

NJ FBLA Bylaws

ARTICLE I - MEMBERSHIP

Section 1. Any student enrolled in a business program and in a school with a chartered local chapter of Future Business Leaders of America (FBLA) in the State of New Jersey shall be eligible for membership.

Section 2. State FBLA shall be open for membership to the following two classes of members:

Active Members shall be secondary students who become members while 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 regional, state, and national events, in accordance with the guidelines of the *New Jersey State and National Awards Program*, serve as voting delegates to the Regional Sessions and State and National Leadership Conferences, hold state and national office 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 or hold office and shall not be required to pay dues.

ARTICLE II – DUES AND FINANCIAL RESPONSIBILITY

Section 1. Annual membership dues shall be fixed by the State Executive Board.

Section 2. State dues are payable on or before October 20 of the current school year. Dues for additional members taken into the chapter after October 20 are payable through the national FBLA-PBL deadline.

Section 3. All FBLA-PBL finances should reflect sound accounting procedures and follow the State of New Jersey and the Federal Accounting Standards Advisory Board (FASAB) Generally Accepted Accounting Principles (GAAP).

Section 4. The budget shall be prepared by designated member(s) of FBLA-PBL's State Committee. The proposed budget shall be submitted to the State Executive Board for approval.

Section 5. The fiscal year shall be July 1 through June 30.

Section 6. An audit reflecting all financial activities of FBLA shall be conducted by the New Jersey Department of Education and/or the institution holding the FBLA-PBL grant. The audit report shall be presented to the Executive Board for approval and, if necessary, responsive action.

ARTICLE III – EXECUTIVE BOARD

Section 1. The State Executive Board shall consist of all state officers, their local advisers, and the FBLA-PBL State Committee.

Section 2. Only the state officers on the Board shall have voting rights.

Section 3. A majority of the state officers shall constitute a quorum of the Board.

Section 4. The State Executive Board shall determine the dates and locations of its meetings for the school year.

ARTICLE IV – ADVISORY GROUPS

Section 1. The State Committee is composed of a State Chairman and other professional employees under contract by the institution holding the FBLA-PBL grant. The State Committee shall coordinate and supervise the activities of the organization.

Section 2. Part-time consultants may be hired by the institution holding the FBLA-PBL grant and may serve on or assist the State Committee.

Section 3. An appointed webmaster will serve as a technology liaison for the New Jersey State Executive Board.

ARTICLE V - OFFICERS

Section 1. The FBLA state officers of the chapter shall be a president, a vice president of each region, a membership vice president, a community service vice president, a secretary, a historian, and a parliamentarian. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the chapter. The duties of the officers shall be:

A. President. Preside over and conduct meetings according to accepted parliamentary procedure; represent the state chapter; coordinate chapter activities by keeping in close touch with other officers, the membership, and the advisers.

B. Vice Presidents of the Regions. Assist the President in the discharge of his/her duties and preside at meetings in the absence of the President; preside over the Regional Sessions.

C. Membership Vice President. Verify membership lists through state and/or national offices through the on-line registration process; serve as liaison between chapters to promote membership expansion.

D. Community Service Vice President. Contact representatives of the state charity; develop incentives for charity fundraising; and organize promotional materials.

E. Secretary. Prepare and read the minutes of the meeting; have the agenda for each meeting available for the President; count and record votes when taken; attend to official correspondence; send out meeting notices; and read communications at meetings.

F. Historian. Maintain an accurate and up-to-date history, including a state newsletter and an annual report of chapter activities.

G. Parliamentarian. Advise the presiding officer and other chapter members on parliamentary procedure; have reference materials pertaining to parliamentary procedure available for each meeting; and ensure that chapter meetings are conducted in an orderly manner according to *Robert's Rules of Order Newly Revised*.

Section 2. Only active members are eligible to hold office. Candidates must have at least one year remaining in their educational programs.

Section 3. All prospective candidates for state office shall submit to the State Executive Board an application and resume by the deadline dates, approximately one month before the Regional Sessions and/or the State Leadership Conference.

Section 4. All applications and resumes shall be screened by the State Executive Board, with candidacy subject to the State Executive Board's approval.

Section 5. If there is no candidate for a particular office, applications and resumes will be accepted, reviewed, and voted upon by the State Executive Board; and one applicant shall be appointed to fill the office, pending his/her approval.

Section 6. The state officers shall be elected by ballot with a plurality necessary for election. Unopposed candidates must receive a majority. The state officer candidate test scores shall be used to break a tie in an election.

Section 7. The officers shall serve for one year, and their term of office shall begin on June 1 of the year in which they are elected.

Section 8. All state officers will be required to attend all State Executive Board meetings and the New Jersey FBLA-PBL Fall Leadership Conference, FBLA-PBL Eastern National Fall Leadership Conference, one of the New Jersey Regional Sessions, New Jersey FBLA State Leadership Conferences and FBLA-PBL State Officer Leadership Training Seminar. The state president must attend the FBLA-PBL Institute for Leaders. All state officers should attend the FBLA National Leadership Conference.

If an officer misses one State Executive Board meeting or one of the conferences mentioned above without notice or two with notice, it will be a sign of resignation; and another member will be appointed to the office by the State Executive Board at the next Board meeting. If an officer is in violation of the State or National Code of Conduct, it will be a sign of resignation; and another member will be appointed to the office by the State Executive Board at the next Board meeting. If an officer is absent from school with an extended illness, the State Executive Board may accept a doctor's note and permit the officer to complete his/her term.

Section 9. All state officers will be required to send copies of all official correspondence to the FBLA-PBL State Committee for the FBLA files. All officers must submit copies of their management plans to the State Committee on dates specified.

Section 10. The same office may not be filled by persons from the same school for more than two years in a row.

Section 11. A chapter cannot have more than two state officers in any one year.

Section 12. In the event that there is a vacancy in the presidency, the vice president from the president's region shall assume that office. In the event that a vacancy arises in any other office, another member will be appointed to the office by the State Executive Board at the next Board meeting.

ARTICLE VI – MEETINGS AND CONFERENCES

Section 1. The state chapter shall conduct one or two Fall Leadership Conferences, four Regional Sessions, and a State Leadership Conference each year.

Section 2. The date, location, and agenda of each meeting shall be decided by the State Executive Board.

Section 3. At the Regional Sessions, each local chapter shall be entitled to two regional voting delegates who will cast votes for the regional vice president.

Section 4. At the State Leadership Conference, each local chapter shall be entitled to two voting delegates. Each chapter shall cast two votes for president, membership vice president, community service vice president, secretary, historian, and parliamentarian and for any other business which may be proposed.

ARTICLE VII - COMMITTEES

Committees, standing or special, shall be appointed by the president, as the State Executive Board shall from time to time deem necessary to carry on the work of the chapter.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *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 National FBLA-PBL Bylaws, the State Constitution, and these Bylaws.

ARTICLE IX - AMENDMENTS

Proposed amendments to the Bylaws shall be submitted in writing by local chapters to the State Executive Board. These proposed amendments shall be reviewed by the State Executive Board which shall, in turn, submit them to the delegates at the State Leadership Conference with recommendations. Amendments may be adopted or revision made in the Bylaws at the State Leadership Conference by a two-thirds vote of the delegates present.