

Kansas Collegiate Future Business Leaders of America Bylaws

ARTICLE I: Name

The name of this division of Future Business Leaders of America, Inc. shall be the “Kansas State Chapter of Collegiate Future Business Leaders of America” and may be referred to as “Kansas Collegiate FBLA”.

ARTICLE II: Purpose

Section 1. The purpose of FBLA is to provide opportunities for postsecondary students to develop business-related career competencies. FBLA is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

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 of American business enterprise
- 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: Classes of Membership

Section 1. The Kansas State Chapter of Future Business Leaders of America shall consist of members of chartered local chapters. These members shall be able to hold membership in their respective local, state, and national chapter. State members shall consist of two types of membership: active and honorary.

Active Members shall be students who accept the purpose of FBLA and subscribe to its creed. Active members shall pay dues as established by FBLA and may be eligible to participate in state competitive events, serve as voting delegates to the National and State Leadership Conference, hold state and national office, or to otherwise represent their state or local chapter as approved by their respective state or local advisers.

Honorary Life Members may be persons making significant contributions to the field of business and office education and to the growth and development of FBLA. Honorary Life members may be recommended by local chapters and approved by the State Board of Directors. These members shall not be eligible to vote or hold office and are not required to pay dues.

National Honorary Life Members shall be recommended by the membership and accepted upon by the board of directors of FBLA, 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, Inc. National Honorary Life Members shall not vote or hold office and shall not be required to pay dues.

Section 2. The membership year shall be August 1 through July 31.

ARTICLE IV: Dues and Finance

Section 1. Annual dues in Kansas FBLA shall be \$10.00 paid no later than 14 days prior to SLC. Any proposed change in dues for Kansas FBLA shall be approved by two-thirds vote at the annual State Leadership Conference.

Section 2. All disbursements must be approved by the Kansas FBLA State Board and payment made by check or debit card. The check shall be signed by the State Adviser.

Section 3. A financial statement shall be submitted to the delegates at the fall and State Leadership Conference.

Section 4. An annual audit report shall be prepared by a standing auditing committee at the beginning of the next fiscal year. The committee shall be made of the incoming President, Treasurer, one incoming chapter representative and an advisor. In the event of a previous Treasurer becoming a member of the auditing committee, they will be replaced by the state board.

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

ARTICLE V: Governing Board

Section 1. The State Chapter shall consist of at least three local chapters with the members holding membership in the national organization.

Section 2. The general administration of Future Business Leaders of America (FBLA) shall be vested in the State Board. The advisers of the chapter delegate, representatives of the Kansas Professional Division, and any current national officer from Kansas shall hold non-voting positions on the State Board.

Section 3. The State Board shall meet upon call of the President and approval of the state adviser or upon call of a majority of the state board, for the purpose of planning and carrying out the activities, which promote the welfare of FBLA, and effectively representing FBLA as needed. The advisers shall assist the board in determining such things as: the location for meetings and conferences, the selection of contest judges, and the implementation of state and national projects.

Section 4. Voting members of the state board are the President, Vice-President, Secretary, Treasurer, Communications Officer, Parliamentarian, and Chapter Representatives.

ARTICLE VI: Officers and Elections

Section 1. The officers of Kansas FBLA shall consist of President, Vice-President, Secretary, Treasurer, Communications Officers, and Parliamentarian. Officers shall be elected at the annual State Leadership Conference and shall hold office for a term or one year. Officers shall assume their duties at the close of the State Leadership Conference.

Section 2. A vacancy in any office shall be filled by consensus of the State Board.

Section 3. The State Board has the right to disqualify a candidate for any action that violates the rules of the Future Business Leaders of America Code of Conduct, as set by the National Board of Directors.

Section 4. To be eligible for nomination to the state office, a person must meet the following qualifications:

- be an active member in good standing in a recognized FBLA Kansas Chapter
- be enrolled as a student in college during their complete term of office; they must also be in good standing with their college.
- be a due paid member by October 20th.

Section 5. State Executive Board members who fail to attend two board meetings and/or required conferences without prior notice, may be removed by a majority vote of the voting members of the State Executive Board.

-Code of Conduct
Officer Duties

Section 6. *Nominations.* To be considered an applicant for State Office, the potential candidate must declare their intention to run for their specified office by submitting a State Officer Application to the state adviser 30 days before the State Leadership Conference. If there is no one running for a position at The State Leadership Conference, an applicant can declare their intentions there. The state adviser(s) and 2 local chapter advisers, as selected by the state advisers, will form a screening committee. The screening committee must give a written reason if they decide to deny an application.

Section 7. *Elections.* A ballot vote shall occur for each elected office in order of ranking. A majority vote of the Kansas membership present and voting shall be required for election. If no candidate receives a majority vote on the third ballot, the candidate receiving the lowest number of votes for that ballot shall be dropped from the fourth ballot. If necessary, the candidate receiving the lowest number of votes shall be dropped from each subsequent ballot until one candidate receives a majority of the votes cast.

- A. Local chapters with 20 or fewer members shall receive 2 voting delegates, with 21-40 members shall receive 3 voting delegates, and 41 + members shall receive 4 voting delegates. Voting members, those who are considered in the chapter total, must be full-paid members for the current year.

Section 8. Chapter Representative shall be chosen during the state meeting at the State Leadership Conference by a nomination for each unrepresented chapter.

ARTICLE VII: Duties of Officers

Section 1. *President.*

The duties of the President shall be to:

- a. Serve as chairman of the State Executive Board;
- b. Preside over the State Executive Board meetings and State Leadership Conferences;
- c. Appoint appropriate committees and committee chairmen;
- d. Serve as an ex-officio, non-voting member of all committees;
- e. Establish and email tentative agendas for State Executive Board meetings one week prior to the meetings;
- f. Serve as the liaison between the respective divisions of Kansas FBLA.
- g. Correspond with all officers, local chapter members and advisors;
- h. Communicate with the National Officer Team on a regular basis; and
- i. Prepare a tentative Program of Work prior to the first State Executive Board meeting and carry out the duties and program set forth in the Program of Work.

Section 2. *Vice-President.*

The Duties of the Vice President shall be to:

- a. Assist the President in the promotion and development of FBLA in Kansas;
- b. Assume the duties of the President in his/her absence or request;
- c. Automatically become the President should the office become vacant;
- d. Serve as a member of every standing committee and assist other officers in their duties;
- e. Direct membership recruitment efforts for the state; and
- f. Update the Kansas FBLA- FBLA Empowerment Program of work with chapters to receive the award.

Section 3. *Secretary.*

The duties of the Secretary shall be to:

- a. Assist the State Executive Board in completing projects and duties in the state Program of Work;
- b. Keep an accurate record of all sessions at the State Leadership Conference and Fall Leadership Conference, as well as State Executive Board meetings and send out minutes one week after the meeting; and
- c. Take roll of chapter voting delegates before each voting session during the State Leadership Conference.

Section 4. *Treasurer.*

The duties of the Treasurer shall be to:

- a. Assist the State Executive Board in completing projects and duties in the state Program of Work;
- b. Prepare and maintain financial statements and a final fiscal year statement and share with the State Executive Board;
- c. Collect dues and payments at state conferences;
- d. Plan a yearly budget with the State Advisor and present at the first state board meeting;
- e. Share a treasurer's report at each state board meeting; and
- f. Serve as chairman of the Audit Committee.

Section 5. *Communications Officer.*

The duties of the Communications Officer shall be to:

- a. Assist the State Executive Board in completing projects and duties in the state Program of Work;
- b. Produce, update, and maintain the Kansas FBLA website;
- c. Maintain the post on social media accounts;
- d. Collect, prepare, and distribute news and feature stories of the local and state activities for the quarterly; and
- e. Collect archives and take photos from all FBLA local, state, and national activities.

Section 6. *Parliamentarian.*

The duties of Parliamentarian shall be to:

- a. Assist the State Executive Board in completing projects and duties in the state Program of Work;
- b. See that all meetings are conducted properly according to the current version of Roberts Rules of Order;
- c. Advise the President and others on questions regarding Parliamentary procedures;
- d. Oversee and facilitate all amendments to the Bylaws;
- e. Serve as the chairman of the ByLaw Committee.

ARTICLE VIII: Parliamentary Authority

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

ARTICLE IX: Amendments

Proposed amendments to these bylaws shall be submitted in writing to the State Board at least 30 days prior to SLC by local chapters or state officers. Proposed amendments shall be reviewed by the State Board and presented to the voting delegates at the SLC. A two-thirds vote of the voting delegates present at the SLC is required to amend these bylaws.

Amended March 2008

Amended February 2015

Amended March 2016

Amended March 2020

Amended March 2022