

FUTURE BUSINESS LEADERS OF AMERICA/PHI BETA LAMBDA, INC.

SOUTH CAROLINA STATE CHAPTER BYLAWS

ARTICLE I. NAME

The name of the organization shall be the South Carolina Chapter of the Future Business Leaders of America.

ARTICLE II. PURPOSE

The two purposes of this organization are:

1. To promote the purposes of the National Organization as stated in its constitution in Article II, with which the Constitution of the South Carolina Chapter is in accord.
2. To encourage and promote local chapters in recognized schools teaching Business Education in the state of South Carolina.

ARTICLE III. MEMBERSHIP

Section 1. Membership in this organization shall consist of the local chapters in the schools/centers of South Carolina which have been chartered by the National Organization known as the Future Business Leaders of America.

Section 2. State and local chapters shall be open for membership to all students participating in any business program.

Section 3. The chapter shall be a member of the National Organization of FBLA/PBL, Inc.

Section 4. There shall be these classes of membership:

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 national events, in accordance with the guidelines of the National Awards Program, serve as voting delegates to the National Leadership Conference, hold national office, and otherwise represent their state or local chapters as approved by their respective state or local advisers.

Professional members shall be persons associated with or participating in the professional development of FBLA as approved by state chapters. Such members may include local and state advisers, Business Education teachers, business teacher educators, state supervisors and consultants of Business Education, employers or supervisors of cooperative work-training

students, advisory council members, businesspersons, and other persons contributing to the growth and development of FBLA. Professional members shall pay dues as established by FBLA, but they shall not participate in events, serve as voting delegates, or hold office.

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 Education and/or to the growth and development of FBLA. National honorary life members shall not vote or hold office and shall not be required to pay dues.

ARTICLE IV. ORGANIZATION

Section 1. The Future Business Leaders of America is the National Organization for students in Business Education of which the South Carolina Chapter is a member.

Section 2. Active chapters of the Future Business Leaders of America shall be chartered only in recognized secondary schools/centers (7-12) where systematic instruction in business subjects is offered.

Section 3. The policy-making body of this organization shall be jointly vested in the State Executive Council and the Business Education Staff.

Section 4. The administration of FBLA shall be vested in the State Chairperson/Adviser and Executive Secretary if applicable.

Section 5. There shall be a State Executive Council which shall perform duties as prescribed by these bylaws.

ARTICLE V. DUES AND FINANCES

Section 1. The membership year shall be July 1 through June 30.

Section 2. The State Chairperson/Adviser and Executive Secretary, if applicable, shall administer and control all FBLA finances and shall submit an annual financial statement which shall be published annually.

Section 3. The state dues will be regulated at the discretion of the State Executive Council. The national dues will be regulated at the discretion of the National Executive Council.

Section 4. The local chapter may assess membership dues in addition to dues assessed by national and state FBLA.

ARTICLE VI. OFFICERS AND ELECTIONS

Section 1. State Officers. The state-elected officers of FBLA shall be a president, five district vice presidents, a secretary, a reporter, and a historian. All candidates for parliamentarian must take the Parliamentary Procedure Written Test at the State Leadership Conference. The candidate with the highest score will be appointed parliamentarian in accordance with the bylaws. A treasurer will be appointed by the State Chairperson/Adviser based on accounting and investment knowledge to serve as the liaison between the Executive Council and the SC FBLA Foundation, Inc.

Section 2. Qualifications for State Office.

- a. State officers of FBLA are elected at the annual State Leadership Conference. Only active members are eligible to hold office.
- b. To be considered for an officer's position on the state level in FBLA, a candidate shall (1) have the endorsement of his/her local chapter and be recommended by the chapter's adviser(s), (2) file an official application, (3) have at least one full school year remaining in his/her business program, (4) achieve the "Future" Level of the Business Achievement Awards (FBLA), and (5) be approved by the screening committee.
- c. Only those applicants who are officially certified by the screening committee are eligible to become candidates for a state office of FBLA.
- d. No chapter shall have more than one member holding an elective office.
- e. The candidates for state offices must be present at the State Leadership Conference in order to be eligible for official nomination.
- f. The state officers shall attend the State Officers Leadership Training Workshop.
- g. In the event no candidate has filed for a state office, applications will be available immediately following the closing session of the State Leadership Conference and in the South Carolina FBLA State Handbook. Members interested in being appointed to an unfilled office must file applications with the State Chapter by the deadline given. The State FBLA Chairperson/Adviser and/or the State Officer Adviser and/or the State Executive Council shall decide which person to appoint to fill a vacant office. In the event that no one files for a vacant office, the State FBLA Chairperson/Adviser shall solicit a member to fill the office.
- h. If the office of state president becomes vacant during the membership year, the district vice president from that same district shall assume the office of president. If any office other

than the office of president becomes vacant during the membership year, the candidate who was in the runner-up position for that office shall be appointed by the State Executive Council to fill that vacancy. In the event that there is no runner-up, the officer shall be appointed by the State Executive Council, and his/her credentials will be placed on file at the State Office.

Section 3. Elections.

- a. The president, four district vice presidents, secretary, reporter, and historian shall be elected annually at the general session of the State Leadership Conference by the local voting delegates.
- b. The state officers shall be elected by secret ballot of the voting delegates. A majority vote shall be required for election. Each active chapter shall have two voting delegates. Schools/centers with more than one special interest division will have only two voting delegates, i.e., two voting delegates per chapter.

Section 4. Term of Office. State officers shall be elected for one year or until their successors are elected or appointed, and their term of office shall begin at the close of the State Leadership Conference at which they are elected.

Section 5. Appointment of the Parliamentarian. The person scoring highest on the Parliamentary Procedure Written Test shall be appointed by the incoming state president to serve as parliamentarian. This individual shall have at least one year remaining before being graduated from a secondary school.

Section 6. Appointment of the Treasurer. The State Executive Council and/or State Chairperson/Adviser shall appoint the Treasurer from qualified members making application before date given. The Treasurer shall serve as a member of the Executive Council and shall have at least one year remaining before being graduated from a secondary school.

ARTICLE VII. DUTIES OF STATE OFFICERS

Section 1. It shall be the duty of the State President of FBLA to assist the State Chairperson/Adviser and/or State Officer Adviser in conducting meetings of the State Executive Council; to conduct business meetings of the FBLA student division; and to perform other duties for the promotion and development of local, district, state, and national FBLA.

Section 2. It shall be the duty of the State District Vice Presidents to assist the State President, to act in the absence of the state president, and to work with the District Directors in planning the District Leadership Conferences. In the event of a vacancy in the office of president, the vice president from that same district shall assume the office of president.

Section 3. The State Secretary shall perform the duties common to such an office, such as keeping an accurate record of all sessions of the State Leadership Conference of FBLA and of

the meetings of the State Executive Council; supplying at least one copy of the minutes and substantiating reports to the State Officer Adviser within ten days after State Executive Council meetings; and performing such other duties as directed by the president.

Section 4. The State Reporter shall act as public relations officer for the Chapter. It shall be his/her duties to collect the news from each FBLA chapter and publish the FBLA newsletter; to send news items concerning the South Carolina FBLA chapters to local, state, and national newspapers; to send out schedules and deadlines for submitting news items; and to prepare news items in a form suitable for printing. He/she shall further perform other duties as directed by the president.

Section 5. The State Historian shall keep a written and a photographic record of the activities of FBLA in a state scrapbook. The historian shall serve as the Chairman of any scrapbook committee that may be established and shall be entrusted with the collection and preservation of souvenirs, mementos, programs, and other items that can serve to trace the history of the state chapter. He/she shall further perform such other duties as directed by the president.

Section 6. The State Parliamentarian shall advise the state president of proper parliamentary law and procedure in conducting official meetings of the organization. He/she shall further perform such other duties as directed by the president.

Section 7. The State Treasurer shall serve on the Board of Directors of the SC FBLA Foundation, Inc., and serve as liaison between the Foundation and the State Executive Council. He/she shall further perform such other duties as directed by the president.

ARTICLE VIII. BOARD OF DIRECTORS AND STATE EXECUTIVE COUNCIL

Section 1. The State Chairperson/Adviser, Executive Secretary (if applicable), State Officer Adviser, and District Directors shall constitute the Board of Directors.

Section 2. The Board of Directors shall serve as the policy-making body for the State Chapter subject to the South Carolina State Chapter Constitution and Bylaws. Where prudent and applicable, major decisions will be considered by the entire State Executive Council.

Section 3. The Board of Directors, State Officers, Advisers of State Officers, Middle Level Representatives, and Advisers of Middle Level Representatives shall constitute the State Executive Council.

- a. Two middle level representatives will be appointed by the State Chairperson/Adviser and the State Officer Adviser. The two middle level representatives must represent two different South Carolina FBLA districts. The two middle level representatives will serve as ex-officio, non-voting members of the SC FBLA Executive Board. (In the event there are only two candidates, both from the district, then both candidates may be appointed.)

- b. Middle level representatives will apply for the positions in February/March and be appointed at the annual State Leadership Conference.
- c. To be considered for appointment as a middle level representative on the SC FBLA Executive Board, a candidate shall (1) have the endorsement of his/her local chapter and be recommended by the chapter's adviser(s) and school principal, (2) file an official application, (4) achieve the "Entrepreneur" Level of the Middle Level Achievement Awards, and (3) be a student in grade seven.
- d. No chapter shall nominate more than one member to serve as a middle level representative.
- e. The candidates for the middle level representative positions must be present at the State Leadership Conference in order to be eligible for appointment.
- f. Middle level representatives shall be appointed for one year. Their term shall begin at the close of the State Leadership Conference at which they are appointed.
- g. It shall be the duty of the Middle Level Representative to assist the State Executive Council with the recruitment of middle level chapters and members. It shall be his/her duties to contact middle schools requesting they charter a middle level FBLA chapter; make presentations to middle schools to help increase the middle level membership; and gather news items from middle level chapters to share with the State Executive Board. He/shall shall perform such other duties as directed by the State Officer Adviser.

Section 4. The State Executive Council shall:

- a. Adopt policies of operation of FBLA as deemed necessary.
- b. Appoint appropriately needed committees and committee chairmen.
- c. Appoint persons to fill vacancies in offices.
- d. Review all proposed amendments to the bylaws.
- e. Present to the voting delegates at the State Leadership Conference, with recommendations, those proposed amendments approved by the State Chairperson/Adviser and/or State Executive Council.
- f. Perform such other duties as are prescribed by these bylaws.

Section 5. Meetings shall be called by the State Chairperson/Adviser, State Office Adviser, Executive Secretary (if applicable), and/or State President or upon the written request of three voting members of the State Executive Council, upon approval of the State Chairperson/Adviser.

ARTICLE IX. MEETINGS

Section 1. A State Leadership Conference shall be held each year for FBLA at such time and location as selected by the State Executive Council.

Section 2. District Leadership Conferences for each district shall be conducted each year for FBLA at such time and location as selected by the District Directors.

Section 3. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the FBLA meetings in all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA, these bylaws, or any special rules of order the FBLA may adopt.

ARTICLE X. VOTING

Section 1. Each local chapter in good standing shall be entitled to send two voting delegates from its active membership to the State Leadership Conference. Schools/Centers with more than one special interest division will have only two voting delegates, i.e., two voting delegates per chapter.

Section 2. Alternates for the local chapter voting delegates may be sent to the State Leadership Conference.

Section 3. All voting delegates of local chapters shall be officially certified by their respective advisers and their names shall be submitted to the State Office prior to the State Leadership Conference.

Section 4. Local voting delegates shall be entitled to vote on all matters which come before the general session. Local voting delegates shall be entitled to vote on all matters which come before their respective district meetings. There shall be no proxy voting.

Section 5. The quorum for all business meetings of the State Leadership Conference shall be a majority of the currently registered voting delegates eligible to vote at that meeting.

ARTICLE XI. BOARD OF DIRECTORS AND DISTRICT DIRECTORS

Section 1. The Board of Directors shall appoint a State Chairperson/Adviser and Executive Secretary (if applicable) who will have voting rights on the Board of Directors and State Executive Council except in matters of conflict of interest. Interested advisers may volunteer to serve in any of these capacities by contacting a member of the Board of Directors.

Section 2. Appointments. The State Chairperson/Adviser shall endorse an adviser from each of the FBLA districts to serve as District Director. The State Adviser shall endorse a qualified individual to serve as State Fall Leadership Conference Director. The State Chairperson/Adviser

shall endorse an adviser to serve as the State Officer Adviser. Interested advisers may volunteer to serve in any of these capacities by contacting the State Chairperson/adviser.

Section 3. Terms of Office. The State Chairperson/Adviser shall negotiate a contract with the Board of Directors at the end of each FBLA year (July 1-June 30). All other appointed positions are for two-year periods but may be extended if warranted and mutually agreeable among the parties involved.

Section 4. Duties of District Directors. It shall be the duty of the District Directors to conduct the District Leadership Conferences and assist with the State Leadership Conference.

Section 5. Duties of the State Fall Leadership conference Director. It shall be the duty of the State Fall Leadership Conference Director to conduct a leadership conference in the fall for all chapter advisers and members.

Section 7. Duties of the State Officer Adviser. It shall be the duty of the State Officer Adviser to coordinate all State Officer activities and to provide training as needed to ensure that they conduct themselves at all times in a professional manner. All State Officers will report directly to the State Officer Adviser regarding all aspects of the performance of their responsibilities.

ARTICLE XII. EMBLEMS AND COLORS

Section 1. The official emblem and insignia are described and protected from infringement by registration in the US Patent Office under the Trademark Act of 1946. The wearing or displaying of this emblem shall be governed by the National FBLA Board of Directors.

Section 2. Emblems and insignia shall be uniform in all local chapters and within special-emphasis groups; they shall be those of FBLA.

Section 3. The official colors of FBLA shall be blue and gold.

ARTICLE XIII. AMENDMENTS

Proposed amendments to the state bylaws shall be submitted in writing by voting delegates of local chapters or by a state officer before February 1 to the State Chairperson(s) of FBLA. Proposed amendments shall be reviewed by the State Executive Council where it shall be approved before it can be presented to the voting delegates. The State Executive Council shall submit the proposed amendments, with recommendations, to the voting delegates at the State Leadership Conference.

Amendments may be adopted or revisions made by a two-thirds vote of the official delegates present at the State Leadership Conference.

In an emergency situation, amendments to the Bylaws may be proposed and adopted at the State Fall Leadership Conference by a two-thirds majority vote by a delegate assembly of two voting delegates per chapter registered for the conference.

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| Adopted | May | 1978 |
| Amended | March | 1984 |
| | March | 1985 |
| | April | 1987 |
| | April | 1988 |
| | April | 1993 |
| | April | 1995 |
| | April | 1997 |
| | March | 2001 |
| | March | 2007 |
| | March | 2011 |