

WISCONSIN CHAPTER CONSTITUTION

Future Business Leaders of America – Phi Beta Lambda, Inc.

Article I. Name

The name of this organization shall be the Wisconsin State Chapter of the Future Business Leaders of America-Phi Beta Lambda, Inc., hereinafter referred to as “the Chapter.”

Article II. Purpose

The purpose of this FBLA Chapter shall be to further the goals of FBLA within the state of Wisconsin. The Chapter shall provide as an integral part of the instructional program additional opportunities for secondary students (grades 5-12) in business and/or business-related fields to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

The purpose of this PBL Chapter shall be to further the goals of PBL within the state of Wisconsin. The Chapter shall provide opportunities for postsecondary and college students to develop vocational competencies for business and office occupations and business teacher education. PBL is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

The specific goals of FBLA-PBL and the Chapter 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

The Chapter shall not have any purpose nor engage in any activity inconsistent with the status of an educational and charitable organization as defined in Section 501(c)(3) of the Internal Revenue Code of 1954 or any successor provision thereto, and none of these goals shall at any time be deemed or constructed to be other than the public benefit purposes and objectives consistent with such educational and charitable status, nor shall the Chapter adopt goals or engage in any activity inconsistent with the goals and policies of FBLA-PBL, Inc.

Article III. Membership

The membership of the Chapter shall consist of FBLA or PBL members residing within the state of Wisconsin. Classes of membership identical to those established by FBLA-PBL, Inc., shall be established by the Chapter. Such classes, together with the voting and other rights of each, may be more specifically set forth in the Bylaws.

Wisconsin Chapter Constitution – Continued

Article IV. Dues and Finance

Section 1. The Chapter may assess dues from the members in addition to dues assessed by FBLA-PBL, Inc.

Section 2. No part of the net earnings of the Chapter shall inure to the benefit of any member, sponsor, donor, creator, director, officer, employee, or any other private individual or to the benefit of any corporation or organization, any part of the net earnings of which inure to the benefit of any private individual; provided, this shall not prevent payment of reasonable compensation for services actually rendered the Chapter in effecting its goals. The Chapter shall not divert any part of its income or corpus to any member, sponsor, donor, creator, director, officer or employee; by lending any part of its income or corpus without receipt of adequate security and a reasonable rate of interest; by paying any compensation in excess of reasonable allowance for salaries, or other compensation for personal services actually rendered; by making any purchase of security or other property for more than adequate consideration for money or money's worth; by selling any substantial part of its securities or other property for less than adequate consideration for money or money's worth; or by engaging in any other transaction which, either directly or indirectly, results in such diversion of its income or corpus. The Chapter shall not make any accumulation of its income unreasonable in amount or duration.

Section 3. The Chapter shall not use any income for purposes other than the objects in this Constitution set forth or invest any income in any manner which might jeopardize the fulfillment or carrying out of its objects. The Chapter shall not devote a substantial portion of its activities to carrying on propaganda or otherwise attempting to influence legislation, and in no event shall the Chapter engage in any legislative activities other than those in direct furtherance of the Chapter's stated objectives. The Chapter shall not participate in or intervene in any political campaign on behalf of any candidate for public office. In general, the Chapter shall not act in any way or engage in any activity which might affect its right or the right of FBLA-PBL, Inc., to full tax exemption for their contributions to the Chapter or FBLA-PBL, Inc., and the Chapter shall be so operated as to be entitled to and receive all tax exemptions, federal or local, which may be granted to charitable, scientific, or educational associations or foundations.

Article V. Organization

Section 1. The Chapter is a subsidiary of the Future Business Leaders of America, Phi Beta Lambda, Inc. As an integral part of FBLA-PBL, Inc., the Chapter shall have goals and engage in activities consistent with the organization's status as a charitable and educational organization as defined in Section 501(c)(3) of the Internal Revenue Code of 1954. Reports shall be submitted to FBLA-PBL, Inc., as requested.

Section 2. The Chapter shall be governed by a Board of Directors which shall serve as the policymaking body for the Chapter, and which shall be subject to this Constitution, the FBLA or PBL Bylaws, and the Board of Directors of FBLA-PBL, Inc.

Section 3. The Chapter shall adopt a set of Bylaws consistent with this Constitution, which shall include the powers and duties of the Board of Directors, officer and elections, meetings of the chapter, and any other provisions necessary for the orderly administration of the Chapter.

Wisconsin Chapter Constitution – Continued

Section 4. The Chapter shall maintain such relationship with FBLA or PBL local chapters within the state of Wisconsin as shall be approved by the Board of Directors. The Chapter may apply to the Internal Revenue Service for a group tax exemption ruling on behalf of the local chapters within the state.

Section 5. Upon dissolution, all the assets of the Chapter shall be and remain the assets of FBLA-PBL, Inc.

Article VI. Emblems and Insignia

The Chapter emblems shall be the emblems of the national organization. Only members in good standing may use official emblems and insignia.

Article VII. Amendment

This Constitution is a mandatory Constitution drafted by FBLA-PBL, Inc., for adoption by its state chapters and shall be unamendable without the written consent of FBLA-PBL, Inc. Should amendments be required for the purpose of qualifying or retaining qualification under Section 501(c)(3) of the Internal Revenue Code of 1954 or any successor provision thereto, such amendments, as approved by the Board of Directors of FBLA-PBL, shall become part of this Constitution with or without the consent of the Chapter.

Revised April, 1989

Article VIII. Bylaws

Section 1. Membership.

FBLA membership shall consist of members of chartered local chapters. These members shall hold membership in their local, state, and national chapters. Local, state, and national FBLA chapters shall be open for membership to the four following classes of members:

Active Members shall be middle and 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 local, state, and national FBLA and may participate in all events, in accordance with the guidelines of the awards program, serve as voting delegates to leadership conferences, hold office, and otherwise represent their local or state chapters as approved by their respective local or state 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 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, business persons, and other persons contributing to the growth and development of FBLA. Professional members shall pay dues as established by FBLA, but shall not participate in events, serve as voting delegates, or hold office.

Wisconsin Chapter Constitution – Continued

Honorary Life Members may be elected to a local or state chapter by a majority vote. They shall be persons who are assisting in the advancement of business and/or business-related fields and/or who are rendering outstanding service to the local or state chapter. 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 person making significant contributions to the field of business and office education and/or to the growth and development of FBLA-PBL, Inc. National honorary life members shall not vote or hold office and shall not be required to pay dues.

Section 2. Dues and Finance.

- A. Dues. State dues based on fiscal reports by the State Office and on recommendation by the state executive board shall be determined by a majority vote. State and national dues of members shall be forwarded direct to the national office by the local chapter.
- B. Annual state dues shall be \$5.00 with \$2.00 going to the Wisconsin FBLA-PBL Foundation.
- C. The affairs and property of FBLA shall be managed by the National Board of Directors according to D. C. Code 29-1018 (1967 ed.).
- D. Finance. The state staff shall administer all FBLA finances, submit an annual budget to the state executive board for approval, and provide the National Board of Directors and members with an annual audit.
- E. The fiscal year of the Future Business Leaders of America shall be July 1 through June 30.

Section 3. Organization.

- A. The state chapter shall be an association of local chapters, each operating in accordance with the charter granted by FBLA-PBL, Inc. 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-PBL, Inc.
- B. The state executive board shall consist of state officers and one adviser from the state officer’s school. Each member of the state executive board shall have one vote. The state president chairs the executive board meetings.
- C. The Business and Information Technology Education Consultant from the Department of Public Instruction shall serves as the FBLA state adviser/chair and in an advisory capacity to the state executive board.
- D. There shall be seven regions in the state of Wisconsin.
- E. Local chapter charters shall be issued upon approval of the state staff and acceptance by the national office. The state chapter shall hold at least one annual leadership conference to elect state officers and conduct business.
- F. Each local chapter shall have an adviser who shall be a faculty member who believes in the mission and goals of the association. A local chapter may have as many special-emphasis groups under the chapter charter as it deems necessary to meet the interests of all students. The local chapter of FBLA shall assume full responsibility for coordinating the program for these interest groups.

Wisconsin Chapter Constitution – Continued

- G. The Wisconsin FBLA-PBL Foundation Board shall serve in an advisory capacity to the state chapter. In addition, two or three members of the Wisconsin FBLA-PBL Foundation Board may serve as non-voting members of the FBLA Executive Board.

Section 4. Emblems and Colors.

- 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 National Board of Directors.
- B. Emblems and insignia shall be uniform in all local and state chapters and within special-emphasis groups; they shall be those of FBLA. Only members in good standing may use official emblems and insignia.
- C. The official colors of FBLA shall be blue and gold.

Section 5. Amendments.

Proposed amendments to these bylaws shall be submitted in writing not later than January 15 to the State Office by local chapters or by a state officer. Proposed amendments shall be reviewed by the state executive board and must be approved by the state executive board before they can be submitted to the voting delegates. Notice of proposed amendments shall be sent to local chapters. The state executive board shall present approved proposed amendments, with recommendations, to the voting delegates at the State Leadership Conference. A two-thirds vote of the voting delegates registered at the State Leadership Conference and in attendance at all business meetings is required for adoption.

Section 6. Officers and Elections.

- A. State Officers. The state elected officers of FBLA shall be a president, vice president, vice presidents representing the respective regions, a secretary/treasurer, and a reporter.
- B. Qualifications for State Office.
 - 1. Only active members are eligible to hold state office.
 - 2. Only those applicants who are present at the leadership conference and officially certified by the officer screening committee shall be eligible for nomination.
 - 3. To be considered for an office in FBLA, a candidate shall:
 - a. have at least one full year remaining in his/her secondary business program,
 - b. be recommended by the chapter and endorsed by his/her local chapter adviser, parents, and school official,
 - c. file an official application before the deadline established by the State Office. Candidates for secretary/treasurer must have completed, or will complete, typewriting/keyboarding by the end of the current school year and possess the ability to take minutes according to *Robert's Rule of Order, Newly Revised* and it is recommended that they completed, or will complete, one year of accounting by the end of the school year of their nomination.

Wisconsin Chapter Constitution – Continued

C. Nominations

1. Candidates who have filed an official application prior to the established deadline will be presented at a general session of the leadership conference. In the event there are no candidates for an office, after the State Leadership Conference nominations will be accepted by mail by the State Office, and elected by mail plurality vote.
2. In the event that there are no candidates for an office at the State Leadership Conference, candidates may choose to run for that office prior to the officer screening providing they are qualified for that office.
3. Only candidates approved by the officer screening committee shall be nominated.

D. Elections

1. The president, vice president, secretary/treasurer, and reporter shall be elected annual at a general session of the State Leadership Conference by the local voting delegates. The regional vice presidents shall be elected annually at their respective regional conferences by the local voting delegates and shall be installed at the State Leadership Conference.
2. These officers shall be elected by a ballot vote of voting delegates. A majority vote shall be required for election. If no candidate for an office 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. In the event there is only one candidate for an office, the candidate may be elected by a standing vote.
3. The order of elections shall be president, vice president, secretary, treasurer, and reporter.
4. No two state officers shall be elected from the same local chapter. Officers may succeed themselves in the same office.

E. 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.

F. Vacancy in Office

1. A vacancy in any office, other than that of president or regional vice president, shall be filled by the candidate receiving the next highest votes and meeting qualifications of the office. (EXAMPLE: The reporter candidate receiving the second highest number of votes becomes the state reporter should the first-place elected reporter be unable to fulfill his/her officer responsibilities.)
2. In the case of no qualified candidates for the office, the officer will be chosen in order of election and highest votes. (EXAMPLE: No qualified candidates for the office of treasurer remain. The second highest scoring presidential candidate, qualifying for the office of treasurer, then becomes the state treasurer.)
3. If there are no qualified candidates to fill a vacancy, an officer will be appointed by the state staff. (EXAMPLE: If no one meets the typing and transcription qualifications for the office of state secretary, or all candidates left already have an officer from that school, and officer is then appointed by the state staff.)
4. Should the office of president become vacant, the vice president shall automatically become president.

Wisconsin Chapter Constitution – Continued

5. Should the office of regional vice president become vacant, the adviser from that local chapter shall first try to appoint another regional vice president from his/her own chapter. If the adviser is unable to find another regional vice president in his/her own chapter, he/she will then contact the candidate receiving the next highest number of votes to fill this position. Should the candidate refuse the office of region vice president, or if there is already an officer from that school, the State Office will assist in the selection of a new regional vice president. The new regional vice president and his/her adviser will accept executive board duties.
- G. Appointment of Parliamentarian
- The underclassperson scoring the highest on the parliamentary procedure written objective test at state competition and who has completed the state officer application, declaration and candidate worksheet in accordance with deadlines shall become the parliamentarian and shall be installed at the State Leadership Conference.

Section 7. Duties of FBLA State Officers.

- A. The president shall:
1. serve as chairperson of the state executive board,
 2. preside over the executive board meetings and business meetings of FBLA,
 3. appoint appropriate committees and committee chairpersons,
 4. serve as an ex-officio member of all committees,
 5. perform other duties for the promotion and development of local, state, and national FBLA,
 6. submit a short monthly report on Wisconsin FBLA's activities to the editor of the national publication, *Tomorrow's Business Leader*, or within whatever time frame is established by the national staff or officers, and
 7. serve as a voting delegate at the NLC.
- B. The state vice president shall:
1. assume the duties and responsibilities of the presidency should that office become vacant due to resignation or otherwise,
 2. assist the president in the promotion and development of FBLA,
 3. be responsible for coordinating the state service projects, and
 4. serve as a voting delegate at the NLC.
- C. The regional vice presidents shall:
1. plan and preside over Regional Leadership Conferences; however, in the event that a Region Vice President candidate does not meet qualifications or no Region Vice President candidate runs, a state-appointed Regional Conference Coordinator could be named to host the Regional Leadership Conference with a vacant seat for that region on the State Executive Board.
 2. plan and preside over Regional Leadership Conferences,
 3. appoint a secretary to record the minutes for regional meetings, and
 4. serve as liaisons between the executive board, the State Office, and all FBLA members in their respective regions.
- D. The secretary shall:
1. keep an accurate record of all business meetings of the State Leadership Conference and the state executive board, and
 2. supply one (1) photo-ready copy of the minutes of these meetings (including amended minutes) to the State Office within ten (10) days following the meeting. Duplication and distribution will be handled by the State Office.

Wisconsin Chapter Constitution – Continued

3. present the financial reports of the Wisconsin FBLA Chapter at the State Leadership Conference and executive board meetings. All budgeting and monetary responsibility is maintained at the State Office; however, the treasurer will receive information as to the accounting system and method of operation,
 4. initiate memorandums and secure information relative to the use of the state approved fund raisers and shall promote the use of such fund raising projects by local chapters,
 5. be responsible for obtaining and distributing the medals and plaques for the seven (7) Regional Leadership Conferences held in February, and
 6. be responsible for obtaining and/or maintaining and distributing promotional items, such as road signs, trading pins, etc.
- F. The reporter shall:
1. be responsible for publishing four (4) editions of the Wisconsin FBLA eBulletin during the FBLA year,
 2. serve as primary photographer for Wisconsin FBLA,
 3. be responsible for helping to maintain the FBLA State Leadership Conference video scrapbook, and
 4. assist the state president in submitting appropriate items to the editor of the national FBLA publication, *Tomorrow's Business Leader*.
- G. The parliamentarian shall:
1. serve as the official parliamentarian at all business sessions of the Wisconsin FBLA Chapter and advise the president on the orderly conduct of business in accordance with FBLA Bylaws and *Robert's Rules of Order, Newly Revised*, and
 2. shall serve as a voting member of the state executive board.
- H. These officers shall serve on the state executive board, perform the duties prescribed in the bylaws, and perform such other duties as are directed by the president and the state staff and not inconsistent with these bylaws or other rules adopted by FBLA.

Section 8. Regional and State Leadership Conferences.

- A. Regional and State Leadership Conferences shall be held each year. A date and location will be recommended by the state staff and approved by the state executive board.
- B. Each local chapter in good standing shall be entitled to send two voting delegates from its membership to the Regional and State Leadership Conference.
- C. All voting delegates and competitive event participants of local chapters shall be officially certified by their respective advisers and their names submitted by a deadline set by the State Office to the vice president responsible for the respective Regional Leadership Conference or to the State Office for the State Leadership Conference.
- D. Voting. Local voting delegates shall be entitled to vote on all matters which come before the regional and state general sessions. There will be no proxy voting.
- E. Quorum. The quorum for all business meetings of the Regional and State Leadership Conferences shall be a majority of the currently registered voting delegates eligible to vote and in attendance at that meeting.

Wisconsin Chapter Constitution – Continued

Section 9. State Executive Board.

- A. The state officers of FBLA shall, with their advisers and the appointed Wisconsin FBLA-PBL Foundation Board members, constitute the state executive board. The state staff shall be ex-officio, nonvoting members.
- B. Duties. The state executive board shall:
 - 1. adopt policies of operation of FBLA as deemed necessary, by a majority vote,
 - 2. approve committee appointments and the creation of new committees by the president,
 - 3. review all proposed amendments to the bylaws,
 - 4. present to the voting delegates at the State Leadership Conference those proposed amendments which have been approved by the state executive board, and
 - 5. perform such other duties as are prescribed by these bylaws.
- C. Meetings. Special meetings shall be called upon the written request of eight voting members of the state executive board, upon approval by the state staff. A minimum of two executive board meetings will be held annually.
- D. Voting by Mail. Business of the state executive board may be conducted by mail at the discretion of the president upon approval by the state staff. For adoption, action by mail shall require a plurality vote of the members eligible to vote, and shall be recorded in the minutes of the next regular meeting.

Section 10. Committees.

- A. Advisory committees to assist in the growth and development of FBLA may be appointed as deemed necessary by the state executive board. Recommendations of persons for such appointments shall be requested of local chapters.
- B. Local and state chapters may select advisory committees to assist in the growth and development of their respective chapters.
- C. The president of FBLA shall, with the approval of the state executive board, establish committees, appoint their members for a period not to exceed the president's term in office, and assist in the committee's activities.
- D. An officer screening committee shall be appointed by the state staff in consultation with the president. The officer screening committee shall screen campaign materials, interview candidates, and approve candidates for nomination.
- E. Committee business may be conducted by mail at the discretion of the state staff. For adoption, action by mail shall require a plurality vote of the members eligible to vote and shall be reported to the committee members not later than the next regular meeting.

Section 11. Parliamentary Authority.

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

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