

**FBLA COLLEGIATE DIVISION BYLAWS FUTURE  
BUSINESS LEADERS OF AMERICA, INC.**

**ARTICLE I**

**Name**

Section 1. The name of this division of FBLA shall be “Future Business Leaders of America Collegiate Division” and may be referred to as “FBLA Collegiate Division.”

**ARTICLE II**

**Purpose**

Section 1. The purpose of the FBLA Collegiate Division is to provide opportunities for post-secondary students to develop business-related career competencies. FBLA Collegiate is an integral part of the instructional program and also promotes a sense of civic and personal responsibility.

Section 2. The specific goals of the FBLA Collegiate Division are to:

- develop competent, community-minded 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 that 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.

**ARTICLE III**

**Membership**

Section 1. FBLA Collegiate Division membership shall consist of members of chartered local chapters and direct members where a local chapter does not exist. These members shall hold membership in their national, state, and/or local chapters. Individual members must affiliate with a local chapter organized at the school they attend; if no such chapter exists, then the individual member would be considered a direct member within their state chapter. If no state chapter is established within their state, the individual may select another state with which to affiliate.

Section 2. National FBLA Collegiate, as well as the state and local chapters, shall be open for membership to these classes of members:

- *Active Members* shall be students enrolled in a post-secondary program who accept the purpose of the FBLA Collegiate Division and subscribe to its creed. Active members shall pay dues as established by the board of directors and may participate in national events, in accordance with the guidelines of the National Awards Program, serve as voting delegates to the National Leadership Conference, hold national office, in accordance with Article VI, and otherwise represent their state and local chapters as approved by their respective state or local advisers.
- *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 education and/or who are rendering outstanding service to the FBLA Collegiate Division. Honorary Life members shall not vote or hold office and shall not be required to pay dues.
- *National Honorary Life Members* may be recommended by the membership and shall be accepted upon approval by the board of directors of FBLA. They shall be persons making significant contributions to the field of business and office education and/or to the growth and development of FBLA. National Honorary Life members shall not vote or hold office and shall not be required to pay dues.

#### **ARTICLE IV**

##### **Dues and Finance**

Section 1. National dues shall be determined by a majority vote of the national board of directors based on fiscal reports by the national center.

Section 2. One dollar of annual dues per member shall be earmarked for the FBLA Collegiate Division National Scholarship Fund.

Section 3. The affairs and property of the FBLA Collegiate Division shall be managed by the board of directors of FBLA, which shall have the powers and duties of a board of directors, according to the current Washington, D.C. Code.

Section 4. The association president and chief executive officer shall administer all FBLA Collegiate finances, submit an annual budget to the board of directors for approval, and provide the board of directors and members with an annual audit.

Section 5. The fiscal year of the FBLA Collegiate Division shall be August 1 through July 31.

#### **ARTICLE V**

##### **Organization**

- Section 1. FBLA Collegiate shall be an association of state and local chapters, each operating in accordance with a charter granted by FBLA. Only chapters that have received charters and numbers issued by FBLA and which are currently in good standing shall be referred to as “FBLA Collegiate.”
- Section 2. The board of directors of FBLA shall serve as the policymaking body of this organization and derives its authority from the Articles of Incorporation of FBLA and the laws of the District of Columbia. It may be referred to as the board of directors.
- Section 3. The administration of FBLA Collegiate shall be vested in the association president and chief executive officer of FBLA.
- Section 4. There shall be a national executive council that shall make recommendations to the board of directors and perform other duties as prescribed in these bylaws.
- Section 5. State chapter charters shall be issued upon approval of the board of directors. A state chapter shall have at least three local chapters with all members holding national membership in FBLA Collegiate and hold one annual meeting to elect state officers and conduct business in order to qualify for a state chapter charter. Each state chapter shall have a state committee composed of professional educators in the areas of career and technical education.
- Section 6. A state committee chair shall be recommended by the association president and chief executive officer and approved by the board of directors.
- Section 7. 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. A local chapter may have as many special emphasis groups under the chapter charter as it deems necessary to meet the interests of all students. The local chapter of FBLA Collegiate shall assume full responsibility for coordinating the program for these interest groups.

**ARTICLE VI**  
**Officers and Elections**

- Section 1. National officers. The national elected officers of the FBLA Collegiate Division shall be a national president, national executive vice president, national vice president of communication, national vice president of development, national vice president of membership, and national vice president of operations.
- Section 2. Qualifications for National Office.
- A. Only active members are eligible to hold national office.
  - B. Only those applicants who are present at the National Leadership Conference and officially certified by the officer screening committee shall be eligible for nomination.
  - C. To be considered for an office in FBLA Collegiate, a candidate shall:
    1. have at least one full year remaining in their post-secondary program,
    2. hold or have held a corresponding or higher elective office in their local or state chapters,
    3. be recommended by the chapter advisers and endorsed by their local and state chapters (if applicable), and
    4. file an official application with the association president and chief executive officer of FBLA as outlined in election policies approved by the board of directors.
- Section 3. Nominations. The nomination process shall be managed by election policies approved by the board of directors.
- Section 4. Elections.
- A. The election process shall be managed by election policies approved by the board of directors.
  - B. No more than two National Officers shall be elected from a single state chapter.
- Section 5. Term of Office. National 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 at which they were elected.
- Section 6. Vacancy in Office. A vacancy in any office, other than that of president, shall be filled by appointment by the president with the approval of the national executive council following election policies approved by the board of directors. Should the office of president become vacant, the executive vice president shall automatically become president.

**ARTICLE VII**  
**Duties of FBLA Collegiate National Officers**

- Section 1. The National President shall:
- A. serve as chair of the national executive council;
  - B. preside over the council meetings and business meetings of FBLA Collegiate National Leadership Conference;
  - C. serve as a member of the board of directors;
  - D. serve as a member on a board of directors committee, council, or taskforce;
  - E. appoint appropriate FBLA Collegiate committees and committee chairpersons;
  - F. may serve as ex-officio, nonvoting member of all FBLA Collegiate committees; and
  - G. perform other duties for the promotion and development of local, state, and national FBLA Collegiate.
- Section 2. The National Executive Vice President shall:
- A. assist the national president in the promotion of FBLA Collegiate and perform the duties of the national president in the absence thereof;
  - B. assist the national president in the planning, development, and execution of the national executive council program of work;
  - C. may serve as a student representative on a board of directors committee, council, or taskforce;
  - D. serve as the liaison to other divisions of the association; and
  - E. perform other duties for the promotion and development of local, state, and national FBLA Collegiate.
- Section 3. The National Vice President of Communication shall:
- A. keep an accurate record of all business meetings of the national executive council;
  - B. supply promptly at least one copy of the minutes to the national president of the FBLA Collegiate Division;
  - C. initiate communication with state and local officers;
  - D. oversee and coordinate content creation and dissemination across all communication platforms utilized by FBLA;
  - E. may serve as a student representative on a board of directors committee, council, or taskforce; and
  - F. perform other duties for the promotion and development of local, state, and national FBLA Collegiate Division.

- Section 4. The National Vice President of Development shall:
- A. work with businesses and the national staff to promote and foster sponsorships and partnerships;
  - B. may serve as a student representative on a board of directors committee, council, or taskforce; and
  - C. perform other duties for the promotion and development of local, state, and national FBLA Collegiate Division.

- Section 5. The National Vice President of Membership shall:
- A. establish, maintain, and coordinate recruitment and retention of members and chapters;
  - B. promote and develop programs and opportunities to encourage career readiness;
  - C. may serve as a student representative on a board of directors committee, council, or taskforce; and
  - D. perform other duties for the promotion and development of local, state, and national FBLA Collegiate Division.

- Section 6. The National Vice President of Operations shall:
- A. advise the National Executive Council on the orderly conduct of business in accordance with the FBLA Collegiate Division National Bylaws and *Robert's Rules of Order, Newly Revised*;
  - B. work with the national president to develop and maintain an annual calendar of deadlines and council events;
  - C. prepare and distribute monthly reports on the council's program of work progress to the national staff;
  - D. may serve as a student representative on a board of directors committee, council, or taskforce; and
  - E. perform other duties for the promotion and development of local, state, and national FBLA Collegiate Division.

- Section 7. These officers shall serve on the national executive council and perform such duties as directed by the FBLA Collegiate Division national president, the association president and chief executive officer, and the board of directors, and consistent with these bylaws and other rules adopted by the FBLA Collegiate Division.

**ARTICLE VIII**  
**National Leadership Conference**

Section 1. A National Leadership Conference shall be held each year. A date and location will be recommended by national staff and approved by the board of directors.

Section 2. Each local chapter and virtual state chapter in good standing shall be entitled to send two to four local voting delegates and alternates from its active membership to the National Leadership Conference in accordance with the following:

- Under 50 members—two voting delegates
- 50–100 members—three voting delegates
- Over 100 members—four voting delegates

The candidate for each office receiving a majority of the votes shall be elected, a majority shall constitute a simple majority of votes. Voting shall be conducted via the process outlined in Section 3.

Section 3. Voting Delegates.

- A. Voting delegates shall rank their choice of candidates for each office from first to last. In the event no simple majority is reached, the candidate receiving the lowest amount of first rank votes shall be dropped. If a ballot has listed a dropped candidate as the first choice, the ballot's second choice will become first for that ballot. This will continue until one candidate for each office has received a simple majority.
- B. All voting delegates of local chapters shall be officially certified by their respective advisers and their names received by the national center no later than 20 days prior to the National Leadership Conference.
- C. Direct members within each state shall be treated as a single local chapter within that state for the purposes of voting and be allocated voting delegates as outlined in Article VIII, Section 2 of these bylaws.
- D. Voting delegates shall be entitled to vote on all matters that come before the general sessions. There shall be no proxy voting.

Section 4. Quorum. The quorum for all business meetings of the National Leadership Conference shall be a majority of the registered voting delegates.

## **ARTICLE IX**

### **National Executive Council**

Section 1. Membership. The national officers of the FBLA Collegiate Division shall, with the ex-officio, nonvoting members, constitute the national executive council. The chair of the board of directors and the association president and chief executive officer shall be ex-officio, nonvoting members.

- Section 2. Duties. The National Executive Council shall:
- A. adopt policies of operation of the FBLA Collegiate Division as deemed necessary, by a three-fourths vote subject to the approval of the board of directors;
  - B. approve FBLA Collegiate Division committee appointments and the creation of new committees by the president;
  - C. approve appointments by the FBLA Collegiate president to fill vacancies in office;
  - D. review all proposed amendments to the bylaws;
  - E. present to the voting delegates at the National 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 FBLA Collegiate president, or upon the written request of three voting members of the national executive council, upon approval by the association president and chief executive officer.
- Section 4. Voting by Alternative Methods. Business of the national executive council may be conducted by mail, teleconferencing, and/or electronic conferencing at the discretion of the FBLA Collegiate Division upon the approval by the association president and chief executive officer. 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 Committees**

- Section 1. Advisory committees to assist in the growth and development of the FBLA Collegiate Division may be appointed as deemed necessary by the board of directors. Recommendations of persons for such appointments shall be requested of state chapters.
- Section 2. Local and state chapters may select advisory committees to assist in the growth and development of their respective chapters.

Section 3. The national president of the FBLA Collegiate Division shall, with the approval of the national executive council, establish committees, appoint their members for a period not to exceed their term in office, and assist these committees in their activities.

Section 4. Committee business may be conducted by mail, teleconferencing, and/or electronic conferencing at the discretion of the chairperson. 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 reported to the committee members not later than the next regular meeting.

## **ARTICLE XI Emblems and Colors**

Section 1. 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 board of directors.

Section 2. 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 3. The official colors of the FBLA Collegiate Division shall be blue and gold.

## **ARTICLE XII Parliamentary Procedure**

Section 1. The rules contained in the latest edition of *Robert's Rules of Order, Newly Revised* shall govern the FBLA Collegiate Division in all cases to which they are applicable and in which they are consistent with the rules of FBLA, these bylaws or any special rules of order the FBLA Collegiate Division may adopt.

## **ARTICLE XIII Amendment**

Section 1. Proposed amendments to these bylaws shall be submitted in writing by local or state chapters or by a national officer to the association president and chief executive officer no later than April 1. The proposed amendments shall be submitted for review to the division president and the Governance Committee of the board of directors by April 15. Proposed amendments approved by the Governance Committee shall be returned to the association president and chief executive officer by May 1. Each state chapter will be sent copies of the

approved amendments by May 15. The national executive council shall present approved proposed amendments with recommendations to the local voting delegates at the National Leadership Conference. A two-thirds vote of the local voting delegates present and casting ballots at the National Leadership Conference is required for adoption.

Section 2. The national president of the FBLA Collegiate Division and the president and chief executive officer of FBLA 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 FBLA Collegiate national executive council, the board of directors, and to the state committees within 30 days.

Adopted: June 25, 1975  
Amended: July 8, 1979  
Amended: July 8, 1980  
Amended: July 8, 1981  
Amended: July 8, 1982  
Amended: July 3, 1986  
Amended: July 8, 1987  
Amended: July 2, 1988  
Amended: July 4, 1990  
Amended: July 9, 1991  
Amended: July 8, 1992  
Amended: July 13, 1993  
Amended: July 8, 1995  
Amended: July 16, 1996  
Amended: July 16, 2000  
Amended: July 2, 2003  
Amended: January 12, 2008  
Amended: June 27, 2016  
Amended: June 27, 2019  
Amended: June 27, 2021  
Amended: March 24, 2022  
Amended: June 26, 2023  
Amended: June 27, 2024