

CALIFORNIA STATE CHAPTER FUTURE BUSINESS LEADERS OF AMERICA BYLAWS

Article I. Membership

- Section 1. In addition to the classes of membership expressed in Article III of the FBLA-PBL, Inc., National Bylaws, the California Chapter shall include an additional classification of membership entitled State Honorary Life. State Honorary Life members shall be persons nominated by local chapters and approved by the State Board of Directors, and shall not vote nor hold office and shall not be required to pay dues.

Article II. Organization

- Section 1. California FBLA shall be an association of local chapters, each operating in accordance with a charter granted by FBLA-PBL, Inc.
- Section 2. The California Chapter shall have six sections: Bay Section, Central Section, Gold Coast Section, Inland Section, Northern Section, and Southern Section.
- A. 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. 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. The Gold Coast Section shall include the following counties: Los Angeles, Santa Barbara, and Ventura.
 - D. The Inland Section shall include the following counties: Imperial, Riverside, and San Bernardino.
 - E. 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. The Southern Section shall include the following counties: Orange and San Diego.
- Section 3. An individual chapter may petition the Board of Directors for permission to change to another section by October 1 of the current school year.
- 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.
- 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 Executive Board shall be lawful.

Article III. Administration

- Section 1. The State Board of Directors shall serve as the policy-making body of California FBLA. The State Board of Directors shall be composed of the six Section Directors, State Officers' Adviser, Business and Industry Representatives, and the State President. The State Officers' Adviser shall be an ex-officio, non-voting member.
- Section 2. The administration of California FBLA shall be vested in the State Board of Directors' Chair.
- Section 3. There shall be a State Executive Board which shall work closely with the Board of Directors and perform other such duties as prescribed in these Bylaws.

Article IV. Officers and Elections

- Section 1. State Officers. The state officers of California FBLA shall be a President, six Vice Presidents, a Secretary-Treasurer, a Public Relations Officer, and a Parliamentarian, and, if applicable, any National Officer from California.
- Section 2. Qualifications for State Office.
- A. Only active members in good standing at their respective high school 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 nomination.
 - 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. Have taken or be currently enrolled in a business class.
 - 3. Possess computer skills.
 - 4. Hold or have held an elected office in his/her local or section chapter.
 - 5. Be recommended by the local chapter adviser and endorsed by his/her local and section chapters.
 - 6. File an official application with the State Officers' Adviser as designated in the current State Officer Candidate Guide.
 - a. If no applications for a particular office are received by the deadline, then the deadline for the specific office may be extended.
 - b. Applicants for state office who become candidates for office as of the extended deadline shall comply with the same guidelines as the other candidates.
 - 7. Comply with all other guidelines set forth in the current State Officer Candidate Guide.
- Section 3. Nominations.
- A. The President, Secretary-Treasurer, Public Relations Officer, and Parliamentarian shall be nominated by their local chapters at a general session of the State Leadership Conference. The six Vice Presidents shall be nominated by their local chapters at their respective section conferences.

- B. Candidates for state office may campaign only during the times stated in the State Officer Candidate Guide.

Section 4. Elections.

- A. The President, Secretary-Treasurer, Public Relations Officer, and Parliamentarian shall be elected by the local chapter state voting delegates at the election meeting of the State Leadership Conference. The State Vice Presidents shall be elected annually at their section conferences by the local chapter section voting delegates of their respective sections.
- B. The State Executive 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.
- C. A majority vote will be required for election. If no candidate for an office receives a majority vote on the first ballot, the candidate receiving the lowest number of votes for that vote shall be dropped from the second vote. If necessary, the candidate receiving the lowest number of votes for that vote shall be dropped from each subsequent vote until one candidate receives a majority of the votes.
- D. There may be no more than two officers representing one chapter in any one year. One or more must resign in this order (until this number is achieved): Parliamentarian, Public Relations Officer, Secretary-Treasurer.
- E. The same office may not be held by persons from the same chapter for more than two consecutive years.
- F. The new State Officer Team will be announced at the conclusion of the general session immediately following the election meeting and shall be installed at the Awards Program of the State Leadership Conference.

Section 5. 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 6. If a State Officer leaves his/her local chapter or transfers to a school without an active California FBLA chapter, the officer shall submit a letter of resignation within ten days of such withdrawal.

Section 7. Vacancy in Office. The State Executive Board will decide if it wishes to fill a vacancy in an office.

- A. If the State Executive 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 Board.
- B. If the State Executive 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.
- 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 1999-2000 with the Bay Section. This Vice President shall be designated as the First Vice President.

Article V. Officer Duties

- 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 Officers' Adviser, and State Board of Directors and which are outlined in the current State Officer Candidate Guide that are not inconsistent with these Bylaws or any other rules FBLA may adopt.

Article VI. State Officer Removal Procedures

- Section 1. 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 Officers' Adviser.
- 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 Board, State Board of Directors, 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 2. The officer shall be notified by the State Officers' Adviser of the proposal to remove him/her from office and of the reasons for the proposed action.
- Section 3. With the support of the State Officers' Adviser, the State President may suspend the officer in question and appoint a temporary officer to act in the official capacity of that office until such time as a vote may be appropriate.
- Section 4. The officer in question may present his/her case to the State Executive Board before a vote is taken.
- Section 5. A three-fourths secret ballot vote of the State Executive Board is required to remove a State Officer from office.
- Section 6. During the term of office, the local chapter adviser of a State Officer may submit written notice to the State Executive 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 Officers' Adviser will arrange a hearing with the Board of Directors who shall make the final decision on removal from office.
- Section 7. Upon removal from office, the position in question shall be declared vacant.

Article VII. Scheduling of Meetings and Events

- Section 1. The official State Calendar for the coming year shall be established by the Board of Directors following the State Leadership Conference.
- Section 2. Rescheduling of events.
- A. Rescheduling of events on the official State Calendar shall not be permitted without approval by the Board of Directors.

- B. In an emergency where time is of the essence, special permission to reschedule an event or activity may be granted by the Chair of the Board of Directors with the approval of the State Officers' Adviser.

Article VIII. Conferences

- Section 1. A Leadership Summit, a Leadership Development Institute North and South, Section Officers'/Advisers' Training Conferences, Section Competitive Events Conferences, and a State Leadership Conference shall be held each year.
- Section 2. The State Leadership Conference shall be held at least forty-five days prior to the National Leadership Conference.
- Section 3. The "Code of Conduct" and "Dress Code" shall be in order at all meetings and conferences of California FBLA.
- Section 4. The California Awards Program shall contain the official rules for competitive events at the Section and State levels.
- Section 5. Voting delegates.
 - 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 6. Conference Committees.
 - A. A Leadership Development Institute Committee North and South shall be responsible for all conference plans and arrangements for the Leadership Development Institutes North and South. The chairperson shall present at a designated meeting of the State Executive Board and State Board of Directors a complete conference planning and progress report.
 - B. A State Leadership Conference Committee shall be responsible for all conference plans and arrangements for the State Leadership Conference. The chairperson shall present at a designated meeting of the State Executive Board and State Board of Directors a complete conference planning and progress report.
 - C. After each conference, the respective conference committees must file a financial report.
 - 1. The Leadership Development Institutes North and South Chairpersons will file audit reports of the books by the winter meeting of the State Executive Board and State Board of Directors.
 - 2. The State Leadership Conference Chairperson will file an audit report of the books by the fall meeting of the State Executive Board.
 - 3. The Leadership Summit Chairperson will file an audit of the books by the fall meeting of the State Executive Board and State Board of Directors.

Article IX. State Executive Board

- Section 1. The State Officers shall, with the ex-officio, nonvoting members, constitute the State Executive Board. The Board of Directors and a local chapter adviser for each officer shall be ex-officio, nonvoting members.
- Section 2. Duties. The State Executive Board shall:
- A. Adopt policies of operation for California FBLA as deemed necessary.
 - B. Approve appointments to fill vacancies in office.
 - C. Perform such duties as prescribed in these Bylaws and in the State Officer Candidate Guide.
- Section 3. Meetings.
- A. All State Officers are required to attend the State Leadership Summit, all State Executive Board meetings, the Leadership Development Institute North or South, and the State Leadership Conference. In addition each officer is required to attend their respective Officers'/Advisers' Training Day and Section Conference.
 - B. It is expected that all officers will also attend all meetings called by the State President and approved by the State Officers' Adviser. The State Officers' Adviser may also call special meetings. These meetings may be held electronically.
 - C. If an officer misses one State Executive Board meeting without notice, it will be a sign of resignation and the office shall be declared vacant.
 - D. The local chapter adviser or designee of a State Officer is required to attend State Leadership Summit and all State Executive Board meetings with his/her officer.
- Section 4. Voting.
- A. All officers shall have voting privileges at all meetings of the State Executive Board.
 - B. A quorum for the State Executive Board shall consist of a majority of the voting members of the State Executive 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 Board.
 - E. The Board of Directors 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 Board.
 - F. Votes may be cast electronically for special meetings called through electronic means.

Article X. Selection of National Delegates

- Section 1. The Official California State Voting Delegates at the National Leadership Conference shall be the newly-elected President and the next highest ranking officer attending the conference.

Article XI. Selection of Candidate for National Office

- Section 1. The candidate must file a state and national officer candidate application by the prescribed deadlines and fulfill both sets of qualifications.

- Section 2. All candidates for national office from California will be selected by the California voting delegates at the voting session at the State Leadership Conference by a majority vote.
- Section 3. If there is no candidate for national office following the first deadline, no candidate shall be endorsed by California FBLA.
- Section 4. All materials must be approved by the same procedures as those of any other state officer.
- Section 5. If no candidate receives a majority vote at the end of the voting session at the State Leadership Conference, then no candidate shall be endorsed by California FBLA for national office.
- Section 6. Vacancy in National Office.
- A. If a national office is not filled following the National Leadership Conference, application for candidacy shall be opened by the State Officers' Adviser to the current state membership.
 - B. All candidates for national office from California shall be approved by the Board of Directors.

Article XII. Reports to the FBLA-PBL, Inc. National Office

- Section 1. The State Program Coordinator shall submit the following information to the National Office:
- A. A list of newly elected State Officers immediately following each State Leadership Conference.
 - B. A report on any changes in or amendments to the State Constitution or Bylaws.
 - C. A list of official state voting delegates and contestants to the National Leadership Conference.
 - D. Any other information requested by the National Office.

Article XIII. Finance

- Section 1. Dues.
- A. Annual state membership dues shall be determined by the State Board of Directors.
 - B. Section dues.
 - 1. Additional dues or assessments upon local chapters may be recommended by Section Executive Boards, and approved by a majority vote of the local chapter voting delegates present at the respective section conferences.
 - 2. Local chapters must be notified of section plans for additional dues or assessments. Notice shall be given in the respective section conference registration materials.
 - C. Payment of dues.
 - 1. National, State, and Section assessments are to be sent directly to the National Office via their web site.

Section 2. Reimbursements.

A. Eligibility.

1. Members of the State Executive Board and the State Board of Directors are eligible for reimbursements.
2. Committee Chairs shall also be allowed the cost of gas to State Executive Board meetings if invited by the President.

B. Reasons for reimbursement.

1. Travel and lodging expenses to official conferences and meetings, and visitations to local chapters may be reimbursed as follows:
 - a. Automobile – actual cost, gas receipt must be presented.
 - b. Air Fare – actual cost, receipt must be presented.
 - c. Bus or Train – actual cost, receipt must be presented.
 - d. Meals and lodging – according to state allowance.
2. If officers or advisers incur expenses in order to fulfill the duties of their positions, they may be reimbursed upon presentation of a receipt.

C. Refusal to reimburse may be made for the following reasons:

1. Disapproval by the State Board of Directors.
2. If the school district or another agency pays the cost.
3. If the State President and State Officers' Adviser deems the officer's duties have not been fulfilled.
4. If the expense has not been approved by the State Board of Directors.

D. Payment of reimbursements.

1. The expense reimbursement form must be submitted within three weeks of the date when the expense was incurred.
2. The Business Manager may pay bills within the budget limitations with the approval of the State Officers' Adviser or Board of Directors' Chair.
3. Bills not in the budget (specifically noted) must be presented to the State Board of Directors for approval.
4. Reimbursement will be paid by mail after each State Board of Directors' meeting.
5. All bills must be ratified by the State Board of Directors through a financial report.

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

Article XIV. Local Chapters

Section 1. The State Chapter shall recognize local chapters that have been activated.

Section 2. In schools where organizations are classified, it is recommended that FBLA be classified as a co-curricular leadership organization.

Section 3. Any local chapter that changes advisers or takes on a co-adviser must send the name of the new adviser immediately to the National Office and to the State Program Coordinator.

Article XV. Amendment

- Section 1. Any changes in local and section bylaws or constitutions must be reported to the National Office, State Officers' Adviser, and the State Parliamentarian as soon as they are adopted.
- Section 2. California State Bylaws may be amended by a two-thirds vote of the State Executive Board provided that written notice has been submitted at the previous meeting.

Adopted December 5, 1975

Amended ?????

Amended December 20, 2000

Amended June 27, 2004

Amended March 13, 2009