

# NEBRASKA FBLA HANDBOOK

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# NEBRASKA FBLA ORGANIZATIONAL STRUCTURE

## Mission Statement

The mission of the Nebraska Future Business Leaders of America (FBLA) is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

## FBLA Benefits

- Career preparation opportunities
- Leadership development
- Networking with business and community leaders
- Community service experience
- Leadership conferences
- Challenging competition
- Individual, team, and chapter recognition
- Scholarships and awards
- Travel opportunities
- Friendships

## Operation

The Nebraska Department of Education (NDE) recognizes the value of Nebraska FBLA in the personal and professional development of career education students. Therefore, Nebraska FBLA is financially supported through the Nebraska Center for Student Leadership and Extended Learning at NDE. NDE provides Nebraska Career Education staff to serve as the Nebraska FBLA State Adviser. The State Adviser serves as the liaison to the FBLA State Board of Directors, the FBLA State Advisory Council, the Nebraska FBLA Foundation, the Nebraska FBLA Foundation Marketing Committee, the national FBLA-PBL office, and local chapters.

Nebraska FBLA is recognized by the:

- United States Department of Education
- Association for Career and Technical Education
- Association for Career and Technical Education in Nebraska
- National Association of Parliamentarians
- National Business Education Association
- Nebraska State Business Education Association
- Delta Pi Epsilon
- Nebraska Association of Parliamentarians
- Nebraska Society of Certified Public Accountants
- Nebraska Chamber of Commerce and Industry
- Omaha Midwest International Trade Association
- Other business associations

## Purpose

FBLA is the largest Nebraska and national organization for all high school students preparing for careers in business and information technology who seek leadership development opportunities. The organization is designed to function as an integral part of the instructional program of the business curriculum in Nebraska secondary schools. Through FBLA, students prepare for real world professional experiences.

## **Nebraska FBLA Goals**

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 that 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.

## **FBLA Creed (Last revision 2004)**

I believe education is the right of every person.

I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family, and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all these groups.

I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

I believe every person should actively work toward improving social, political, community, and family life.

I believe every person has the right to earn a living at a useful occupation.

I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.

I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

## Nebraska FBLA Code of Ethics

I will be honest and sincere.

I will approach each task with confidence in my ability to perform my work at a high standard.

I will willingly accept responsibilities and duties.

I will seek to profit from my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work.

I will abide by the rules and regulations of my school.

I will exercise initiative and responsibility and will cooperate with my employer and fellow workers.

I will dress and act in a manner that will bring respect to me and my school.

I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.

## National FBLA Structure

FBLA-PBL, Inc., is a nonprofit organization. Local chapters are under the supervision of a state chapter, and all work within the framework of the national organization. There are four levels of membership available to students and adults.

**FBLA-Middle Level.** Membership in this division is open to students in grades 5-9 who are seeking career exploration opportunities and who accept the purpose of FBLA, subscribe to its creed, and demonstrate willingness to contribute to meaningful school-community relations.

**Future Business Leaders of America (FBLA).** Membership in this division is open to students in grades 9-12, (7-12 in Nebraska) enrolled in a business, business-related, or information technology course who accept the purpose of FBLA, subscribe to its creed, demonstrate willingness to contribute to meaningful school-community relations, and possess qualities for employment.

**Phi Beta Lambda (PBL).** Membership is open to postsecondary students pursuing degrees in a business, business-related, or information technology field who accept the purpose of PBL, subscribe to its creed, and possess qualities for employment.

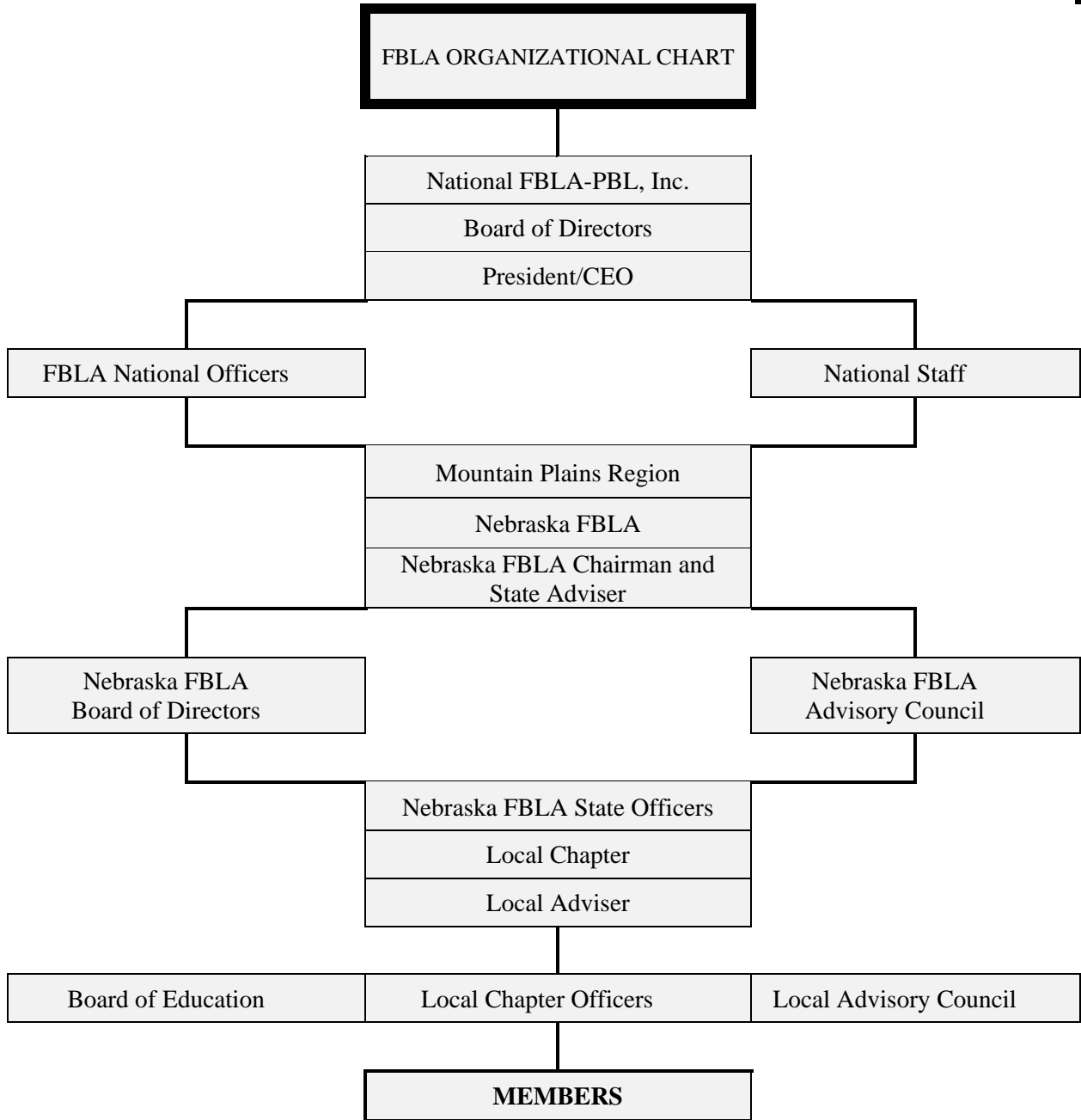
**Professional Division.** Professional membership is open to all individuals interested in promoting the goals established by the association. Such members may include former members, employers, educators, parents, businesspersons, community leaders, and other persons contributing to the growth and development of the association and its members.

**National Board of Directors.** The National Board of Directors, which operates under the FBLA-PBL Articles of Incorporation, is composed of elected professional educators, local and state advisers, state supervisors, business representatives, and national officers.

**President/CEO.** The president and chief executive officer is responsible for the administration of FBLA-PBL, Inc., and a national staff works under his/her direction.

# FBLA-PBL, Inc. National Organization Chart

| Audience Served            | Membership Division   | Membership Programs  |
|----------------------------|---|--|
| Middle Level Students      | <p style="text-align: center;"><b><u>Name</u></b><br/>FBLA-Middle Level Division</p> <p style="text-align: center;"><b><u>Eligibility</u></b><br/>Students in Middle Level Schools<br/>Grades 5-9</p> <p style="text-align: center;"><b>Chartered July 1994</b></p>   | <p style="text-align: center;">Leadership Development<br/>Service Projects<br/>Fundraising<br/>State Competitive Events<br/>Partnerships<br/>Publications<br/>State Conferences</p>  |
| Secondary Students         | <p style="text-align: center;"><b><u>Name</u></b><br/>Future Business Leaders<br/>of America<br/>(FBLA)</p> <p style="text-align: center;"><b><u>Eligibility</u></b><br/>Students in 7-12 enrolled<br/>in a business or business-related class</p> <p style="text-align: center;"><b>Chartered February 1942</b></p>  | <p style="text-align: center;">Leadership Development<br/>Service Projects<br/>Fundraising<br/>State Competitive Events<br/>National Competitive Events<br/>Partnerships<br/>Publications<br/>State Conferences<br/>National Conferences</p> |
| Post-secondary<br>Students | <p style="text-align: center;"><b><u>Name</u></b><br/>Phi Beta Lambda<br/>(PBL or ΦΒΛ)</p> <p style="text-align: center;"><b><u>Eligibility</u></b><br/>Post-secondary students enrolled<br/>in a business or business-related class</p> <p style="text-align: center;"><b>Chartered February 1958</b></p>  | <p style="text-align: center;">Leadership Development<br/>Service Projects<br/>Fundraising<br/>National Competitive Events<br/>State Competitive Events<br/>Partnerships<br/>Publications<br/>State Conferences<br/>National Conferences</p> |
| Adults                     | <p style="text-align: center;"><b><u>Name</u></b><br/>Professional Division</p> <p style="text-align: center;"><b><u>Eligibility</u></b><br/>People not eligible for membership in other<br/>divisions.<br/>Businesspeople,<br/>Parents, Educators, School<br/>Administrators, FBLA Alumni.</p> <p style="text-align: center;"><b>Chartered July 1989</b></p> | <p style="text-align: center;"><b><i>Support Division</i></b><br/>Service Projects<br/>Networking<br/>Sharing Expertise<br/>Publications<br/>Travel Discounts</p>  |



## **Nebraska FBLA Structure**

**Nebraska FBLA State Adviser and State Chairman.** The Nebraska FBLA State Adviser is an employee of the Nebraska Department of Education, Curriculum Instruction and Innovation Team. The FBLA State Adviser also serves as the FBLA-PBL State Chairman.

**Nebraska FBLA Board of Directors.** The Nebraska FBLA State Board of Directors consists of six elected local chapter advisers. Advisers serve three-year terms on the Board of Directors and are eligible for re-election. The Nebraska State FBLA President serves as a voting member of the Board of Directors.

**Nebraska FBLA Advisory Council.** The Nebraska FBLA Advisory Council consists of business representatives from Nebraska. Advisory Council members are nominated by local chapters and Advisory Council members and appointed by the Nebraska FBLA State Board of Directors to serve three-year terms. The Advisory Council serves as a link between FBLA and business and provides a review of the FBLA Program of Work by business professionals.

**Nebraska FBLA State Officers.** Nebraska FBLA State Officers are elected to provide student leadership for the Nebraska Chapter. Officers are elected/appointed according to the Nebraska FBLA Constitution and Bylaws at the annual State Leadership Conference. State Officers consist of: President, Vice President, Secretary, Treasurer, Reporter, and Parliamentarian.

**Local Chapters.** The Nebraska Chapter of FBLA is made up of the local school chapters of FBLA. Each local chapter is under the direction of a dedicated local adviser who works with elected local officers and individual members.

# **BYLAWS OF NEBRASKA FUTURE BUSINESS LEADERS OF AMERICA**

## ARTICLE I

### NAME

The name of this organization shall be “Nebraska Future Business Leaders of America.” However, the words “Nebraska FBLA” and the term “FBLA” may be officially used to designate the Association, its affiliated chapters or members thereof.

## ARTICLE II

### OFFICES

The principal office of Nebraska Future Business Leaders of America (the “Association”) shall be located at 301 Centennial Mall South, Lincoln, Nebraska. The Association may have such other offices, either within or without the State of Nebraska, as the Board of Directors may designate from time to time. The registered office of the Association shall be as set forth in the Articles of Incorporation and may be changed from time to time by the Board of Directors.

## ARTICLE III

### OBJECTIVES

The purpose of the Association is to provide (as an integral part of business instructional programs) additional opportunities for secondary students, who are in grades 7-12 and enrolled in business education courses/programs, to develop career competencies and to promote community and personal responsibilities.

The Association shall develop, promote, organize, sponsor and support activities, conferences, competitions and educational programs that:

- (a) Develop competent, aggressive business leadership;
- (b) Strengthen the confidence of students in themselves and their work;
- (c) Create more interest and understanding of American business enterprise;
- (d) Encourage members in the development of individual projects which contribute to the improvement of home, business and community;
- (e) Develop character, prepare for useful citizenship, and foster patriotism;
- (f) Encourage and develop efficient money management skills;
- (g) Encourage scholarship and promote school loyalty;
- (h) Assist students in the establishment of occupational goals; and
- (i) Facilitate the transition from school to work

## ARTICLE IV

### **ORGANIZATIONAL STRUCTURE**

**Section 1. National Organization.** The Association is an affiliated chapter of FBLA - PBL, Inc. (the “National Organization”).

**Section 2. State Organization.** The Association is an organization of affiliated local chapters located within the State of Nebraska that have received charters from the National Organization.

**Section 3. Local Chapters.** Local chapters affiliated with the Association may be established in those schools within the State of Nebraska that provide systematic instruction in business and business-related education. The activities of each local chapter shall be conducted as an integral part of the instructional program of business education provided by the applicable local school system. Each local chapter affiliated with the Association shall have an adviser who shall be a faculty member of the applicable local school system who teaches a business or business-related course.

**Section 4. Issuance of Charters.** Local chapters within the State of Nebraska shall apply to the National Organization in order to receive a charter. Said application shall be approved by the FBLA State Adviser (or any other representative of the Association designated by the Board of Directors). Upon issuance of a charter by the National Organization, the local chapter shall then become an affiliated chapter of the Association. Members of the local chapter shall meet, organize and adopt chapter Bylaws that shall not conflict with these Bylaws or the Constitution and Bylaws of the National Organization. Members of each local chapter also shall elect officers and establish a program of activities annually.

**Section 5. Chapters in Good Standing.** A local chapter will be considered in good standing with the Association when all of the following conditions are satisfied:

- (a) The chapter provides full payment of all State and National dues to the National Organization by the applicable due date established by the Association and/or the National Organization;
- (b) All reports, rosters, organizational documents and materials requested by the Board of Directors are received and approved by the Board of Directors; and
- (c) The local chapter’s Bylaws do not conflict with these Bylaws or the Constitution and Bylaws of the National Organization.

If a local chapter is not in good standing (for failure to pay dues or otherwise), the local chapter shall be declared “inactive” for the applicable school year. During the applicable school year, a local chapter that has been declared “inactive” (i) will not be eligible to receive chapter or individual awards, (ii) will forfeit all delegate seats for delegate assemblies held during the annual State Leadership Conference, (iii) may not be represented by any teams or individuals in any competitive event program sponsored or organized by the Association, and (iv) may not allow any individual or team to represent the Association in national competition. The Board of Directors shall provide notice to local chapters as to whether said chapters are in good standing or have been declared “inactive.” Local chapters may not be reinstated to the status of good standing during the year in which the chapter was declared “inactive.” An “inactive” chapter may, however, be reinstated to a status of good standing the following school year if all conditions set forth above are satisfied in a timely manner.

## ARTICLE V

### MEMBERSHIP

**Section 1. Types of Membership.** Local chapters affiliated with the Association may have three types of membership: (i) Active Membership; (ii) Professional Membership; and (iii) Honorary Life Membership. Honorary Life Membership in the Association may also be granted to certain individuals by the Board of Directors in accordance with these Bylaws.

**Section 2. Active Membership.** Any secondary student in grades 7-12 who is currently enrolled in a business or business-related education course/program (or who has been enrolled in such a program or course in the past) shall be entitled to become an active member of his or her locally chartered FBLA chapter. All active members shall be entitled to participate in competitive events and attend programs sponsored and organized by the Association in accordance with guidelines and procedures adopted by the Board of Directors. In addition, active members are eligible to apply for and hold offices in the Association and National Organization in accordance with guidelines and procedures adopted by the governing bodies of each respective organization.

**Section 3. Professional Membership.** Persons associated with or participating in the professional development of FBLA and the Association, including but not limited to advisers of local FBLA chapters, business instructors and educators, employers or supervisors involved with cooperative student work-training programs, business advisory council members, business persons, school administrators and counselors, and other persons contributing to the growth and development of FBLA and the Association, are entitled to become professional members of their locally chartered FBLA chapter. Professional members shall not be entitled to participate in competitive events sponsored or organized by the Association, serve as voting delegates, or hold office in the Association or the National Organization.

**Section 4. Honorary Life Membership.** Local FBLA chapters affiliated with the Association may (by majority vote of members present at any regular or special meeting of the local chapter) grant Honorary Life Membership in the local chapter to individuals who have assisted in the advancement and development of business education and/or who have rendered outstanding service to FBLA and the local chapter. Honorary Life Membership in the Association shall be reserved for those individuals who have provided significant service to the Association and who have been approved for such membership by the Board of Directors. Honorary Life Members of local FBLA chapters and the Association shall not be required to pay State or National dues.

**Section 5. Annual Dues.** Membership in local FBLA chapters affiliated with the Association shall be determined on an annual basis. Membership in said local chapters shall be granted only to those individuals who have fully paid all applicable State and National dues. Each local chapter shall be responsible for remitting all State and National dues for its members in accordance with applicable procedures adopted by the National Organization and the Board of Directors of the Association.

**Section 6. Indicia of Membership.** Members of local FBLA chapters affiliated with the Association shall be entitled to wear and display emblems and insignia adopted and approved by the National Organization. Only members in good standing, as determined by the applicable local FBLA chapter, may wear and display official emblems and insignia adopted and approved by the National Organization. The official colors of FBLA shall be blue and gold.

ARTICLE VI

**MEETINGS**

**Section 1. State Leadership Conference.** A State Leadership Conference shall be held annually within the State of Nebraska, at a time and place designated by the Board of Directors. The purpose of the annual State Leadership Conference shall be to elect officers of the Association, conduct certain business of the Association and to provide leadership and career development training to participating members. A certain percentage of active members from each local FBLA chapter affiliated with the Association, as determined by policies and procedures established by the Board of Directors, shall be entitled to attend the annual State Leadership Conference upon payment of the applicable registration fee, which shall be determined annually by the Board of Directors.

**Section 2. Local Chapter Voting Delegates.** The official business of the Association may be transacted by voting delegates representing local chapters affiliated with the Association only during the annual State Leadership Conference. Each local FBLA chapter in good standing with the Association shall be entitled to be represented by voting delegates at all official business sessions and delegate assemblies held during the annual State Leadership Conference. The number of voting delegates representing each local FBLA chapter during official business sessions and delegate assemblies shall be determined in accordance with the following guidelines:

| <u>Number of Members in Local Chapter</u> | <u>Number of Voting Delegates</u> |
|---|-----------------------------------|
| 1 - 20 members                            | 2 voting delegates                |
| 21 - 40 members                           | 3 voting delegates                |
| 41 - 60 members                           | 4 voting delegates                |
| 61 - 80 members                           | 5 voting delegates                |
| 81 or more members                        | 6 voting delegates                |

The Board of Directors may modify the guidelines used to determine the number of voting delegates entitled to represent local FBLA chapters during official business sessions and delegate assemblies held during the annual State Leadership Conference. All voting delegates must be active members of local FBLA chapters affiliated with the Association. The names of all voting delegates must be submitted to the Association prior to the annual State Leadership Conference within the time and in accordance with procedures established by the Board of Directors. Each voting delegate representing a local FBLA chapter shall be entitled to one vote on all matters that come before all official business sessions and delegate assemblies held during the annual State Leadership Conference. A majority of all registered voting delegates shall constitute a quorum for the transaction of business at any delegate assembly or business session held during the annual State Leadership Conference. The act of a majority of the voting delegates present at a business session or delegate assembly at which a quorum is present shall be the act of the voting delegates and the Association, unless the act of a greater number is required by law or these Bylaws.

ARTICLE VII

**OFFICERS**

**Section 1. State FBLA Officers.** The officers of the Association shall consist of a President, a Vice President, a Secretary, a Treasurer, a Reporter and a Parliamentarian. Each officer must be an active member in good standing of a local FBLA chapter affiliated with the Association. To qualify for an office in the Association, each candidate must complete and submit an application (the form of which shall be approved by the Board of Directors) to the Association in a timely manner. In addition, each applicant for office must have at least one full school year remaining in his or her business education program. Each applicant must have attended a Nebraska Fall Leadership Conference. Applicants for president must have attended a previous Nebraska State Leadership Conference. No more than three members of any local chapter may serve as an officer of the Association at any fixed point in time. Each local chapter of the Association may annually submit candidates from its active membership to serve as officers of the Association; provided, however, each local FBLA chapter may annually

nominate a maximum of two candidates for the offices of President, Vice President, Secretary, Treasurer or Reporter, and one candidate for the office of Parliamentarian. Each local chapter may develop or establish its own procedure for designating the chapter's candidate or candidates. No individual shall hold (in any given year) more than one office in the Association.

**Section 2. Election and Term of Office.** The President, Vice President, Secretary, Treasurer and Reporter shall be elected annually at a delegate assembly during the annual State Leadership Conference in accordance with the provisions set forth in Section 3 of these Bylaws. The Parliamentarian shall be appointed annually by the Board of Directors in accordance with Section 4 of these Bylaws. Each officer of the Association shall hold office for one year or until his or her successor is duly elected and qualified. Each officer's term shall commence at the close of the annual State Leadership Conference where the officer is elected and/or appointed.

**Section 3. Election of Officers.** The President, Vice President, Secretary, Treasurer and Reporter shall be elected annually by a majority vote of voting delegates present at a delegate assembly held during the annual State Leadership Conference where a quorum exists. Prior to the annual State Leadership Conference, the Board of Directors (by using any process or procedure that the Board of Directors deems appropriate) shall annually select candidates, from among all individuals who have applied for the offices of President, Vice President, Secretary, Treasurer and Reporter, who shall be entitled to campaign for their respective offices during the applicable annual State Leadership Conference. Prior to casting final votes for the offices of President, Vice President, Secretary, Treasurer and Reporter, a preliminary vote for such offices shall be cast by the voting delegates present at the applicable annual State Leadership Conference to reduce the number of candidates for each office to no more than two. Such preliminary votes shall be cast by written ballot in accordance with procedures established by the Board of Directors. Such preliminary votes may be cast only for those candidates who have been authorized by the Board of Directors to campaign during the applicable annual State Leadership Conference. No write-in votes will be acknowledged. The two candidates for each office receiving the largest number of votes during the preliminary voting process shall qualify for the final vote, which will be held during the applicable delegate assembly. During the final voting process, voting delegates shall cast votes for the offices of President, Vice President, Secretary, Treasurer and Reporter by written ballot in accordance with procedures established by the Board of Directors.

**Section 4. Appointment of Parliamentarian.** Prior to the annual State Leadership Conference, the Board of Directors (by using any process or procedure that the Board of Directors deems appropriate) shall annually select candidates from among all individuals who have applied for the office of Parliamentarian, who shall be entitled to complete a written examination during the Parliamentary Procedure Event during the applicable annual State Leadership Conference. The candidate selected in this manner, who receives the highest score on the written examination, shall be appointed by the Board of Directors (during the applicable annual State Leadership Conference) to serve as the Association's Parliamentarian for the following year.

**Section 5. Removal.** Any officer of the Association may be removed by the Board of Directors whenever, in its judgment, the best interests of the Association would be served by such removal.

**Section 6. Vacancies.** A vacancy in any office, because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board of Directors for the unexpired portion of the term so vacated; provided, however, in the event the office of President becomes vacant, the Vice President shall automatically become the President of the Association and the vacancy created in the office of Vice President shall be filled by the Board of Directors in accordance with this Section.

**Section 7. Compensation.** Officers of the Association shall serve without compensation, except that they may, at the discretion of the Board of Directors, be reimbursed for certain expenses.

**Section 8. President.** The President shall preside at all meetings of the Association, including all business meetings and delegate assemblies that occur during the Association's annual State Leadership Conference. Except as otherwise provided in these Bylaws, the President shall appoint the members and chairmen of all committees and may serve as an ex officio member of all committees. The President shall serve as the chairman of the FBLA State Executive Committee. The President shall fulfill all other duties as directed by the Board of Directors and the FBLA State Adviser.

**Section 9. Vice President.** In the absence of the President, the Vice President shall perform the duties of the President, and when so acting, shall have all the power of and be subject to all the restrictions upon the President. The Vice President shall serve as a member of the FBLA State Executive Committee. The Vice President also shall assist the President in promoting and developing FBLA and the Association, and shall fulfill all other duties as directed by the Board of Directors and the FBLA State Adviser.

**Section 10. Secretary.** The Secretary shall serve as a member of the FBLA State Executive Committee. In addition, the Secretary shall keep accurate minutes of all meetings of the FBLA State Executive Committee, all business meetings and delegate assemblies held during the Association's annual State Leadership Conference and all other meetings and conferences sponsored by the Association; see that all notices are duly given in accordance with these Bylaws or as required by law; serve as custodian of the Association's records; and, in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the FBLA State Adviser and the Board of Directors.

**Section 11. Treasurer.** The Treasurer shall serve as a member of the FBLA State Executive Committee, and shall notify all local FBLA chapters affiliated with the Association of their failure to pay National and State dues in a timely manner. The Treasurer shall fulfill all other duties as directed by the FBLA State Adviser and the Board of Directors.

**Section 12. Reporter.** The Reporter shall serve as a member of the FBLA State Executive Committee. The Reporter shall assist the FBLA State Adviser in coordinating and publishing the Association's newsletter, and shall communicate regularly with representatives of the media and local FBLA chapters to promote the activities and accomplishments of the Association and its members. The Reporter shall fulfill all other duties as directed by the FBLA State Adviser and the Board of Directors.

**Section 13. Parliamentarian.** The Parliamentarian shall serve as a member of the FBLA State Executive Committee. The Parliamentarian also shall advise the President on the orderly conduct of business in accordance with these Bylaws and the current edition of Robert's Rules of Order, Newly Revised. The Parliamentarian shall fulfill all other duties as directed by the FBLA State Adviser and the Board of Directors.

**Section 14. FBLA State Adviser.** The FBLA State Adviser shall, in general, be responsible for the overall growth and development of the Association, and shall oversee and coordinate all of the Association's activities and programs. The FBLA State Adviser, among other things, shall serve as a liaison between the Board of Directors and the Nebraska Department of Education. In addition, the FBLA State Adviser shall serve as a member of the FBLA State Executive Committee, and shall perform those duties and responsibilities as assigned by the Board of Directors. The FBLA State Adviser shall be appointed by the Board of Directors in cooperation with the Nebraska Department of Education, and shall serve until his or her successor is duly appointed and qualified.

**Section 15. FBLA State Executive Secretary.** The FBLA State Executive Secretary, if required by the Board of Directors, shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board of Directors shall determine. The FBLA State Executive Secretary shall have responsibility for all funds of the Association; the receipt of all monies due and payable to the Association from any source whatsoever; the deposit of all such monies in the name of the Association in such banks, trust companies, or other depositories as shall be selected by the Board of Directors; and, in general, shall perform all the duties as from time to time may be assigned to him or her by the Board of Directors.

**Section 16. FBLA State Executive Committee.** The FBLA State Executive Committee shall consist of all FBLA State Officers and the FBLA State Adviser. The members of said committee shall be responsible for carrying out the day-to-day operations of the Association in a manner consistent with these Bylaws and all resolutions and policies adopted by the Board of Directors.

**Section 17. Candidates for National Office.** Active members of local FBLA chapters affiliated with the Association, who meet all eligibility requirements established by the Association and the National Organization, may apply for and hold office in the National Organization.

## ARTICLE VIII

### BOARD OF DIRECTORS

**Section 1. Composition of Board.** The affairs of the Association shall be managed by its Board of Directors. The Board of Directors shall be comprised of:

- (a) Six advisers of local FBLA chapters affiliated with the Association, who shall be nominated and elected by advisers of all local FBLA chapters within the State of Nebraska that are in good standing with the Association in accordance with nomination and election procedures adopted and approved by the Board of Directors. Each Director elected in this manner shall serve a three-year term on the Board of Directors; provided, however, the terms of the members of the Association's initial Board of Directors may be staggered (in any manner the Board of Directors deems appropriate) to provide continuity on the Board.
- (b) The current FBLA State President.
- (c) The FBLA State Adviser, who shall serve as a non-voting ex officio member of the Board.

The number of Directors may be increased or decreased from time to time by amendment to these Bylaws. No decrease in the number of Directors shall have the effect of shortening the term of any incumbent Director.

**Section 2. Responsibilities.** The responsibilities of the Board of Directors shall include, but shall not be limited to, the following: (i) maintaining general direction and control over the affairs of the Association, and ensuring that established policies are enforced and carried out; (ii) establishing and developing policies for the sound management and operation of the Association; (iii) providing advice and direction to the FBLA State Adviser and FBLA State Executive Secretary to carry out the policies, programs and goals of the Association and to ensure the financial viability of the Association; and (iv) consulting with the FBLA State Adviser, FBLA State Executive Secretary and FBLA State Officers to plan and coordinate competitions, conferences and other activities of the Association.

**Section 3. Vacancies.** Any vacancy occurring on the Board of Directors may be filled by the affirmative vote of a majority of the remaining Directors. A Director appointed to fill a vacancy shall serve for the unexpired term of his or her predecessor in office.

**Section 4. Regular Meetings.** The Board of Directors may provide, by resolution, the time and place either within or without the State of Nebraska for the holding of regular meetings of the Board without other notice than such resolution.

**Section 5. Special Meetings.** Special meetings of the Board of Directors may be called by, or at the request of, the FBLA State Adviser, the FBLA State President or any two Directors. The person or persons authorized to call special meetings of the Board may fix any place, either within or without the State of Nebraska, as the place for holding any special meeting of the Board of Directors called by them.

**Section 6. Notice.** Notice of any special meeting of the Board of Directors shall be given by written notice delivered personally or sent by mail or facsimile to each Director at least 10 days prior to the meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the Director at his or her address as it appears on the records of the Association, with postage thereon prepaid. If sent by facsimile, such notice shall be deemed to be delivered when transmitted to the facsimile number of the Director as it appears on the records of the Association. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The business to be transacted at the meeting need not be specified in the notice or waiver of notice of such meeting, unless specifically required by law or these Bylaws.

**Section 7. Quorum.** A majority of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

**Section 8. Manner of Acting.** The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or these Bylaws.

**Section 9. Compensation.** Directors shall not receive any stated salaries for their services but, by resolution of the Board, Directors may be reimbursed for certain expenses.

**Section 10. Non-Liability of Directors.** The Directors shall not be liable for the debts, liabilities or other obligations of the Association.

**Section 11. Action Without Meeting.** Any action that may be taken at a meeting of the Board of Directors may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Directors entitled to vote with respect to the subject matter thereof.

**Section 12. Telecommunications Conference.** Directors may participate in a meeting through the use of conference telephone or similar communications equipment so long as all Directors participating in such meeting can hear one another. Participation in a meeting pursuant to this Section shall constitute presence in person at the meeting.

**Section 13. Chairman.** One of the Directors, who is an adviser of a local FBLA chapter, shall be appointed to serve as the chairman of the Board of Directors by a majority vote of the Board of Directors at any regular or special meeting. The chairman may serve in that capacity until his or her successor in office is duly elected and qualified; provided, however, the Board may appoint a new chairman at any regular or special meeting of the Board.

ARTICLE IX  
**COMMITTEES**

**Section 1. Committees of Directors.** The Board of Directors may establish one or more committees, which may, to the extent permitted by law, exercise the authority of the Board of Directors in managing the affairs of the Association. Any such committee may be established only by a resolution adopted by a majority vote of the Directors then in office, and at least two Directors must be members of any such committee. The establishment of any such committee, and the delegation thereto of authority to act on behalf of the Board in the management of the Association, shall not operate to relieve the Board of Directors, or any individual Director, or any responsibility imposed by law.

**Section 2. Other Committees.** Other committees not having and exercising the authority of the Board of Directors in the management of the Association may be designated by a resolution adopted by a majority of the Directors present at a meeting where a quorum is present. The FBLA State President shall appoint the members of any such committee (which may consist of any number of Directors, local FBLA chapter advisers, local FBLA chapter members or officers, FBLA State Officers or any other person or persons deemed appropriate by the President). Any member thereof may be removed by the chairman of the Board whenever, in his or her judgment, the best interests of the Association shall be served by such removal.

**Section 3. FBLA Business Advisory Council.** The FBLA Business Advisory Council shall be a standing committee of the Association. The FBLA Business Advisory Council shall be comprised of ten members. At least one member of the FBLA Business Advisory Council shall be an administrator of a school district located within the State of Nebraska that operates and maintains a locally chartered FBLA chapter affiliated with the Association. The remaining members of the FBLA Business Advisory Council shall represent businesses operating within the State of Nebraska. The members of the FBLA Business Advisory Council shall serve three-year terms and shall be nominated and appointed in accordance with guidelines and procedures adopted by the Board of Directors. No member of the FBLA Business Advisory Council shall serve more than two consecutive terms. The purpose of the FBLA Business Advisory Council shall be to provide a communication link between the Association and the business community in order to promote the growth and development of the Association. Local FBLA chapters affiliated with the Association may establish independent business advisory councils to promote the growth and development of said local chapters.

ARTICLE X  
**CONTRACTS, CHECKS, DEPOSITS AND FUNDS**

**Section 1. Contracts.** The Board of Directors may authorize any agent or agents of the Association to enter into any contract or to execute and deliver any instrument in the name of and on behalf of the Association, and any such authority may be general or confined to specific instances.

**Section 2. Checks, Drafts or Orders for Payment.** All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Association shall be signed by such officers or agents of the Association and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed only by the FBLA State Executive Secretary, or the FBLA State Executive Secretary's designee.

**Section 3. Deposits.** All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies or other depositories as the Board of Directors may select.

**Section 4. Dues and Fees.** The Board of Directors shall establish annual dues and/or fees, which must be paid annually by members of local FBLA chapters within the State of Nebraska. Said local FBLA chapters shall forward payment of State membership dues to the National Organization, in accordance with applicable procedures adopted by the Board of Directors, in order to qualify for and maintain affiliation with the Association.

## ARTICLE XI

### MISCELLANEOUS

**Section 1. Books and Records.** The Association shall keep correct and complete books and records of account and shall also keep minutes of all actions taken during all Association meetings and conferences and all meetings of the Board of Directors.

**Section 2. Fiscal Year.** The fiscal year of the Association shall begin on the first day of July and end on the last day of June in each year.

**Section 3. Waiver of Notice.** Whenever any notice is required to be given under the provisions of the Nebraska Nonprofit Corporation Act or under the provisions of the Articles of Incorporation or the Bylaws of the Association, a waiver thereof, in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

**Section 4. Parliamentary Authority.** The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Association in all applicable cases so long as such rules are not inconsistent with these Bylaws or any applicable statute or rule of law.

**Section 5. Policy Statements and Handbooks.** Special policy statements, procedures and codes of conduct may be established and modified from time to time by the Board of Directors. Such policy statements, procedures and codes of conduct may be compiled in any number of handbooks or manuals. In the event any policy statement, procedure or code of conduct set forth in a manual or handbook conflicts with any provision set forth in these Bylaws, the Bylaws shall prevail.

## ARTICLE XII

### AMENDMENTS

These Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted by action of two-thirds of the votes cast by the local chapter voting delegates present and voting at any regular or special meeting of the Delegate Assembly. No proposed Bylaws amendment shall be considered at a Delegate Assembly unless and until it has received the approval by two-thirds of the Directors present and voting at a regular or special meeting of the Board of Directors. Proposed amendments to these Bylaws shall be submitted in writing not later than December 15 to the State Adviser by a state officer or by any local chapter with approval of the local chapter adviser. The Board of Directors must consider any such suggested amendment or revision, but shall not be obligated to approve the same.

Adopted April 8, 2005

# NEBRASKA FUTURE BUSINESS LEADERS OF AMERICA STANDING RULES

## **State Officer Candidate Requirements**

1. All candidates for State Officer positions must pass officer screening with the final decision made by the Board of Directors. The screening will consist of the following:
  - a. A written test about knowledge of FBLA and some parliamentary procedure (minimum score of 70 percent).
  - b. An interview with the Board of Directors.
  - c. A briefing from the current State Officers on their responsibilities, time commitments, etc.
  - d. Advisers who have not had a candidate for State Office will discuss in detail with the State Adviser prior to State Leadership Conference their responsibilities if their candidate is elected.
2. Candidates for State Officer positions will not be allowed to present workshops at the State Leadership Conference.
3. All elected and appointed State Officer candidates will be required to give a two-minute campaign speech at the opening general session before all conference delegates.
4. All State Officer candidates will answer questions submitted by voting delegates at the formal caucus during the State Leadership Conference.
5. All State Officers and State Officer candidates will be required to participate in no less than three and no more than six competitive events.

## **State Officer Section**

1. State Officers are eligible for up to \$300 reimbursement for validated expenses incurred as a State Officer.
2. State Officer time commitments may be as follows:
  - a. Five days of State Officer training—June (as indicated on the current FBLA calendar)
  - b. Six/seven days of National Leadership Conference—June and/or July
  - c. Two days of Fall Leadership Conference training—July or August
  - d. Three days of Fall Leadership Conference meetings and travel—September
  - e. Three days of National Fall Leadership Conference—October or November
  - f. Two days of mid-year planning conference—December, January, or February
  - g. One day of State Officer Candidate Screening Day—February
  - h. Four days of State Leadership Conference—April
  - i. Five local chapter visits throughout the year
  - j. Five to ten hours per week of correspondence, communication, workshop development, speech writing, etc.
  - k. Other time as requested or required
3. Local advisers of State Officers must proofread and approve all State Officer correspondence before it is mailed.
4. Local advisers should chaperone/travel with the State Officers as they visit local chapters. When the adviser is unable to attend, arrangements should be made for a parent or another adult to accompany the State Officer.

## **National Officer Candidate**

1. Only state officers current or past are eligible to run for national office from Nebraska FBLA.
2. State officers elected at the State Leadership Conference will have first priority to run for a national office. State officer candidates should check the appropriate box on the Nebraska FBLA State Officer application form to indicate their interest in running for a national office should they be elected to a state office.
3. The elected state president will receive first priority in running for a national office. Should the elected state president choose not to run for a national office, then the other elected and appointed state officers will be prioritized to run for a national office based upon the recommendation from the Board of Directors following the state officer screening process.

## **State Adviser Section**

1. The State Adviser will implement the necessary State Officer Conduct/Procedures Code found in the Nebraska FBLA Handbook.

## **Conference Registration Fees**

1. There is a no refund policy for all Nebraska FBLA conference registration fees.

Adopted 2012

# NEBRASKA FBLA BOARD OF DIRECTORS

The FBLA Board of Directors consists of six elected local FBLA advisers, the FBLA State President, and the State Chairman and/or designated State Adviser. They, together with the ex-officio nonvoting members, shall constitute the State FBLA Board of Directors.

## Meetings

The Board of Directors holds a minimum of three meetings each year. A summer three-day retreat is held in July to review the State FBLA program of work, Handbook, and State Leadership Conference. A one-day meeting is held during the month of January. The Board of Directors also screens state officer candidates on a Saturday in February. Board members spend additional time working on committees during the year. Committee work may involve securing speakers for conferences, writing and/or revising guidelines for state competition, or other duties as assigned.

## Duties

The Bylaws of the Nebraska Chapter of Future Business Leaders of America state that the Board of Directors shall serve as the policy making body of this organization.

The purpose of the State FBLA Board of Directors is to manage the program of work for the FBLA State Chapter. Board of Directors members may be called upon to assist with a wide variety of FBLA-related activities. The responsibilities of board members may include the following:

- Review, edit, update, and generate new Handbook guidelines and policies.
- Approve proposed amendments to the bylaws.
- Develop a three-year Action Plan.
- Provide feedback for the State Adviser on the State FBLA program of work as well as current issues and concerns.
- Provide a network system for the local advisers to communicate their ideas, concerns, and suggestions to the Board of Directors.
- Provide assistance at local, state, regional, and national conferences through supervisory duties that may include general sessions, seminars, competitive events, and travel.
- Provide a representative appointed to a one-year term to the FBLA State Advisory Council. This representative will serve as a liaison between the FBLA Board of Directors and the FBLA State Advisory Council.
- Provide a representative appointed to a one-year term to the FBLA Foundation Board. This representative will serve as a liaison between the FBLA Board of Directors and the Foundation Board of Directors.
- Elect a member of the State FBLA Board of Directors to serve as secretary for a one-year term. This representative will prepare and disseminate the minutes of each State FBLA Board of Directors meeting to all Board Members and the State Adviser.
- Promote a well-rounded business education program through FBLA participation.
- Review nominations and appoint members to the FBLA Advisory Council.
- State Leadership Conference responsibilities may include the following:
  - Screen the state officer candidates through an interview process.
  - Write questions to be asked of the state officer candidates during the officer screening.
  - Review All-State Quality Member applications.
  - Coordinate speakers for seminars to include selection of speakers, correspondence, and follow up.
  - Monitor general sessions, meal functions, and seminars.
  - Chair new events.
  - Check in campaign materials for the state officers.
  - Audit financial records.

## **Election Procedures**

Each local FBLA adviser serves on the Board for a period of three years. All local FBLA advisers are notified in writing each spring that two vacancies occur following the State Leadership Conference. Local advisers have the opportunity to submit nominations for the board positions. Each adviser making a nomination has the responsibility of contacting the nominee prior to submitting his/her name. A ballot with the nominations received will then be mailed to each adviser with a deadline in May. Nominees will receive correspondence from the State Adviser indicating the results of the election.

In the case of a resignation of a board member, the position will be filled by the person receiving the next highest number of votes in the previous year's election. Should a tie exist, the State Adviser will have the members of the current Board of Directors vote to determine the new board member.

Board members do not receive mileage reimbursement from Nebraska FBLA although their respective school districts may choose to fund travel to state board meetings. Their only pay involves the rewards gained by working with the students of the Future Business Leaders of America.

# NEBRASKA FBLA ADVISORY COUNCIL

The Nebraska FBLA Advisory Council consists of ten voting members and two ex-officio nonvoting members. The Advisory Council includes nine representatives at large from business, industry, government, labor and civic organizations and one school administrator from a school with an active FBLA chapter. The State Chairman and/or designated State Adviser will serve as an ex-officio nonvoting member and one member from the Nebraska FBLA Board of Directors will serve as liaison.

## Meetings

The Advisory Council will meet two times per year. The Advisory Council chairperson may call an additional meeting if necessary. The two regular meetings should be scheduled in September or October and again in January or February.

## Duties

The purpose of the Nebraska FBLA Advisory Council is to support and actively promote FBLA on the local, state, and national levels. The Council serves in an advisory capacity to the Nebraska FBLA Board of Directors, the State Chairman and/or designated State Adviser, and others as requested by the Board of Directors. The Advisory Council may be called upon to advise and assist with a variety of FBLA-related activities.

The responsibilities of the Advisory Council may include the following:

- Advise the Board of Directors as to revisions for new Handbook guidelines and policies.
- Promote and sponsor competitive events.
- Promote scholarships for members of FBLA.
- Serve as speakers for local chapters and state events.
- Serve as judges at local and state competitive events.
- Judge the Business of the Year applications.
- Serve as a sounding board and resource for ideas concerning community projects, fundraising projects, programs of work, and public relations campaigns.
- Develop projects to support Nebraska FBLA and local chapters.

## Membership

Nominations for membership will be made by Advisory Council members, local FBLA chapters, and the State Board of Directors. Nominations must be submitted in writing and include support for and reasons why the person is being nominated. Nominations should be sent to the State FBLA Chairman and/or designated State Adviser by a designated date in May of each year. Three members at large will be selected for a three-year term by the State Board of Directors at the summer meeting. The Board Liaison and School Administrator are also appointed at this time. New members shall be notified of their appointment so that they might attend the fall Advisory Council meeting.

In the event of resignation, the Board of Directors shall appoint a replacement to finish the term of the person resigning. A person may be appointed to two consecutive three-year terms and then shall not be reappointed for at least two years.

## Officers

A chairperson of the Advisory Council will serve a two-year term and be elected by a majority vote of the council members.

The position of secretary shall be appointed by the chairperson.

## **Duties of Officers**

The chairperson will have authority normally associated with a chairperson including, but not limited to: serving as Chair of the meetings, appointing committees, calling special meetings, setting dates of regular meetings, and working in cooperation with the FBLA State Chairman and/or designated State Adviser. Robert's Rules of Order, Newly Revised, will be the Parliamentary Authority.

The secretary will, in cooperation with the state chairman, notify members of meetings, keep minutes of the meetings, and distribute the minutes of the meetings to members in a timely fashion.

# LEADERSHIP CONFERENCES

## **Nebraska FBLA State Leadership Conference**

The Nebraska FBLA State Leadership Conference (SLC) is a three-day conference held each spring. The conference consists of general sessions, competitive events, seminars, workshops, election of officers, awards, special programs, and other planned leadership and educational activities.

Attendance at the State Leadership Conference is limited; consult the SLC guidelines for specific numbers.

## **Nebraska FBLA Fall Leadership Conference**

The Nebraska FBLA Fall Leadership Conference is a one-day conference held at two sites in Nebraska. The conference is designed to train local officers and members, to share information on Nebraska FBLA activities and goals, and to provide motivation for a successful FBLA year.

## **National Fall Leadership Conference**

The National Fall Leadership Conference (NFLC) is a two-day national conference held in November. Delegates from local chapters in each state may attend the NFLC. Nebraska FBLA State Officers attend in addition to local officers, members, and advisers. All FBLA members are eligible to attend, depending on local guidelines.

The National Fall Leadership Conference consists of general sessions, special interest sessions, seminars, workshops, tours, and other leadership development activities.

## **National Leadership Conference**

The National Leadership Conference (NLC) is held during the summer months in a selected city in the United States. Nebraska first-place competitive event winners and second- and/or third-place competitive event winners with a counterpart national event are eligible to compete at the NLC. All Nebraska members and advisers are eligible to attend, based on local and state guidelines. In addition to competitive events, the NLC consists of tours, business meetings, special interest sessions, seminars, workshops, awards programs, election and installation of national officers, and other planned educational and leadership development activities.

# **FUTURE FBLA CONFERENCES**

## **Nebraska Fall Leadership Conference**

- 2011 September 27 – Kearney Ramada Inn  
September 28 – Ramada Plaza Omaha Hotel and Convention Center
  
- 2012 September 25 – Kearney Ramada Inn  
September 26 – Ramada Plaza Omaha Hotel and Convention Center

## **Nebraska State Leadership Conference Ramada Plaza Omaha Hotel and Convention Center**

- 2012 March 29-31
  
- 2013 April 4-6

## **National Fall Leadership Conference**

- 2011 November 11-12, Milwaukee, Wisconsin

## **National Leadership Conference**

- 2012 June 28-July 3, San Antonio, Texas
  
- 2013 June 25-July 1, Anaheim, California
  
- 2014 June 28-July 3, Nashville, Tennessee