

**WEST VIRGINIA STATE CHAPTER
FUTURE BUSINESS LEADERS OF AMERICA
BY LAWS**

ARTICLE I Name and Purpose2

ARTICLE II Organization2

ARTICLE III Membership.....3

ARTICLE IV Governing Authority3

ARTICLE V Officers.....4

ARTICLE VI Duties of the FBLA State Officers.....4

ARTICLE VII Meetings6

ARTICLE VIII Voting.....6

ARTICLE IX Dues and Finance7

ARTICLE X Emblems and Colors7

ARTICLE XII Parliamentary Procedure.....8

ARTICLE XIII Amendment8

ARTICLE I Name and Purpose

Section A

The name of this division of FBLA shall be “West Virginia Future Business Leaders of America and may be referred to as “WV FBLA” or “West Virginia FBLA”.

Section B

The purposes for which this organization is formed are

1. to encourage and promote active Future Business Leaders of America chapters that serve as an integral part of the instructional program opportunities for secondary students in Business and/or business-related fields to develop career and technical competencies and to promote civic and personal responsibilities.
2. to coordinate the programs of the local chapters of the Future Business Leaders of America in West Virginia.
3. to assist local chapters in carrying out activities and in accomplishing objectives.
4. to keep local chapters informed about current policies, practices, and procedures of the national and state Future Business Leaders of America organizations.
5. to promote the purpose and goals of the national organization as stated in the national bylaws.

Section C

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; and
- facilitate the transition from school to work.

ARTICLE II Organization

Section A

The West Virginia Chapter, Future Business Leaders of America is a state chapter of the national organization, Future Business Leaders of America, Inc. The state chapter is an organization of affiliated regions and local chapters.

Section B

FBLA shall be an association of state and local chapters, each operating in accordance with a charter granted by FBLA. Only chapters which have received a charter and number issued by FBLA and which are currently in good standing, shall be referred to as “Future Business Leaders of America Division” or “FBLA Division.”

These schools shall receive charters upon the approval of the West Virginia Chapter Future Business Leaders of America, and national Future Business Leaders of America. Local, state, and national affiliation is required of all members and chapters.

Section C

There are four (4) regions in the West Virginia State Chapter of FBLA. They are: Eastern, Northern, Southern and Western. The counties in the regions are as follows:

1. Eastern - Barbour, Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, Pendleton, Pocahontas, Randolph and Tucker
2. Northern - Brooke, Doddridge, Hancock, Harrison, Lewis, Marion, Marshall, Monongalia, Ohio, Pleasants, Preston, Ritchie, Taylor, Tyler, Upshur, Wetzel, Wirt and Wood.
3. Southern - Boone, Fayette, Greenbrier, Logan, McDowell, Mercer, Mingo, Monroe, Nicholas, Raleigh, Summers, Webster and Wyoming.
4. Western - Braxton, Cabell, Calhoun, Clay, Gilmer, Jackson, Kanawha, Lincoln, Mason, Putnam, Roane and Wayne.

ARTICLE III Membership

Section A

Membership in this organization shall be open to the following four classes of members: (1) Active, (2) Professional, (3) Honorary, and (4) Honorary Life.

National FBLA Division, as well as the state and local chapters, shall be open for membership to these classes of members:

1. **Active Members** shall be students who become members while enrolled in business and/or business-related fields and who accept the purposes of FBLA, subscribe to its creed, demonstrate willingness, contribute to good school-community relations, and possess qualities for employment. Active members shall pay dues as established by FBLA, Inc., shall be eligible to participate in national events, serve as delegates to the national Leadership Conference, hold national office, or to otherwise represent their State and local chapter as approved by their respective State or local advisers.
2. **Professional Members** shall be persons associated with or participating in the professional development of FBLA as approved by the State chapter. Such members may include local and State chapter advisers, business teachers, business teacher educators, state supervisors of business and office education, employers or supervisors of cooperative work-training students, advisory council members, and other persons contributing to the growth and development of FBLA.
3. **Honorary Life Members** may be elected to a state or local chapter by a majority vote. They shall be persons who are rendering outstanding service to FBLA. Honorary life members shall not vote or hold office and shall not be required to pay dues.
4. **National Honorary Life Members** may be persons who are assisting in the advancement of business and office education and to the growth and development of FBLA. Honorary life members shall be recommended by the State chapter and approved by the Board of Directors of FBLA, Inc. These members shall not be eligible to vote or hold office and are not required to pay dues. Honorary Life Members shall not vote or hold office and shall not be required to pay dues.

ARTICLE IV Governing Authority

Section A

State Chairman/State Adviser: The State Chairman of this organization shall be appointed by the Executive Director of FBLA, Inc.

Section B

Executive Committee: The FBLA Executive Committee shall consist of the officers and their sponsors, the State Adviser/Chairperson appointed by the Executive Director of FBLA, Inc

1. The State Executive Committee shall perform the usual duties of an executive committee, review and approve receipts and disbursements, act as a nominating committee, act on matters of immediate importance that cannot wait for the next Board of Directors Meeting and be responsible for the welfare of the organization.
2. The executive committee will assist in the planning of the Fall Leadership Conference and the State Leadership Conference.
3. The executive committee shall keep a record of its proceedings.

Section C

State FBLA Advisory Committee: Members of the State FBLA Advisory Committee shall cooperate with and serve in an advisory capacity to the State Chairperson and assist with the growth and development of FBLA. Members of the committee shall be appointed as deemed necessary by the Board of Directors. Recommendations for persons for such appointments may be requested of local chapters.

Section D

Local chapters may select advisory committees to assist in the growth and development of their respective chapters.

ARTICLE V Officers

Section A

The following State FBLA officers shall be elected at the annual State Leadership Conference: President, Vice-President, Secretary, Treasurer, and Historian. The person scoring highest on the Parliamentary Procedures written test shall be appointed by the outgoing State President to serve as Parliamentarian. All state officers shall have at least one year remaining before graduating from secondary school.

Section B

All state officers shall be active members of West Virginia FBLA.

Section C

All State officers, except the adviser(s), and chairman, shall be elected annually by a plurality vote of the delegates present at the annual State Leadership Conference. A plurality is the number of votes cast for a candidate in a contest of more than two candidates that is greater than the number of votes cast for any other candidate.

Section D

Local Chapter Officers: The following recommended local chapter officers shall be elected by each local chapter: President, Vice-President, Secretary, Treasurer, and Historian. These officers constitute the executive board under the leadership of the sponsor.

ARTICLE VI Duties of the FBLA State Officers

Section A

President's Duties

1. Shall represent the State Chapter at functions as designated by the State Advisor/Chairman.
2. Shall be at the State Leadership Conference or other invited function by the time designated by the State Advisor/Chairman. The President should then find the State Adviser/Chairman upon arrival for further information.
3. Responsible for meeting special guests or speakers and introducing them to others member and advisers.
4. Preside at all general sessions of the State Leadership Conference or other special FBLA functions and introduce guests of the State Chapter of FBLA.
5. Recognize the other State officers and their sponsors.
6. Introduce any previous State officers or national winners that may be present at various functions.
7. Use of parliamentary procedure during the State Leadership Conference and Executive Committee meetings.
8. It is recommended that each officer make 2 chapter visits during their term of office

Section B

Vice President's Duties

1. Should assist the State President in any way possible or assume the duties of the State President in the event the State President resigns.
2. Shall be at the State Leadership Conference or other invited function by the time designated by the State Adviser. The Vice President should then find the State Adviser/Chairman upon arrival for further information
3. Responsible for meeting special guests or speakers and introducing them to other members and advisers.
4. Preside/present at various sessions of the State Leadership Conference or other special or invited functions.
5. It is recommended that each officer make 2 chapter visits during their term of office.

Section C

Secretary's Duties

1. Shall be at the State Leadership Conference or other invited function by the time designated by the State Adviser/Chairman. The Secretary should then find the State Adviser/Chairman upon arrival for further information.
2. Record and prepare the minutes of each meeting. Minutes shall be keyed and sent to the state Adviser within two weeks of a meeting.
3. Responsible for having an up-to-date list of chapters to be used for roll call at State Leadership Conference.
4. Responsible for assisting the Treasurer to certify chapter delegates during registration. A table will be set up in the registration center. As delegates of the chapters present themselves for certification, the treasurer will check to see that the dues of the delegates have been paid and that the chapter is in good standing. The secretary will then issue delegate ribbons to the local delegates.
5. Responsible for assisting with recording the results of the voting delegates.
6. It is recommended that each officer make 2 chapter visits during their term of office.

Section D

Treasurer's Duties

1. Shall be at the State Leadership Conference or other invited function by the time designated by the State Adviser/Chairman. The Treasurer should then find the State Adviser/Chairman upon arrival for further information.
2. Responsible for having an up-to-date list of the state chapters whose dues are paid and assisting the Secretary in certifying chapter delegates on the day of the State Leadership Conference. As delegates of local chapters present themselves for certification the treasurer will then issue ballots to the voting delegates.
3. Responsible for tabulating votes for election of state officers.
4. Responsible for assisting the State Adviser in having state books, checks, receipts, etc., to turnover for audit.
5. It is recommended that each officer make 2 chapter visits during their term of office.

Section E

Parliamentarian's Duties

1. Shall be at the State Leadership Conference or other invited function by the time designated by the State Adviser. The Parliamentarian should then find the State Adviser upon arrival for further information.
2. Attend and govern the rules of parliamentary procedure at all conference general sessions and Executive Committee meetings.
3. Assist the Secretary and Treasurer in the certification of voting delegates and issuance of ballots and ribbons.
4. Assist the Treasurer and Secretary in tabulating votes for the election of state officers.
5. It is recommended that each officer make 2 chapter visits during their term of office.

Section F

Historian's Duties

1. Shall be at the State Leadership Conference or other invited function by the time designated by the State Adviser. The Historian should then find the State Adviser upon arrival for further information.
2. Take pictures and prepare written reports so the organization has documentation of events.
3. Assist the State Adviser in preparing nominations and awards for members' and chapters' service throughout the year.
4. Document voting results for the election of state officers.
5. It is recommended that each officer make 2 chapter visits during their term of office.

ARTICLE VII Meetings

Section A

Frequency: The Executive Committee shall have the power to call an annual State Leadership Conference and other meetings.

Section B

Quorum: Delegates from a majority of the member chapters shall constitute a quorum.

Section C

Meeting Venue: The WV FBLA Executive meetings may be held via alternative electronic means (video conference, video chat, web based, etc.) not to exceed 50% of regularly scheduled meetings.

ARTICLE VIII Voting

Section A

Delegates: Each chapter shall be entitled to:

- Under 50 members - two voting representatives
- 50 - 100 members - three voting representatives
- Over 100 members - four voting representatives

Section B

Alternates for the local chapter voting representatives may be sent to the State Leadership Conference.

Section C

All voting delegates of local chapters shall be officially certified by their respective advisers to the State Advisor prior to the State Leadership Conference.

Section D

Membership Year. The membership year shall be July 1 through June 30.

ARTICLE IX Dues and Finance

Section A

The finances of the West Virginia Chapter Future Business Leaders of America shall be handled in the following manner:

1. The affairs and property of FBLA shall be managed by the board of directors.
2. The West Virginia State Adviser/Chair shall administer all FBLA finances, including finances in the annual budget to the board of directors for approval, and provide the board of directors and members with an annual audit.
3. The fiscal year of WV FBLA shall be July 1 through June 30.

Section B

National dues shall be determined by a majority vote of the national board of directors based on fiscal reports by the national center. National dues of members shall be forwarded directly to the FBLA national office.

1. The current State dues are four dollars (\$4.00) per FBLA and two dollars (\$2.00) per middle level member. This amount is in addition to the local chapter dues and national dues. The current National dues are six dollars (\$6.00) per FBLA member, four (\$4.00) per Middle Level member.
2. Any person eligible for membership, who has paid the annual membership fee, shall be a FBLA member for a period corresponding with the membership year.

ARTICLE X Emblems and Colors

Section A

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.

Section B

Emblems and insignia shall be uniform in all local and state chapters. Only members in good standing may use official emblems and insignia.

Section C

The official colors of the WV FBLA shall be blue and gold.

ARTICLE XII Parliamentary Procedure

The rules contained in Robert's Rules of Order Newly Revised shall govern WV FBLA 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 FBLA may adopt.

ARTICLE XIII Amendment

Section A

These bylaws may be amended at any state voting session or at the annual State Leadership Conference by a majority vote of all local chapter voting delegates, provided that the amendment has been submitted in writing to all active local FBLA chapters in West Virginia at least thirty (30) days prior to the voting session.

Section B

No amendment shall be in conflict with the ethics or rules of FBLA. Amendments required to qualify or retain qualification as an educational and charitable organization as defined in the Internal Revenue Code of 1954, or any successor thereto, shall automatically become part of these bylaws.

Section C

The Chapter, at its conferences, may amend and/or adopt necessary bylaws, rules or regulations.

Section D

Record of Amendments as documented

- Adopted July 3, 1994
- Amended June 29, 1997
- Amended April 12, 2016
- Amended August 1, 2017