to be eligible for active membership, the member must pay the current dues in advance on or before February 1 each year if the member wishes to retain active status.  Those members who have not paid the current dues by February 1 will be ineligible to compete or attend conferences for that year.
2. Local Chapter Dues.  The local chapter may assess membership dues in addition to dues assessed by National and State FBLA.

**Section 3.  Membership Year**

The membership year shall be August 1 through July 31.

**Section 4.  Fiscal Year**

The fiscal year shall be August 1 through July 31.

**Article IV.  Officers**

**Section 1.  Qualifications for a Regional or State Office**

1. To be qualified for a regional or state office in FBLA, a candidate shall:
	1. be an active member of FBLA who has paid local, state and national  dues;
	2. be a sophomore or junior in high school during the current year for all state offices except parliamentarian who may be a freshman; a freshman may also be a candidate for regional parliamentarian, secretary, treasurer, or reporter;
	3. have the endorsement of the local chapter and be recommended by the chapter's adviser(s);
	4. have the approval and support of his/her parent or guardian;
	5. file an official application with the FBLA State Adviser in the case of a state officer candidate and with the FBLA Regional Chair in the case of a regional officer candidate by the designated date, to include statements of certification from the high school principal, the local chapter adviser, and a parent/guardian;
	6. be enrolled in a business class for next year or qualified for active member status for next year under Article III. Section 1.A.
	7. for a regional office, hold or have held an elective office in the local FBLA chapter or a comparable office in a locally recognized and approved organization at the middle or high school level or have served as regional parliamentarian; and for a state office, hold or have held an elective office at the local, regional, or state level in FBLA or a comparable office in a locally recognized and approved organization at the middle or high school level or have served as regional or state parliamentarian;
	8. for a state office, be interviewed by a screening committee appointed by the State Executive Council and for a regional office be interviewed by a screening committee appointed by the Regional Executive Council;
	9. have all campaign materials approved prior to their use; and
	10. be nominated and make an acceptance statement at a general assembly of the FBLA State Leadership Conference for a state office and at a general assembly of the FBLA Regional Leadership Conference for a regional office.
2. A candidate must be officially certified by the State Adviser to become a candidate for a state office and officially certified by the FBLA Region Chair to become a candidate for a regional office.
	1. Candidates for the office of State President shall currently hold or have held the office of President or Vice President or hold or have held a state office.
	2. Candidates for State Vice President shall currently hold or have held the office of President or Vice President or hold or have held a state office.
	3. Candidates for state secretary must have completed or be currently enrolled in Computer and Technology Applications/Digital Literacy, Word Processing, or a course more advanced than a high school keyboarding course.  Candidates for regional secretary must be taking or have completed a course equivalent to a high school keyboarding course.
	4. Candidates for state or regional treasurer must be currently taking or have completed Accounting and Finance Foundations/Accounting I or Financial Services and Computer and Technology Applications/Digital Literacy or a course equivalent to a high school keyboarding course.  (Amended 2010)
3. Candidates for state reporter must be currently taking or have completed or a course equivalent to a high school keyboarding course and have the capability to produce a newsletter using desktop publishing skills.  Candidates for regional reporter must have completed or are currently taking a course equivalent to a high school keyboarding course.

**Section 2.  State Officers**

1. The elected state FBLA officers shall be President, Vice President, Secretary, Treasurer, Historian, Reporter, and the President from each FBLA Region.
2. The highest scoring freshman, sophomore, or junior on the Parliamentary Procedure written test at the State Leadership Conference shall be appointed to act as Parliamentarian, shall assume office at the conclusion of the State Leadership Conference, and may take the Parliamentary Procedure written test at the National Leadership Conference.
3. The State Officers shall attend all sessions of the State Leadership Development Camp, the State Officers Workshop preceding camp, the State Leadership Conference, and all State Executive Council meetings.
4. No two state officers shall be elected from the same local chapter. A Region President and one additional state officer may be elected from the same chapter.
5. Duties
	1. The State President shall:
		* serve as chair of the State Executive Council;
		* preside over all meetings of the State Chapter and the State Executive Council;
		* create appropriately needed committees and appoint committee chairs and members with the approval of the Board of Directors;
		* maintain a close and continuing relationship with the Board of Directors of FBLA;
		* serve as a state delegate during his/her term to the National FBLA Leadership Conference; and
		* perform other duties for the promotion and development of local, regional, state, and national FBLA.
6. The State Vice President shall:
	* assist the State President;
	* act in the absence of the State President;
	* serve as a state delegate during his/her term of office to the FBLA National Leadership Conference;
	* serve as an active member of the State Executive Council;
	* prepare slides of all Leadership Conferences following the State Leadership Conference at which the Vice President was elected and present the Year In Review; and
	* perform such other duties as directed by the State President.
7. The State Secretary shall:
* perform the duties pertaining to the office of secretary;
* keep an accurate record of all meetings of the State Chapter of FBLA and of the meetings of the State Executive Council;
* submit a copy of the State Executive Council minutes to the State Adviser and Adviser to the State Officers prior to the next meeting for approval;
* supply a copy of the minutes and substantiating reports to the members of the State Executive Council promptly after the meetings;
* serve as an active member of the State Executive Council; and
* perform such other duties as directed by the State President.
1. The State Treasurer shall:
* give financial reports at designated times and serve as an active member of the State Executive Council; and
* perform such other duties as directed by the State President.
1. The State Reporter shall:
* act as public relations officer for the State Chapter;
* collect news from local FBLA chapters;
* edit and publish the FBLA newsletter;
* send information concerning Kentucky FBLA chapters to local, state, and national media;
* publish schedules for submitting news items;
* serve as an active member of the State Executive Council; and
* perform such other duties as directed by the State President.
1. The State Historian shall:
* keep a record of the activities of Kentucky FBLA in an electronic state scrapbook;
* serve as chair of any scrapbook committee that may be established;
* serve as an active member of the State Executive Council; and
* perform such other duties as directed by the State President.
1. The State Parliamentarian shall:
* advise the State President and the State Executive Council of proper parliamentary procedure in conducting official meetings of the organization;
* upon request, assist local chapters with questions relating to parliamentary procedure;
* encourage the study of parliamentary procedure and the formation of parliamentary procedure teams;
* serve as an active, voting member of the State Executive Council;
* shall serve as the chair of the State Bylaws Committee; and
* perform such other duties as directed by the State President.
1. Regional Presidents shall:
* serve as a member of the State Executive Council;
* serve as chair of the Regional Executive Council;
* preside over the meetings of the region;
* create appropriately needed committees and appoint committee chairs and members;
* maintain a close and continuing relationship with the State President and Board of Directors of FBLA;
* perform other duties for the promotion and development of local, regional, state, and national FBLA; and
* perform such other duties as directed by the State President.
1. Nominations and Elections
2. The State President, Vice President, Secretary, Treasurer, Reporter, and Historian shall be nominated and elected annually at the FBLA State Leadership Conference.  The state officers shall assume office at the conclusion of the State Leadership Conference in which they were elected.  A majority vote of the local chapter voting delegates present and voting shall be required for election.  If there are more than two candidates for an office and a majority is not reached on the first ballot, the candidate receiving the lowest number of votes will be dropped; and the candidate receiving the lowest number of votes on each succeeding ballot will be dropped until a majority is reached.
3. Election of officers shall be by ballot.  If there is only one candidate qualified for an office, a voice vote may be taken.
4. The candidates for state offices must be present at the State Leadership Conference at which they are to be nominated to be eligible for official nomination.
5. In the event no candidate has filed for a state office by the time screening is completed, the office shall be filled by a qualified candidate who has his/her credentials on file prior to the State Leadership Conference.  In the event no qualified state candidates have filed, the Board of Directors shall appoint a person to fill the office.
6. Vacancies
7. If the office of State President becomes vacant during the membership year, the Vice President shall assume the office of President.  If any other state office becomes vacant before the State Leadership Development Camp, the Board of Directors shall appoint the candidate who was in the runner-up position for that office to fill that vacancy.  In the event that there is no runner-up, the Board of Directors, shall appoint the officer, and the candidate's credentials shall be placed on file at the state office.  However, if the office becomes vacant during or after the State Leadership Development Camp, the school holding the office shall have the option of filling the office with a qualified candidate to be approved by the Board of Directors.  In the event that the school cannot fill the office, the Board of Directors shall appoint the runner-up to fill the vacancy.  If there is no runner-up, the Board of Directors shall appoint the officer, and the candidate's credentials shall be placed on file at the state office.  For the office of Parliamentarian, the candidate must have taken the Parliamentary Procedure test at the State Leadership Conference.
8. Failure to fulfill the obligations of a state office without legitimate cause will result in the removal from office by the Board of Directors.

**Section 3.  Regional Officers**

1. The elected Regional Officers of FBLA shall be President, Secretary, Treasurer, and Reporter for each FBLA region.
2. The highest scoring freshman, sophomore, or junior on the Parliamentary Procedure written test at the Regional Leadership Conference shall be appointed to act as Parliamentarian, shall assume office at the conclusion of the Regional Leadership Conference, and may take the Parliamentary Procedure written test at the State Leadership Conference.
3. The Regional President shall attend all sessions of the State Leadership Development Camp, the State Officers Workshop preceding the Camp, and all State and Regional Executive Council meetings.  The Regional Secretary, Treasurer, Reporter, and Parliamentarian shall attend the State Leadership Development Camp of FBLA and all Regional Executive Council meetings.
4. A maximum of two regional officers may be elected and/or appointed from the same local chapter. (Adopted 2009 State Conference)
5. Duties
6. The Regional President shall:
* serve as a member of the State Executive Council;
* serve as chair of the Regional Executive Council;
* preside over the meetings of the region;
* create appropriately needed committees and appoint committee chair and members;
* maintain a close and continuing relationship with the State President and Board of Directors of FBLA;
* perform other duties for the promotion and development of local, regional, state, and national FBLA; and
* perform such other duties as directed by the State President.
1. The Regional Secretary shall:
* perform the duties pertaining to the office of Secretary;
* keep an accurate record of all meetings of the region and of the Regional Executive Council;
* supply at least one copy of the minutes and substantiating reports to members of the Regional Executive Council and the Regional Chair;
* act in the temporary absence of the Regional President;
* serve as an active member of the Regional Executive Council; and
* perform such other duties as directed by the Regional President.
1. The Regional Treasurer shall:
* act as custodian of the funds of the regional organization;
* prepare a budget for the approval of the Regional Executive Council;
* disburse funds as directed by the Regional Executive Council;
* give financial reports at designated periods;
* present an annual report of such matters to FBLA members at the Regional Leadership Conference and to the Board of Directors;
* serve as an active member of the Regional Executive Council; and
* perform such other duties as directed by the Regional President.
1. The Regional Reporter shall:
* act as public relations officer for the FBLA region served;
* collect news from local FBLA chapters within the region;
* edit and publish the regional newsletter(s);
* send information concerning regional activities to local news media, the State Reporter, the State Historian, and National FBLA office;
* serve as an active member of the Regional Executive Council;
* perform such other duties that are necessary for the promotion and development of local, regional, state, and national FBLA; and
* perform such other duties as directed by the Regional President.
1. The Regional Parliamentarian shall:
* advise the Regional President and/or members of the Regional Executive Council of proper parliamentary procedure in conducting official meetings of the organization;
* upon request, assist local chapters with questions relating to parliamentary procedure;
* encourage the study of parliamentary procedure and the formation of parliamentary procedure teams;
* serve as an active, voting member of the Regional Executive Council; and
* perform such other duties as directed by the Regional President.
1. Nominations and Elections
2. The Regional President, Secretary, Treasurer, and Reporter shall be nominated and elected annually at the FBLA Regional Leadership Conference.  Regional officers shall assume office at the conclusion of the Regional Leadership Conference.  A majority vote of local chapter voting delegates present and voting shall be required for election.
3. Election of officers shall be by ballot.  If there is only one candidate for an office, a voice vote may be taken.
4. If there are more than two candidates for an office and a majority is not reached on the first ballot, the candidate receiving the lowest number of votes will be dropped; and the candidate receiving the lowest number of votes on each succeeding ballot will be dropped until a majority is reached.
5. The candidates for regional offices must be present at the Regional Leadership Conference at which they are to be nominated to be eligible for official nomination.
6. In the event there is no candidate for the office of president by the time screening is completed, the Board of Directors shall appoint the Regional President.  In the event no candidate has filed for the office of any other regional office, the office shall be filled by a qualified candidate who has his/her credentials on file prior to the Regional Leadership Conference.  In the event no qualified regional candidates have filed, the office shall be filled by election at the State Leadership Development Camp by the attendees from the region.
7. If an officer transfers to a school in the region without an active FBLA Chapter, the position will be declared vacant.  If an officer moves to a school within the same region that has an active FBLA Chapter, he/she may keep that office with the consent of the adviser(s) and school administration of the new school.
8. Vacancies
9. If a regional office becomes vacant before the State Leadership Development Camp, the Board of Directors shall appoint the candidate who was in the runner-up position for that office to fill that vacancy.  In the event that there is no runner-up, the Board of Directors shall appoint the officer, and the candidate's credentials shall be placed on file at the state office.  However, if the office becomes vacant during or after the State Leadership Development Camp, the school holding the office shall have the option of filling the office with a qualified candidate to be approved by the Board of Directors.  In the event that the school cannot fill the office, the Board of Directors shall appoint the runner-up to fill the vacancy.  If there is no runner-up, the Board of Directors shall appoint the officer, and the candidate's credentials shall be placed on file at the state office.  For the office of Parliamentarian, the candidate must have taken the Parliamentary Procedure test at the Regional or State Leadership Conference.
10. Failure to fulfill the obligations of a regional office without legitimate cause will result in the removal from office by the Board of Directors.

**Article V.  Meetings**

**Section 1.**   A State Leadership Conference shall be held each year for FBLA at such time and location as selected by the State Adviser of FBLA in consultation with the Board of Directors of FBLA.

**Section 2.**  A Regional Leadership Conference shall be held each year for each FBLA region at such time and location as selected by the Regional Executive Council of FBLA in consultation with the Board of Directors of FBLA.

**Section 3.**  Each local chapter in good standing shall be entitled to send voting delegates from its active membership to the State and Regional Leadership Conferences in accordance with the following:

1 to 50 members - 2 voting delegates
51 to 100 members - 3 voting delegates
101 and up members - 4 voting delegates

**Section 4.**   All voting delegates of local chapters shall be officially certified by their respective advisers to the Regional Chair prior to the Regional Leadership Conference and to the State Adviser prior to the State Leadership Conference.

**Section 5.**  A State Leadership Development Camp shall be held at such time and location as selected by the Board of Directors of FBLA.

**Section 6.**   A majority of the registered delegates shall constitute a quorum.

**Article VI.  Board of Directors**

**Section 1.** The State Chair of FBLA, the State Adviser, the Adviser to the State Officers, and a FBLA adviser from each of the six (6) regions shall constitute the Board of Directors.

**Section 2.** A FBLA adviser from each of the six (6) regions shall be appointed by the Board of Directors for a three-year term beginning with the 2000-2001 school year. Board members may be reappointed to another three-year term which may run consecutively. A rotation for appointment/reappointment to the Board will be as follows: 2014-15, Regions 4 and 6; 2015-16, Regions 2 and 3; 2016-17, Regions 1 and 5.

**Section 3.** The Board of Directors shall be the policy-making body, have general supervision of the affairs of the Organization between annual conferences, shall make recommendations to the organization, and shall perform such other duties as are specified in these bylaws or by the State Office of Career and Technical Education.

**Article VII.  Executive Council**

**Section 1.  State Executive Council**

1. Each state officer and that officer’s local chapter adviser shall be known as the State Executive Council of FBLA. Each State Executive Council member shall be entitled to one vote. If more than one adviser from any one school is in attendance at the State Executive Council meetings, only one adviser can vote. The State Chair of FBLA, the State Adviser of FBLA, Adviser to the State Officers of FBLA, and national officers shall be ex-officio, non-voting members of the State Executive Council.
2. The State Executive Council shall meet upon the call of the President with the approval of the State Adviser for the purpose of planning and carrying out activities which promote the welfare of FBLA.

**Section 2.  Regional Executive Council**

1. Each regional officer and that officer's local chapter adviser shall be known as the Regional Executive Council of FBLA.  Each Regional Executive Council member shall be entitled to one vote. The State Chair of FBLA, the State Adviser of FBLA, the Adviser to the State Officers of FBLA, and national officers shall be ex-officio, non-voting members of the Regional Executive Council.
2. In addition, the adviser to the Regional President shall be known as the Regional Chair and shall be charged with overseeing the activities of the region.
3. The Regional Executive Council shall meet upon the call of the Regional President and Regional Chair for the purpose of planning and carrying out activities which promote the welfare of FBLA.
4. A majority of the members shall constitute a quorum.

**Article VIII.  Committees**

**Section 1.**  There shall be two standing committees of FBLA, a Budget Committee and a Bylaws Committee.

**Section 2.**  A Budget Committee composed of the Treasurer as chair and four members may be appointed by the President.  It shall be the duty of this committee to work with the FBLA bookkeeper as needed in reporting financial records to the State Executive Council.

**Section 3.**  An Advisory Committee may be appointed, if necessary, to assist in the growth and development of FBLA.

**Section 4.**  A Bylaws Committee composed of the Parliamentarian as chair and four other members shall be appointed by the President.  It shall be the duty of this committee to review the bylaws and submit any suggestions and amendments to the State Executive Council at the winter meeting.

**Article IX.  Emblems and Colors**

**Section 1.**  The official emblem and design of insignia items are described and protected from infringement by registration in the U.S. Patent Office under the Trademark Act of 1946.  The wearing or displaying of this emblem shall be regulated by the local, state, and national organizations of FBLA.

**Article X. Parliamentary Authority**

The rules contained in the current edition of ROBERT’S RULES OF ORDER, NEWLY REVISED shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

**Article XI. Amendments**

Proposed amendments to the State Bylaws shall be submitted in writing by local chapters or by a state officer before October 1 to the State Adviser of FBLA. A proposed amendment shall be reviewed by the Board of Directors of FBLA and the State Executive Council of FBLA where it shall be approved by a three-fourths vote of the State Executive Council before it can be presented to the voting delegates. The State Executive Council shall submit the proposed amendments, with recommendations, to the local chapters at least two weeks prior to the State Leadership Conference. At the State Leadership Conference, the bylaws may be amended by a two-thirds vote of the local chapter voting delegates present and voting at the delegate assembly.