

Colorado Collegiate FBLA Bylaws

ARTICLE I. Name

The name of this organization shall be Colorado State Collegiate Chapter of the Future Business Leaders of America (FBLA), Inc. and may be referred to as “Colorado Collegiate FBLA” or “Collegiate FBLA”

ARTICLE II. Purpose

Section 1. Purpose

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

Section 2. Goals

The specific goals of Collegiate FBLA are to:

- develop competent, aggressive business leadership;
- strengthen the confidence of students in themselves and their work;
- create more interest in and understanding of American business enterprise;
- encourage members in the development of individual projects which contribute to the improvement of home, business, and community;
- develop character, prepare for useful citizenship, and foster patriotism;
- encourage and practice efficient money management;
- encourage scholarship and promote school loyalty;
- assist students in the establishment of occupational goals; and
- facilitate the transition from school to work.

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 construed 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, Inc.

ARTICLE III. Membership

Section 1. Membership

Collegiate FBLA membership shall consist of members of chartered local chapters. If an individual member wishes to join Collegiate FBLA but there is no chartered chapter at their school of enrollment, the student may join through Collegiate Direct. All members shall hold membership in their state and national chapters.

Section 2. Membership Classes

The state and local chapters, shall be open for membership to these classes of members:

Active Members shall be students enrolled in business and/or business-related fields, who accept the purpose of Collegiate FBLA and subscribe to its creed. Active members shall pay dues as established by Collegiate FBLA and may participate in state and national events, in accordance with the guidelines of the National Awards Program, serve as voting delegates to the State and National Leadership Conferences, hold state and national office, and otherwise represent their state and local chapters as approved by their respective state or local advisers.

Honorary Life Members may be nominated by a local chapter or state level and decided upon by a majority vote by the Colorado FBLA Board of Directors at the state level. They shall be persons who are assisting in the advancement of business and office education and/or who are rendering outstanding service to Collegiate FBLA. Honorary Life members shall not vote or hold office and shall not be required to pay dues.

ARTICLE IV. Dues and Finance

Section 1. Membership Dues

Membership dues in the Colorado State Chapter of Collegiate FBLA shall be established by the State Adviser.

Section 2. Membership Deadline

The state dues are payable by the established deadline of the current school year.

Section 3. Finance Administration

The Colorado Collegiate FBLA State Adviser shall administer all finances and maintain accurate accounting throughout the year. Members or advisers of Collegiate FBLA may request financial reports from the State Adviser.

Section 4. Fiscal Year

The fiscal year of Colorado Collegiate FBLA shall be July 1 through June 30.

ARTICLE V. Organization

Section 1. Chapters

Collegiate FBLA shall be an association of state and local chapters, each operating in accordance with a charter granted by FBLA, Inc. Only chapters that have received charters and which are currently in good standing, shall be referred to as “Collegiate FBLA.”

Section 2. Policymaking

The board of directors of Colorado Collegiate FBLA shall serve as the policymaking body of this organization.

Section 3. Administration

The administration of Collegiate FBLA shall be vested in the Colorado Collegiate FBLA State Chairman/Adviser.

Section 4. State Executive Council

There shall be a state executive council that shall make recommendations to the board of directors and perform other duties as prescribed in these bylaws.

Section 5. Chapter Adviser

Each local chapter shall have an adviser who is either a faculty member teaching a business and/or business-related class or school staff member.

ARTICLE VI. State Board of Directors

Section 1. Board Members

- The State Board of Directors shall consist of no more than 9 people, which may include:
Colorado Collegiate FBLA State President
- Colorado Collegiate FBLA State Chair/Adviser
- Five Colorado Collegiate FBLA Chapter Advisers
- Representative(s) from business/industry

Section 2. Function

The Board shall serve as the policy-making and long-range planning body for the state chapter.

Section 3. Majority

A majority of the Board of Directors must be present at any board meeting in order to effect policy decisions of the state chapter.

Section 4. Voting

Each member shall have one vote on the board. The Colorado Collegiate FBLA State Chair/Adviser is an ex-officio nonvoting member of the Board of Directors, unless in case of a tied vote.

Section 5. Meetings

Board of Directors meetings can be called by the Colorado Collegiate FBLA State Chair/Adviser, State President or by consensus of the Board.

Section 6. Alternative Voting and Meeting Methods

Business of Colorado Collegiate FBLA may be conducted by mail, teleconferencing, and/or electronic conferencing. For adoption, action by mail, teleconferencing, and/or electronic conferencing shall require a three-fourths vote of the members eligible to vote, and shall be recorded in the minutes of the next regular meeting.

ARTICLE VII. Officers and Elections

Section 1. State Officers

The state elected officers of Collegiate FBLA shall be President, Vice President, and Secretary.

Section 2. Qualifications for State Office

- A. Only active members are eligible to hold state office.
- B. Only those applicants who are present at the State Leadership Conference shall be eligible for nomination.
- C. To be considered for an office in Collegiate FBLA, a candidate:
 - a. must have been registered as at least a part-time student in the school of his/her local chapter at/or during the current fiscal year of the date of election
 - b. have at least one full year remaining in his/her business education program,
 - c. have at least a 2.5 GPA and maintain that GPA throughout the year of service,
 - d. be recommended by the chapter advisers and endorsed by his/ her local chapters, and
 - e. file an official application with the Colorado Collegiate FBLA State Adviser by the published deadline
 - i. If no chapter submits an applicant for a particular office by the published deadline, then the deadline for the particular office shall be extended at the discretion of the state board of directors.
 - ii. If no candidates are submitted for a particular office by the first or second deadline, then candidates may apply for office at the State Leadership Conference and shall comply with all guidelines that other candidates comply with during the conference.

- D. The Colorado Collegiate FBLA State Chair/Adviser and Board of Directors will review applications for approval.

Section 3. Selections

- A. The State Officers shall be selected annually at the State Leadership Conference.
- B. Voting delegates present at the State Leadership Conference will cast their votes for officer candidates after a speech and question and answer session. Officer candidates must receive a majority vote to move forward in the process.
- C. Officer candidates receiving a majority vote of the voting delegates will be interviewed by the Board of Directors and their positions assigned.
- D. No more than two state officers shall be elected from the same chapter. In cases where suitable and qualified candidates from other chapters are not available, more than two members from a single chapter can be selected to the executive council by a majority vote of the board of directors.
- E. The state may submit more than one candidate to run for a National office as long as there are not two or more candidates running for the same office.

Section 4. 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 National Leadership Conference for the year in at which they were elected.

Section 5. Vacancy in Office

A vacancy in any office, other than that of president, may be filled by appointment by the state adviser with the approval of the state executive council. Should the office of president become vacant, the vice president shall automatically become president.

ARTICLE VIII. Duties of Collegiate FBLA State Officers

Section 1. President

The president shall:

- A. serve as chairman of the state executive council;
- B. serve as a member of the board of directors;
- C. appoint appropriate committees and committee chairpersons;
- D. serve as an ex-officio, nonvoting member of all committees;
- E. work alongside the State Chair/Adviser to plan the annual State Leadership Conference;
- F. perform other duties for the promotion and development of local, state, and national Collegiate FBLA.

Section 2. Vice President

The vice president shall:

- A. assist the president in the promotion and development of Collegiate FBLA;
- B. preside in the absence of the president; and
- C. assist the president.

Section 3. Secretary

The secretary shall:

- A. keep an accurate record of all business meetings of the State Leadership Conference and the state executive council; and
- B. supply a copy of the minutes and substantiating reports to the state executive council and Colorado Collegiate FBLA State Chair/Adviser within two weeks of the meeting.

Section 8. Officer Duties

These officers shall serve on the state executive council and perform such duties as directed by the Collegiate FBLA president and the Colorado Collegiate FBLA chair/adviser and not inconsistent with these bylaws and other rules adopted by Collegiate FBLA. Should vacancies exist, duties may be appointed by the state adviser.

Section 9. Removal from Office.

Removal from office shall occur when:

- an officer does not follow Colorado Collegiate FBLA policies, code of conduct, and procedures;
- an officer misses executive council meetings without an excusable absence, as determined by the executive council and the board of directors;
- an officer fails to perform the required responsibilities for their elected office.

ARTICLE IX. State Executive Council

Section 1. Composition

The state officers of Collegiate FBLA shall, with the ex-officio, nonvoting members, constitute the state executive council. The Colorado Collegiate FBLA State Chair/Adviser shall be an ex-officio, nonvoting member.

Section 2. Duties

The State Executive Council shall:

- A. adopt policies of operation of Collegiate FBLA as deemed necessary, by a three-fourths vote subject to the approval of the board of directors;
- B. approve committee appointments and the creation of new committees by the president;
- C. approve appointments by the president to fill vacancies in office;
- D. review all proposed amendments to the bylaws;
- E. present to the voting delegates at the State Leadership Conference, with recommendations, those proposed amendments approved by the board of directors; and
- F. perform such other duties as are prescribed by these bylaws.

Section 3. Meetings

Meetings shall be called by the state adviser, president, consensus of the board of directors, or upon the written request of three voting members of the state executive council.

Section 4. Voting by Alternative Methods

Business of the state executive council may be conducted by mail, teleconferencing, and/or electronic conferencing at the discretion of the Collegiate FBLA state adviser. For adoption, action by mail, teleconferencing, and/or electronic conferencing shall require a three-fourths vote of the members eligible to vote, and shall be recorded in the minutes of the next regular meeting.

ARTICLE X. State Leadership Conference

Section 1. State Leadership Conference

A State Leadership Conference shall be held annually.

Section 2. Voting Delegates

Each local chapter in good standing shall be entitled to send two to four local voting delegates and alternates from its active membership to the State Leadership Conference in accordance with the following:

- under 30 members—two voting delegates
- 31–50 members—three voting delegates
- over 50 members—four voting delegates

Section 3. Voting

Voting delegates shall be entitled to vote on all matters which come before the general sessions and regional meetings. There shall be no proxy voting. A majority vote shall be required for election of state and national officer candidates. If no candidate for an office receives a majority vote on the third ballot, the candidate receiving the lowest number of votes shall be dropped from the fourth ballot.

Section 4. Quorum

The quorum for all business meetings of the State Leadership Conference shall be a majority of the registered voting delegates.

ARTICLE XI. Emblems and Colors

Section 1. Trademark

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.

Section 2. Use

Emblems and insignia shall be uniform in all local and state chapters and within special emphasis groups: they shall be those of Collegiate FBLA. Only members in good standing may use official emblems and insignia.

Section 3. Colors

The official colors of Collegiate FBLA shall be blue and gold.

ARTICLE XII. Parliamentary Procedure

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

ARTICLE XIII. Amendments

Section 1. Amendments

Proposed amendments to these bylaws shall be submitted in writing by local chapters or by a state officer to the Colorado Collegiate FBLA State Chair/Adviser no later than February 1. The proposed amendments shall be submitted for review to the state executive council and board of directors 30 days prior to the State Leadership Conference. Each chapter will be sent copies of the approved amendments by two weeks prior to the State Leadership Conference. The state executive council shall present proposed amendments with recommendations to the local voting delegates at the State Leadership Conference. A two-thirds vote of the local voting delegates present and voting at the State Leadership Conference is required for adoption.

Section 2. Bylaw Updates

The Colorado Collegiate FBLA State Chair/Adviser shall be authorized to revise these bylaws to correct punctuation, grammar, cross-references, article and section designations, and to make such other technical changes as may be necessary, where these changes shall be minor in detail and shall not alter the meaning or intent of the bylaws. Notice of changes made under this authority shall be communicated in writing to the Collegiate FBLA state executive council and the board of directors within 30 days.

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