

CADOTT HIGH SCHOOL FBLA

CHAPTER 3816

CONSTITUTION AND BYLAWS

Revised April 18, 2011

Article I-Name

The name of this organization shall be the Cadott High School Chapter of the Future Business Leaders of America.

Article II-Purpose

The purposes of this organization 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-Emblems and Insignia

Section 1. Emblems and insignia shall be uniform in all local and state chapters and within special-emphasis groups: they shall be those of FBLA. Only members in good standing may use official emblems and insignia.

Section 2. The official colors of FBLA shall be blue and gold.

Article IV-Membership

- Section 1: Any student attending Cadott High School is eligible for membership in FBLA. A member may retain their active membership status through his high school career by complying with the regulations and policies of the FBLA. Officers must be enrolled in a business class for the year of their office. Exceptions to this will be made for students who have signed up for a business course that was not scheduled. Independent study in a business area will be considered an acceptable business course.
- Section 2: Members must attend all mandatory meetings and those of the committees in which he/she is participating on. If a member misses three mandatory meetings, he/she will receive a letter. If a member misses four mandatory meetings, he/she will receive a formal warning and it is their duty to discuss their attendance issue with the advisor. At the point of five missed mandatory meetings, he/she will be reviewed for dismissal by the adviser and/or the executive committee. Exceptions such as illness will be granted by the adviser and/or executive committee.
- Section 3a: All members must maintain a passing grade in all classes. Grades will be reviewed at the end of quarter. Members who fall below this requirement will be suspended from membership and activities until the grade returns to the standard. Grades will be reviewed after 15 school days to determine if the individual's membership shall be reinstated. Individuals not improving their grade by grade-check will be removed from membership. Additional grade monitoring may occur throughout the year.
- Section 3b: All officers must maintain a "C-" or above in all classes. Grades will be reviewed at the end of quarter. Officers who fall below these requirements will be suspended from office, membership, and activities until the grade returns to the standard. Grades will be reviewed after 15 school days to determine if the individual's membership shall be reinstated. Individuals not improving their grade by grade-check will be removed from membership. Additional grade monitoring may occur throughout the year.

Section 4: Officers failing to complete their duties in a timely manner shall receive a formal warning. Continued failure to complete future duties will result in removal from office, and a new officer shall be appointed by the executive committee and adviser. Ignorance of office responsibilities is not an acceptable excuse.

Section 5: Members or officers who receive or are involved in the following shall be subject to consequences stated by the Activity Code and further consequences stated at the discretion of the officers and adviser. The severity of the offense will be determined by the officers and adviser, and consequences will be assigned accordingly.

Minor Infractions: written and verbal apology to FBLA group or FBLA community service.

Major Infractions (As determined by the officers and adviser):

Referral: removal from one activity

In-school suspension: removal from activities for one calendar month

Out-of-school suspension: removal from activities for three calendar months

Drinking/drug use: removal from organization

Other illegal activities: removal from organization

If at any time the officers and adviser feel that the consequence should be altered, it may be altered as necessary. Further and alternate consequences may include, but are not limited to: written and verbal apology to FBLA group, FBLA community service, etc.

These consequences shall be given on a step-based system and will not compile.

Article V-Officers

Section 1: Officers of Cadott High School Chapter of FBLA shall consist of the following: President, Vice-President, Secretary, Treasurer, Reporter, and Historian.

Section 2: Officers shall be elected each March at a regular meeting of the chapter.

Section 3: The president must meet with the adviser at least once per week.

Section 4: Any nominees must be a paid member.

- Section 5: All officers must be active members (attends a majority of the meetings and participates in a majority of the club's activities.)
- Section 6: All officers must be enrolled in at least one business class per year.
- Section 7: All nominees must be passing all classes.

Article VI-Meetings

There must be at least one regular, full group meeting per month. Other meetings may be held as deemed advisable.

Article VII-Membership Year and Dues

- Section 1: The membership year shall be from the first day of the school year through the last day of the school year.
- Section 2: The membership dues in the Future Business Leaders of America shall be set by the State and National offices and, remitted to the FBLA National Headquarters. Dues for the local chapter will be determined at the start of the year.

Article VIII-Amendments

Amendments shall be submitted at a meeting and shall not be voted upon until the following regular meeting. A two-thirds vote of the members present shall be required for adoption.

Article IX-Scholarships

- Section 1: The candidates must be passing all classes and must be a senior.
- Section 2: The candidates must have been active in FBLA for three consecutive years, including the year that they apply for the scholarship.
- Section 3: The scholarship will consist of filling out an application and an essay returning to the adviser within the appropriate time constraint.
- Section 4: The scholarship will consist of the following (provided that the fund balance at end is at least \$750.00):
- a) one \$200 scholarship to one candidate, **or**
 - b) two \$100 scholarships to two candidates

BYLAWS

Article I-Duties of Officers

- Section 1: The President: It shall be the duty of the president to preside over all meetings of the chapter. The president, in collaboration with the adviser, shall appoint/oversee all committees, and may serve as chairman or member of the committee, and create agendas for upcoming meetings.
- Section 2: The Vice-President: It shall be the duty of the vice-president to assume the duties of the president in his/her absence or upon request of the president and to assist the president in other ways appropriate. The vice-president will take attendance at meetings, monitor members' absences, and generate and distribute letters of membership removal. It is the vice-president's duty to plan the Installation and Induction Ceremony.
- Section 3: The Secretary: The secretary shall perform the duties common to the office, such as keeping an accurate record of the chapter and officer's meetings. It is also the secretary's duty to file minutes appropriately.
- Section 4: The Treasurer: The treasurer shall act as custodian of the funds of the organization, collect dues, and give financial reports at chapter meetings. It shall be the duty of the treasurer to record all paid members.
- Section 5: The Reporter: The reporter shall act as public relations officer for the chapter. He/She shall see that new stories and photographs are delivered to the local newspaper.
- Section 6: The Historian: The historian is responsible for keeping a scrap book of all the chapter activities. He/She shall create a review and include articles and pictures of the year's events.
- Section 7: It shall be the duty of the officer team to submit required reports to the State Chapter and the National Office.

Article II – Required Forms

Section 1: The following information shall be submitted on forms furnished by the National Office:

- a. List of chapter members and remittance advice
- b. Report of officers elected
- c. Report of projects for the year
- d. Annual activities report
- e. Other reports as requested

Section 2: Information for the State Chapter shall be supplied as requested.

Article III – Point System

Section 1: The point system is as follows:

Description	Points
Meetings	1
Committee Duties:	
*Chairperson	3
*Member	2
Activity Participation	1
Fundraising	
Yunker's Coupon Booklets	1
Leadership Conference	
RLC Delegate	2
RLC Contestant	5
SLC Delegate	2
SLC Contestant	5
Officers	
President	5
Vice-President	5
Secretary	5
Treasurer	5
Reporter	4
Historian	4
* In order for members of the committees to earn the points, they must complete assigned tasks. If they are chairperson, he/she must complete supervision and planning of the activity.	

Section 2: The committee chairperson must complete a point's sheet for members to get points. Only the chairperson can complete point sheets.

Section 3: If you sign up for an activity, and do not attend without telling an officer or the adviser, points that you would have received from the activity, will be deducted from your total.