



**California Future Business Leaders of America, Inc.
Student Division Bylaws**

Adopted December 5, 1975
Last Amended December 9, 2020
CALIFORNIA STATE CHAPTER
FUTURE BUSINESS LEADERS OF AMERICA

California Future Business Leaders of America, Inc.

Student Division Bylaws

ARTICLE I: NAME

The name of this chapter of FBLA-PBL, Inc. shall be “California Future Business Leaders of America, Inc.” and may be referred to as “California FBLA”.

ARTICLE II: PURPOSE

Section 1. The purpose of California FBLA is to provide, as an integral part of the instructional program, additional opportunities for students in grades 6–12 in business and/or business-related fields to develop occupational and career supportive competencies and to promote civic and personal responsibilities.

Section 2. The mission of California FBLA shall be to inspire and prepare students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.

Section 3. The specific goals of California FBLA are to:

- Develop competent, aggressive business leadership
- Strengthen the confidence of students in themselves and their work
- Create more interest in and understanding of American business enterprise
- Encourage members in the development of individual projects which contribute to the improvement of home, business, and community
- Develop character, prepare for useful citizenship, and foster patriotism
- Encourage and practice efficient money management
- Encourage scholarship and promote school loyalty
- Assist students in the establishment of occupational goals
- Facilitate the transition from school to work

ARTICLE III: MEMBERSHIP

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

Section 2. California state and local chapters, shall be open for membership to these classes of members:

- **Active Members.** Active Members shall be students in grades 6-12 who become members while enrolled in business and/or business-related fields, who accept the purpose of California FBLA, subscribe to its creed, demonstrate willingness to contribute to good school community relations, and possess qualities for employment. Active members with affiliation fees current as established by FBLA and California FBLA, may participate in section and state events, in accordance with the guidelines of the California Awards Program (CAP), serve as voting delegates to the Section Leadership Conferences, State Leadership Conference, hold section and state office in accordance with Article VII, and otherwise represent their state and local chapters as approved by their respective state and local advisers.

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- **Professional Members.** Professional Members shall be persons associated with or participating in the professional development of FBLA as approved by state chapters. 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, businesspersons, 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.
- **Honorary Life Members.** Honorary Life Members may be elected to a state or local chapter by a majority vote. They shall be persons who are assisting in the advancement of business and office education and/or who are rendering outstanding service to FBLA-PBL, Inc. Honorary Life members shall not vote or hold office and shall not be required to pay dues.
- **National Honorary Life Members.** 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 persons 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.
- **State Honorary Life Members.** State Honorary Life members shall be persons nominated by local chapters and approved by the State Board of Directors and shall neither vote nor hold office and shall not be required to pay dues.

ARTICLE IV: FINANCE

Section 1. The affairs and property of California FBLA shall be managed by the Board of Directors, which shall have the powers and duties of a Board of Directors as prescribed in the California FBLA Corporate Bylaws, in accordance with the current laws governing non-profit corporations under the California Corporations Code.

Section 2. Affiliation Fees and Section Fees.

- A. School Chapter Program Affiliation Fees.
 - a. An Annual School Chapter Program Affiliation Fee Schedule, which is based upon annual CTE enrollments in the pathways used in the California FBLA affiliation approval, shall annually be recommended by the Management Team and approved by the Board of Directors. Once approved for affiliation by the State Adviser, California FBLA chapters shall pay an annual affiliation program licensing fee to cover all students in the affiliated pathways. All enrolled pathway students shall be considered members of California FBLA upon payment of the Annual School Chapter Program Affiliation fee and registration of the student names with the FBLA National Center.
 - b. National affiliation fees, are assessed per Article IV, Section 2 of the national bylaws and shall be included in the California FBLA Annual Chapter Program Affiliation Fee Schedule.

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- B. Section Fees.
 - a. Additional assessments upon local chapters may be recommended by Section Executive Boards and approved by a majority vote of the local chapter delegates present at the respective section conference/business meeting.
 - b. Local chapters must be notified of section plans for additional assessments. Notice shall be given in the respective section conference registration materials.
- C. Payment of Fees. National, state, and section fees and assessments are to be paid directly to the FBLA National Center via their web site.

Section 3. The fiscal year shall be from July 1 to June 30

ARTICLE V: ORGANIZATION

Section 1. California FBLA shall be an association of local chapters, each operating in accordance with a charter granted by FBLA- PBL, Inc. Only chapters that are approved for affiliation by California FBLA and the California Department of Education and have received charters and numbers issued by FBLA-PBL, Inc. and that are currently in good standing, shall be referred to as “Future Business Leaders of America” or “FBLA.”

Section 2. The Board of Directors of California FBLA shall serve as the policymaking body of this organization and derives its authority from the Articles of Incorporation of California FBLA, California FBLA Corporate Bylaws, the State Charter Granted by the California Department of Education and the laws of the Great State of California. It may be referred to as the Board of Directors.

Section 3. The California Chapter shall have six sections: Bay Section, Central Section, Gold Coast Section, Inland Section, Northern Section, and Southern Section. Generally speaking, the sections are defined as follows:

- A. **Bay Section.** The Bay Section shall include the following counties: Alameda, Contra Costa, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma.
- B. **Central Section.** The Central Section shall include the following counties: Calaveras, Kern, Kings, Inyo, Fresno, Madera, Mariposa, Merced, San Joaquin, San Luis Obispo, Stanislaus, Tulare, and Tuolumne.
- C. **Gold Coast Section.** The Gold Coast Section shall include the following counties: Portions of Los Angeles, Santa Barbara, and Ventura.
- D. **Inland Section.** The Inland Section shall include the following counties: Portions of Los Angeles, Imperial, Riverside, and San Bernardino.

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- E. **Northern Section.** The Northern Section shall include the following counties: Alpine, Amador, Butte, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Modoc, Mono, Nevada, Placer, Plumas, Sacramento, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, Yolo, and Yuba.
- F. **Southern Section.** The Southern Section shall include the following counties: Portions of Los Angeles, Orange, and San Diego.

Section 4. Each section and local chapter of California FBLA may adopt its own constitution and bylaws provided they do not conflict with those at higher levels. Amendments to higher level bylaws shall take precedence and automatically update all section and local chapter constitution and bylaws.

Section 5. Violations of the Section Constitution or Local Chapter Constitution shall be considered violations of the State Constitution and Bylaws and intercession to enforce them by the State Management Team and/or Board of Directors shall be lawful.

Section 6. Local Chapters: The State Chapter shall recognize Local Chapters that have been activated.

Section 7. In schools where organizations are classified, it is recommended that FBLA be classified as an intra-curricular leadership organization.

- A. Student members of California FBLA local chapters should be currently enrolled in or previously enrolled in a CTE business pathway or related pathway as aligned with California FBLA.
- B. Local Chapter Advisers must be CTE credentialed instructors at the school site where the chapter has been activated and teach one (or more) of the pathway courses used for FBLA affiliation.

Section 8. Any Local Chapter that changes the primary adviser of record must send the name of the new adviser to the California Department of Education for affiliation approval. The names of the primary or co-advisers must be on file with the National Office and California FBLA State Office.

Section 9. All individuals that supervise California FBLA students must be in compliance with State laws and local school district policies governing student health, safety, and wellness. It is the responsibility of each school district to ensure that all supervisors of students meet the requirement of this section.

Section 10. Meetings

- A. All State Officers are required to attend the State Leadership Summit, all State Executive Student Board meetings, the Leadership Development Institute, and the State Leadership Conference. Each State Officer is required to attend their respective Officers'/Advisers' Training Day and Section Conference. State Officers shall attend all other meetings as outlined in the State Officer Contract.

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- B. It is expected that all State Officers will attend all meetings called by the State President and approved by the State Officer Coordinator. The State Officer Coordinator may also call special meetings. These meetings may be held electronically.
- C. If a State Officer misses one State Executive Student Board meeting without notice, the officer shall submit a letter of resignation within ten days of such event. The submitted letter of resignation will be reviewed by the Management Team.
- D. The local chapter adviser or designee of a State Officer is required to attend State Leadership Summit and all State Executive Student Board meetings with his/her officer.

Section 11. Voting.

- A. All State Officers shall have voting privileges at all meetings of the State Executive Student Board.
- B. A quorum for the State Executive Student Board shall consist of a majority of the voting members of the State Executive Student Board.
- C. A vacant office shall not be considered when determining a quorum.
- D. At least a majority vote is necessary to adopt policy of the State Executive Student Board.
- E. The Management Team and the officers' local chapter advisers voting as a group shall have the authority to veto with a two-thirds vote any action taken by the State Executive Student Board.
- F. Votes may be cast electronically or by physical means.

ARTICLE VI: STATE OFFICERS AND ELECTIONS

Section 1. The State Officers shall promote the general welfare of California FBLA and shall perform such duties as are directed by the State President, State Officer Coordinator, the Management Team, and Board of Directors and which are outlined in the current Officer Candidate Guide that are consistent with these bylaws or any other rules FBLA may adopt.

Section 2. State Officers. The state officers of California FBLA shall be a President, all Section Presidents, who will serve as State Vice Presidents, a Secretary, a Public Relations Officer, and, if applicable, any National Officer from California.

Section 3. Qualifications for State Office.

- A. Only active members in good standing at their respective high schools and local chapters are eligible to hold state office.
- B. Only those applicants present at the State Leadership Conference and approved by an Officer Screening Committee shall be eligible for candidacy.

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- C. To be considered for a state office, a candidate shall:
 - 1. Have at least one full year remaining in his/her high school program.
 - 2. Must currently be enrolled in the CTE pathway aligned with FBLA for affiliation.
 - 3. Hold or have held either elected or appointed office in his/her local or section chapter.
 - 4. Be recommended by the local chapter adviser and endorsed by his/her local and section chapters.
 - 5. File an official application with the State Officer Coordinator and/or respective Section Director, as designated in the current Officer Candidate Guide.
- D. If no applications for a particular office are received by the deadline, then the deadline for the specific office may be extended.
- E. Applicants for state office who become candidates for office as of the extended deadline shall:
 - 1. Comply with the same guidelines as the other candidates.
 - 2. Comply with all other guidelines set forth in the current Officer Candidate Guide.

Section 4. Candidates for Office

- A. The President, Secretary, and Public Relations Officer candidates shall be selected by a screening and interview committee consisting of at least one current state officer, one Management Team member, one member of the Board of Directors and the State Officer Coordinator. The State Vice President candidates shall be selected by their respective section screening committee.
- B. Candidates for state office may campaign only during the times stated in the Officer Candidate Guide.

Section 5. Elections.

- A. The President, Secretary, and Public Relations Officer shall be elected by the local chapter state voting delegates at the election meeting of the State Leadership Conference.
- B. The State Vice Presidents shall be elected annually at their section conferences by the local chapter section voting delegates of their respective sections.
- C. The State Executive Student Board shall preside over the election meeting of the State Leadership Conference. The election will be by secret ballot. Votes will be cast by two local chapter state voting delegates from each Chapter present in good standing. A majority vote will be required for election to all offices. If no candidate for an office receives a majority vote on the first or second ballot, the candidate receiving the lowest number of votes on the second ballot shall be dropped from the third ballot. If necessary, the candidate receiving the lowest

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number of votes on each subsequent ballot shall be dropped until one candidate receives a majority of the vote.

- D. There may be no more than two officers representing one chapter in any one year among the President, Secretary and Public Relations. One must resign in this order: Public Relations Officer, Secretary (until this number is achieved).
- E. The same office may not be held by persons from the same chapter for more than two consecutive years.
- F. The new State Executive Student Board will be announced and installed at the Awards of Excellence Program of the State Leadership Conference.

Section 6. 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 at which they were elected.

Section 7. If a State Officer leaves his/her local chapter, the officer shall submit a letter of resignation within ten days of such withdrawal. The submitted letter of resignation will be reviewed by the Management Team. Once the resignation is accepted the officer position in question shall be declared vacant.

Section 8. If a State Officer is no longer able to fulfil his or her commitment to the position, the officer shall submit a letter of resignation. The submitted letter of resignation will be reviewed by the Management Team. Once the resignation is accepted the officer position in question shall be declared vacant.

Section 9. Vacancy in Office. The State Executive Student Board will decide if it wishes to fill a vacancy in an office.

- A. If the State Executive Student Board decides that it wishes to fill the vacancy, the position in question will be declared vacant, shall be opened to application, and filled by appointment by the State Executive Student Board.
- B. If the State Executive Student Board decides that it does not wish to fill the vacancy, it may appoint an officer to act in the capacity of the vacated officer or have the position remain vacant.
- C. In the event the President is unable to fulfill his/her duties, the Vice Presidents shall succeed the President in alphabetical order of section names beginning in 2015-2016 with the Bay Section. This Vice President shall be designated as the First Vice President.

Section 10. When an officer becomes negligent in his/her duties and fails to function with proper respect for his/her office, a petition for removal from office may be filed with the State Officer Coordinator.

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- A. A petition for removal from office shall be a written statement showing evidence that the officer in question failed to carry out the duties of his/her office.
- B. A member of the State Executive Student Board, the Management Team, or any local chapter may file a petition for removal from office.
- C. A petition for removal from office filed by a local chapter must bear the signature of an officer and adviser of the local chapter.

Section 11. The officer shall be notified by the State Officers Coordinator of the proposal to remove him/her from office and of the reasons for the proposed action.

Section 12. The officer in question may present his/her case to the State Executive Student Board and Management Team before a vote is taken.

- G. **Section 13.** A three-fourths secret ballot vote of the State Executive Student Board is required to remove a State Officer from office. The Management Team voting as a group shall have the authority to veto with a two-thirds vote any action taken by the State Executive Student Board.

Section 14. During the term of office, the local chapter adviser of a State Officer may submit written notice to the State Executive Student Board stating that he/she is no longer able to support his/her student in the capacity of a State Officer. Upon receipt of such notice the State Officer Coordinator will arrange a hearing with the Management Team who shall make the final decision on the removal of the officer from office.

Section 15. Upon removal from office, the officer position in question shall be declared vacant.

ARTICLE VII: CONFERENCES

Section 1. A Leadership Summit, a Leadership Development Institute, Section Officers'/Advisers' Training Conferences, Section Leadership Conferences, and a State Leadership Conference shall be held each year.

Section 2. The California FBLA Code of Conduct and the National FBLA Dress Code shall be in order at all meetings and conferences of California FBLA.

Section 3. The California Awards Program (CAP) shall contain the official rules for competitive events at the Section and State levels.

Section 4. Voting delegates.

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- A. Each chapter in good standing shall be entitled to send two voting delegates from its active membership to the State Leadership Conference.
- B. All voting delegates shall be officially certified by their respective advisers and their names shall be submitted by the stated date in the conference registration materials.

Section 5. Conference Committees.

- A. A Leadership Development Institute Committee shall be responsible for all conference plans and arrangements for the Leadership Development Institutes according to the goals, policies and procedures of California FBLA.
- B. A State Leadership Conference Committee shall be responsible for all conference plans and arrangements for the State Leadership Conference according to the goals, policies and procedures of California FBLA.

Article VIII: AMENDMENTS

Section 1. Local Chapter/Section Bylaw or Constitution Amendments.

Any changes in local and section bylaws or constitutions must be reported to California FBLA State Office upon adoption.

Section 2. California FBLA Student Division Bylaw Amendments

- A. Proposed amendments to these bylaws shall be submitted in writing by local chapters, Section Officer, State Officer, or member of the Board of Directors to the State Director, State President, and Board Chair.
- B. Proposed bylaws will be reviewed by State Executive Student Board, Management Team, and Board of Directors.
- C. California FBLA Student Division Bylaws may be amended by a two-thirds vote of the Board of Directors.

Chartered Granted by FBLA-PBL, Inc. to California Department of Education June 15, 1950

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Amended December 20, 2000

Amended June 27, 2004

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