

**Oliver M. Hazen High School
Future Business Leaders of America
Constitution and Chapter Bylaws**

We, the students of Oliver M. Hazen High School, desiring to build and develop business leadership practices, do hereby establish this constitution and bylaws for the Future Business Leaders of America chapter of Oliver M. Hazen High School.

ARTICLE I: NAME & PURPOSE

Section A: Name – This organization shall be known as Hazen High School Future Business Leaders of America (FBLA).

Section B: National Affiliation – Hazen High School FBLA is affiliated with both Washington State FBLA and the National FBLA organization. Under both of these, our chapter is approved and assigned the number 8090 to our chapter charter by the National FBLA organization.

Section C: Mission – FBLA’s mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

Section D: Purpose – The purpose of FBLA shall be:

1. Develop competent, aggressive business leadership.
2. Strengthen the confidence of student in themselves and their work.
3. Create more interest in and understanding of American business enterprise.
4. Encourage members in the development of individual projects that contribute to the improvement of home, business, and community.
5. Develop character, prepare for useful citizenship, and foster patriotism.
6. Encourage and practice efficient money management.
7. Encourage scholarship and promote school loyalty.
8. Assist students in the establishment of occupational goals.
9. Facilitate the transition from school to work.

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility – Membership is open to all students enrolled at Oliver M. Hazen High School. Membership is granted upon payment of the dues as outlined in Section B.

Section B: Dues – Dues shall be \$30.00 per school year, and will be separated three different ways: \$6.00 to the national FBLA organization, \$10.00 to the Washington State FBLA

organization, and \$14.00 to Hazen High School FBLA. Those who have paid their \$30.00 dues will be referred to as dues paid members. This number is subject to change only if the dues at the state and national level change as well.

ARTICLE III: OFFICERS

Section A: Officers – There are a total of six officer positions within Hazen High School FBLA to make the Executive Board. These offices are: President, Vice President, Secretary, Treasurer, Public Relations Officer, and Fundraiser Chair.

Section B: Eligibility – All those who are dues paid members of the chapter are allowed to run for office.

Section C: Application- Each member wanting to run for office must complete the candidate application and turn into the chapter adviser(s) a week before the election meeting.

Section D: Election – All officers will be elected by a ballot vote at our May chapter meeting. Should the vote result in a tie, we will follow Roberts Rules of Order, Newly Revised in order to elect the officer. A majority vote (50% + 1 vote) of members present at the elections meeting must be reached for each position in to be filled.

Section E: Term – Chapter officers will serve for a total of one school year and their terms will begin at the start of the school year in the fall. Members cannot hold the same position two years in a row unless permission by the chapter adviser(s) has been given. Members cannot hold the same position for three years consecutively.

Section F: Vacancy – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

Section G: Removal from office – If an officer is not holding up the duties and responsibilities of their office, they are subject to immediate removal from office at the discretion of the chapter adviser(s) and two-thirds majority of the Executive Board.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President – it shall be the duty of the President to:

- Preside at meetings
- Vote only in case of a tie
- Represent the chapter to the general public at appropriate school events
- Appoint committee chairpersons subject to the approval of the Executive Committee
- Perform such other duties as ordinarily pertained to this office

Section B: Vice-President – It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Represent the chapter to the general public at appropriate school events
- Assist the chapter adviser(s) in organizing competitive events for each chapter member
- Assist the Executive Board in planning chapter events (bondings, meetings, etc.)
- Attend all Executive Board and chapter meetings throughout the year
- Perform such other duties as ordinarily pertained to this office

Section C: Secretary – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership and attendance list at all chapter meetings
- Attend all Executive Board and chapter meetings throughout the year
- Represent the chapter to the general public at appropriate school events
- Perform such other duties as ordinarily pertained to this office

Section D: Treasurer – It shall be the duty of the Treasurer to:

- Fill out the appropriate paperwork for all fundraisers and chapter purchases
- Work with ASB Bookkeeper to keep an accurate record of finances throughout the year
- Keep an accurate record, with the chapter adviser, as to who participated in which fundraiser
- Assist the chapter adviser in dividing the money made from each fundraiser among the appropriate amount of students who earned that money
- Attend all Executive Board and chapter meetings throughout the year
- Represent the chapter to the general public at appropriate school events
- Perform such other duties as ordinarily pertained to this office

Section E: Public Relations Officer – It shall be the duty of the Public Relations Officer to:

- Manage all chapter social media accounts, posting information pertaining to chapter operations
- Attend all Executive Board and chapter meetings throughout the year
- Keep an accurate, detailed, and permanent record of the activities of the chapter which will be available for reference throughout the years

- Take lead and be an active role in writing the Local Chapter Annual Business Report every year
- Represent the chapter to the general public at appropriate school events
- Perform such other duties as ordinarily pertained to this office

Section F: Fundraising Chair – It shall be the duty of the Fundraising Chair to:

- Take lead in planning all chapter fundraisers, one for every month, and bringing them to Executive Board meetings for approval
- Working as the liaison between the general chapter and the business we are fundraising with
- Attend all Executive Board and Chapter meetings throughout the year
- Represent the chapter to the general public at appropriate school events
- Perform such other duties as ordinarily pertained to this office

ARTICLE V: MEETINGS

Section A: Meetings – Chapter meetings will be held twice a month throughout the school year. Our bi-monthly meetings will be held during the first and third Tuesday of every month, unless deemed unnecessary by the Executive Board.

Section B: Special Meeting – Special meetings can be called by the President of the chapter, with approval of the Executive Board, OR by the discretion of the chapter adviser.

Section C: Parliamentary Authority – Robert’s Rules of Orders, Newly Revised shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VI: EXECUTIVE COMMITTEE

Section A: Responsibility – Management of the chapter shall be vested in an Executive Board responsible to the entire membership to uphold these bylaws.

Section B: Membership – This committee shall consist of the officers as listed in Article III and the faculty adviser(s).

Section C: Meetings – The Executive Board will meet twice a month, on the alternating weeks of our chapter meetings (the second and fourth Tuesday of every month). Special meetings of the Executive Board can be made at the discretion of the President, with approval of the chapter adviser(s).

Section D: Executive Decision – The Executive Board has the authority to make any executive decisions on any pressing items brought to their attention by the chapter adviser or another member of the Executive Board. This item must be presented to the entire

Executive Board at one of our regularly scheduled Executive Board meetings or at a special meeting called by the chapter adviser(s) and chapter President.

ARTICLE VII: ADVISER(S)

Section A: Selection – The chapter adviser will be a member of the Hazen High School staff, shall be within the Business Education Department, and is assigned by school administration. In the case that the chapter membership is big enough, an assistant adviser may be brought into the chapter. The decision of when to seek a second adviser and who the assistant adviser will be is to be made by the primary chapter adviser and school administration.

Section B: Duties – The responsibilities of the staff adviser(s) shall be to:

- Maintain an awareness of the activities and programs sponsored by the chapter.
- Facilitate Executive Board meetings, with the assistance of the chapter President, to discuss agenda for the next chapter meeting and bring the Executive Board's attention to any pressing items.
- Attend and facilitate in all regular meetings and executive board meetings.
- Assist in the orientation of new officers.
- Attend all conferences (Fall Leadership, Winter Regionals, State Business Leadership, and National Leadership) in which a Hazen FBLA member is registered to attend.
- Maintain contact with the Hazen High School ASB office.
- Provide direction in the area of parliamentary procedure, meeting facilitation, and competitive event participation/planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and distribution of funds raised to appropriate members.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

ARTICLE VIII: COMMITTEES

Section A: Special Committees – The President and/or chapter adviser(s) shall have the authority to appoint any special committees from time to time as the need demands.

ARTICLE IX: AMENDMENTS

Section A: Selection – these bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership. Two-thirds (2/3) votes is based on the number of members present at that meeting.

Section B: Notice – All members shall be notified of the amendment proposal two (2) weeks before the vote on the amendment takes place.