



Issues to Consider Regarding the Change in Official Name

On June 14, 2022, the Board of Directors approved a motion to change the name of Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL) to Future Business Leaders of America, Inc. (FBLA). The name change reflects a revision to the brand of FBLA, including a new logo mark. FBLA National Center has worked with our legal counsel, auditors, and branding specialists to update the organization's name on various official documents including bylaws, articles of incorporation, banking relationships, trademark filings, and other governmental records.

How the Name Change Impacts Official Organizational Documents

- **Bylaws** – Organization bylaws should be updated through the bylaw revision process, which is typically outlined in the bylaws themselves.
- **Articles of Incorporation** – Each state has a process by which articles of incorporation are filed and updated. Use the search tool of your state government website to locate the process.
- **IRS Form 990** – Chapters should write a letter to the IRS informing them of the chapter name change and send with it a copy of the amended articles of the name change; they should also make note of it on the 990 form. We have attached a copy of the letter to the IRS that can be used below. The letter should be written on letterhead and signed by an authorized officer.
- **State Department of Education** – As an official Career Technical Student Organization (CTSO), FBLA is often cited in regulations and/or official documents of state departments of education. Consult with your state's department and/or state's legal counsel to request a name change or update.
- **Bank Accounts** – Use your bank's website or visit a local branch to request name change information.

What to Do When FBLA Divisions Are Represented by Separate Corporate Entities at the State Level

For those states where one entity and governance structure have oversight for all three divisions, the official name of the state affiliate should be INSERT STATE NAME Future Business Leaders of America (e.g., Virginia Future Business Leaders of America).

While FBLA is following a "one association" model at the national level, several state affiliates have over time created separate entities for FBLA's collegiate division with separate governance structures. For those state affiliates, the name should be INSERT STATE NAME Future Business Leaders of America Collegiate (e.g., North Carolina Future Business Leaders of America Collegiate).

For those states that do not have a separate governance structure for FBLA Collegiate, the organization should use INSERT STATE NAME Future Business Leaders of America and indicate the division where appropriate in communications and materials. For example, if a state is having a middle school-specific event, they can use the name and logo for that state with the division indicated (e.g., Iowa FBLA Middle School).



Resources to Support Brand Revision

Implementation of the revised brand and official name change for the organization is likely to take time, as many of the documents and organizations needing the current information operate on different cycles or calendars for filing or notices. We ask our state affiliates to do their best in the process, noting that it will likely take more than one calendar year.

FBLA's Board of Directors has set a goal for the National Center to complete the rebranding and name change processes by August 1, 2023.

For resources about the brand revision please visit: fbla.org/brand-center

For state affiliates, please contact Elena Daly, Governance & Affiliate Relations Manager, at edaly@fbla.org or 703.860.3336 for additional assistance.

Suggested Language for Informing the IRS of Your Chapter's Name Change Request for Name Change

We respectfully request that you update your systems to reflect the Taxpayer's recent name change.

Prior Name: [XXXXXX]

New Name: [XXXXXX]

EIN: [XX-XXXXXXX]

A copy of the amendment to the Articles of Incorporation, and proof of filing with the appropriate state authority, is attached.

Thank you for your consideration in this matter.