

ILLINOIS CHAPTER OF FUTURE BUSINESS LEADERS OF AMERICA

HIGH SCHOOL AND MIDDLE SCHOOL

BYLAWS

ARTICLE I

Name, Purpose, and Goals

Section 1. The name of this organization shall be the Illinois Chapter of the Future Business Leaders of America. The organization is hereinafter referred to as Future Business Leaders of America, FBLA, or Illinois FBLA.

Section 2. There are three divisions of Future Business Leaders of America. They are FBLA Middle School, FBLA High School, and FBLA Collegiate. These bylaws only apply to High School and Middle School divisions.

Section 3. The purpose of FBLA High School and FBLA Middle School is to provide, as an integral part of the instructional program, additional opportunities for secondary students and middle school students to develop career and technical supportive competencies and to promote civic and personal responsibilities.

Section 4. The mission statement of FBLA is as follows: FBLA inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.

Section 5. The 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 II

Organization

Section 1. FBLA shall be an association of local chapters, each operating in accordance with a charter and chapter number granted by FBLA. Only chapters in good standing shall be referred to as "Future Business Leaders of America." Chapter charters and numbers shall be issued to each FBLA chapter by FBLA.

Section 2. The Board of Directors shall serve as the policy making body of this organization. Any policies adopted by the Board of Directors are specifically authorized under these Bylaws and the Board of Directors is empowered to enforce the provisions of such policies.

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Section 3. There shall be a State Executive Council, which shall make recommendations to the Board of Directors and perform other duties as prescribed by these bylaws.

Section 4. The administration of FBLA shall be vested in the Board of Directors. The Board of Directors shall establish the State Leadership Committee, comprised of the following positions: State Adviser, Financial Coordinator, Leadership Coordinator, Communications Coordinator, Planning Coordinator, Media Director, and Competitive Events Assistant.

Section 5. The state shall be divided into areas. Areas shall be made up of regional local chapters maintaining a

minimum of 125 members in good standing. If an area fails to maintain the minimum membership requirement for two years, the area will be dissolved until the area again meets the minimum required membership. After meeting the minimum required membership, the area may petition the State Adviser for reinstatement for the next fiscal year. The petition shall be ratified by the State Board of Directors at the State Leadership Conference.

Section 6. A chapter of FBLA shall be considered in good standing with the national and state organization when state and national membership dues have been paid before the State Leadership Conference. However, for a member to be eligible for competitive events and/or attendance at the State Leadership Conference, that member's dues must be registered and paid by February 15.

ARTICLE III

Membership

Section 1. FBLA membership shall consist of members of chartered local chapters. These members shall hold membership in the state and national chapters.

Section 2. Membership in the State Chapter and local chapters shall be in these four classes: (a) active, (b) professional, (c) honorary life, and (d) national honorary life

Active Members shall be secondary students who accept the purposes 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 at the national and state levels and may participate in area, state, and national events, serve as voting delegates to the Area, State, and National Leadership Conferences, hold area, state, and national offices, or otherwise represent their state or local chapter 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 the state chapter. Such members may include local and state advisers, teachers, educators, supervisors, employers, 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

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. 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. They shall be persons making significant contributions to the field of business and office 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.

Section 3. The membership year shall be from August 1 through July 31.

ARTICLE IV

Governing Authority

Section 1. The Illinois State Chapter of FBLA shall be governed by a Board of Directors. The Board of Directors shall be composed of the State Leadership Committee, a representative from the Illinois State Board of Education; the state president; the adviser to each state officer; three at-large members; and at the discretion of the Board of Directors a State Advisory Council representative. The necessity of the appointment of the State Leadership Committee shall be at the discretion of the Board of Directors. The Board of Directors shall annually elect a chairperson and a secretary at the September/October meeting. In the event of a midterm vacancy for these positions, the replacement shall be appointed by the State Leadership Committee.

Section 2. Ex-officio members of the Board of Directors shall be the State Leadership Committee, the ISBE representative, and a State Advisory Council representative.

Section 3. The State Adviser shall be responsible for the direction of the State Leadership Committee.

Section 4. The Illinois State Executive Council of FBLA shall be composed of the State Leadership Committee, state officers (president, area presidents who are considered state vice presidents, secretary, treasurer, reporter, and parliamentarian), and a representative from ISBE.

Section 5. The Board of Directors and the State Executive Council shall meet in July and September, as well as in the spring, and upon the request of the State Adviser.

Section 6. Three at-large positions are to be elected to the Illinois FBLA Board of Directors. The terms are for three years, with one position elected every year so that the terms are staggered. Any adviser can apply for these positions, regardless of the area they represent. Interested advisers need to submit their application to the Communications Coordinator by May 1. The online election will be completed by May 15 and all active advisers are eligible to vote. Any adviser can apply for these positions, regardless of the area they represent. If an at-large member does not attend at least two of the three required meetings held within the year, they should be dismissed from the board but could be excused for health reasons or circumstances beyond their control.

ARTICLE V

Officers

Section 1. The officers of the Illinois State Chapter of FBLA shall consist of president, area presidents who are elected at area conferences and are considered state vice presidents, secretary, treasurer, reporter, and parliamentarian.

Section 2. The president, secretary, treasurer, and reporter shall be elected annually by the majority vote of the eligible voting delegates present at the annual State Leadership Conference.

Section 3. Appointment of parliamentarian. Of those FBLA members who apply for parliamentarian, the person scoring highest on the Parliamentary Procedure written test shall be appointed to serve as parliamentarian. This individual shall have at least one year remaining before being graduated from a secondary school.

Section 4. The procedure for officer election, if no candidate files for nomination before the specified deadline, shall be administered by the State Adviser.

ARTICLE VI

Qualifications for State Office

Section 1. State officers of FBLA are elected and appointed at the annual State Leadership Conference. Only active members are eligible to hold office.

Section 2. To be a candidate for an elected state officer's position in FBLA, a candidate shall

- a) Have the endorsement of their local chapter and be recommended by the chapter's adviser.
- b) File an official application with the State Leadership Coordinator.
- c) Have at least one full school year remaining in a secondary school.
- d) Have been an area or chapter officer, including president, vice president, secretary, treasurer, historian, reporter, or parliamentarian or submit a letter of approval from the local chapter adviser.
- e) Be approved by the State Adviser and the State Leadership Coordinator.

Section 3. Each chapter may nominate only one candidate (not including vice president or parliamentarian), unless there are still positions without candidates after the announced deadline has passed for members seeking to run for a state office.

Section 4. The state officer candidates must be present at the annual State Leadership Conference of FBLA to be eligible for official nomination.

Section 5. Illinois FBLA state president candidates cannot hold a state officer position in another organization during the same academic year as holding the office of Illinois FBLA State President.

ARTICLE VII

Duties of State Officers

Section 1. It shall be the duty of the president of FBLA to

- Serve as chairperson of the State Executive Council, preside over the Council meetings and business meetings of FBLA,
- Appoint appropriately needed committees and chairpersons.
- Maintain a close and continuing relationship with the State Leadership Coordinator.
- Perform other duties for promotion and development of local, state, and national FBLA.
- Attends ICCCTSO meetings.

Section 2. It shall be the duty of the state vice president from each area, under the direction of the president, to assist the president in the promotion and development of FBLA. In case the office of president becomes vacant, a current state vice president will be appointed by the State Adviser and approved by the Board of Directors. Each state vice president is the president of their respective area and is responsible for that area's conference.

Section 3. The secretary shall perform the duties common to such an office, such as

- Keep an accurate record of the meetings of the State Executive Council.
- Supply at least one copy of the minutes and substantiating reports to the State Leadership Coordinator promptly after the close of the meetings.
- Perform such other duties as directed by the president.

At the State Leadership Conference, the secretary introduces the candidates when campaign speeches are given, conducts the candidates' questions and answers session, and assists with the election.

Section 4. The treasurer shall:

- Assist Conference Coordinator with State Leadership Conference registration duties
- Perform such other duties as directed by the president.

Section 5. The reporter shall

- Maintain and update the Illinois FBLA website.
- Maintain and post social media channels.
- Respond to social media messages.
- Perform such other duties as directed by the president.

Section 6. The parliamentarian shall advise the president on the orderly conduct of business in accordance with FBLA bylaws and Robert's Rules of Order, Newly Revised.

Section 7. In the event that a secretary, treasurer, reporter, or parliamentarian cannot serve out their term, a special election of applicants who have been approved by the State Leadership Coordinator and the State Adviser will be conducted.

Section 8. If a state vice president cannot fulfill their duties, the Adviser/Area Chairperson must designate another area officer, beginning with the vice president in office order (vice president, secretary, treasurer, reporter, and parliamentarian), to represent the area on the State Executive Council so that the area will have equal representation, with the approval of the State Adviser. The adviser to the newly appointed state vice president would become a member of the Board of Directors.

ARTICLE VIII

Committees

Section 1. The president of the Illinois State Chapter of FBLA and the Board of Directors shall, with the advice and

consent of the State Adviser, designate committees as needed, name their members for a period not to exceed their term in office, and assist these committees in their activities.

ARTICLE IX

State Advisory Council

Section 1. A State Advisory Council to assist in the growth and development of FBLA may be appointed as deemed necessary by the Board of Directors. Recommendations of persons for such appointments shall be requested of local chapters.

ARTICLE X

Dues and Finances

Section 1. Annual membership dues for the State FBLA Chapter shall be decided by the State Executive Council and the Board of Directors.

Section 2. Membership dues should be forwarded to the National FBLA Office. The National Office will forward the Illinois dues to Illinois FBLA.

Section 3. The Illinois State Adviser and Financial Director shall administer and control all FBLA finances and the Financial Director shall submit an annual financial statement.

Section 4. The fiscal year of the Future Business Leaders of America shall be August 1 through July 31.

ARTICLE XI

Meetings

Section 1. The State Leadership Conference shall be held annually at a time and place to be determined by the Board of Directors.

Section 2. Parliamentary procedure at all meetings will be governed by Robert's Rules of Order, Newly Revised.

ARTICLE XII

Voting

Section 1. Each local chapter in good standing (See Article II, Section 6) shall be entitled to have votes according to its unified (States and National) paid membership at the State Leadership Conference as follows:

Under 50 paid members – 2 voting delegates

50 - 100 paid members – 3 voting delegates

Over 100 paid members – 4 voting delegates

Section 2. A voting representative must be present at the voting session at the State Leadership Conference to cast each vote that a chapter is entitled to. In order to vote, a delegate must attend the State Leadership Conference Question and Answer session for candidates.

Section 3. The voting delegate or delegates of local chapters shall be officially certified by their respective advisers to the State Executive Council of FBLA.

Section 4. The quorum for voting shall be a majority of the registered voting delegates eligible to vote at the meeting.

ARTICLE XIII

Emblems and Colors

Section 1. The official emblem and insignia item designs 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. Only members in good standing may use official emblems and insignia.

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

ARTICLE XIV

Amendments

Section 1. Proposed amendments to these bylaws shall be submitted in writing no later than January 1 to the State Adviser. Proposed amendments shall be reviewed by the Board of Directors and the State Executive Council. The Board of Directors and the State Executive Council may originate and submit amendments of its own. Amendments approved by the Board of Directors and State Executive Council shall be presented to the eligible voting delegates at the State Leadership Conference.

Section 2. Amendments may be adopted or revisions made by a majority vote of the eligible voting delegates attending the annual State Leadership Conference.

Revised: November 2024

