

**NORTHERN SECTION
CALIFORNIA
FUTURE BUSINESS LEADERS OF AMERICA**

CONSTITUTION

Article I – Name

Section 1 The name of this organization shall be the Northern Section of the California State Chapter of Future Business Leaders of America, hereinafter referred to as “the Northern Section.”

Section 2 The colors and symbols of the Northern Section are those of the California State Chapter, and the parliamentary law followed will be that of Robert’s Rules of Order Newly Revised.

Article II – Goals

Section 1 The goals of this division shall be the nine FBLA-PBL goals which are to:

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

Article III – Membership

Section 1 The membership of the Northern Section shall consist of members of chartered local chapters within the Northern Section boundaries including the counties of 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.

Article IV – Conferences

Section 1 The required conference shall be the official Northern Section Leadership Conference.

- A. Each local chapter in good standing within the Northern Section may send two voting delegates to the Northern Section Leadership Conference.
- B. The Northern Section Leadership Conference shall be held in February or according to the state calendar.

Article V – Finance

Section 1 The Northern Section Executive Board shall decide the cost of registration for conferences.

- A. The conference chairperson shall submit to the Executive Board a report on income and expenses of the conference.

Section 2 The fiscal year shall be from beginning of State Leadership Conference to beginning of the next State Leadership Conference.

Section 3 Officers and/or advisers shall be reimbursed for mileage, food, lodging, and commercial travel relating to the requisite in-person Northern Section meetings upon prior approval from the Section Director(s). To claim reimbursement, officers must file a reimbursement form with receipts to the Northern Section Executive Board.

Section 4 The registration fees for all section events will be paid for by the Northern Section for each Section Officer and one (1) chapter adviser per school represented on the Northern Section Executive Board.

Article VI – Amendment of Constitution

Section 1 Amendments may be proposed by chapters and members of the Executive Board. All amendment proposals shall be submitted to the Secretary.

Section 2 The Secretary will submit all amendments to the Northern Section Executive Board for approval at the Board meeting before the Northern Section Conference.

Section 3 All amendments to the Section Constitution must be approved by two-thirds of the voting delegates at the regularly scheduled section events. Previous notice is required.

Section 4 For previous notice, the Secretary shall submit proposed amendments to all chapters for consideration and post them to the cafbla.org website on the Northern Section webpage.

Bylaws

Article I – Officers

- Section 1 The Section Officers shall be: President, Vice-President, Executive Secretary, Secretary, Public Relations Officer, and Leadership Associate. Ex Officio (State and National Officers/Candidates) officers are to be considered each year by the outgoing officers.
- Section 2 Eligibility of Officers:
- A. An officer candidate must file a completed application, resume, and a transcript with the Northern Section Director by the specified deadline. All candidates must be approved by the Executive Board at least two weeks prior to the Section Conference. Officer Candidates shall designate their preference for an office. The Executive Board will slate candidates into appropriate offices based on qualifications, preferences and the need to fill all vacancies.
 - B. Ex-Officio Officers: The outgoing Section Officer Team may consider a member who runs for a state or national office for appointment to an ex officio position on the section team in the event he/she does not win his/her bid for office. This offer is only available in the year immediately following the member's campaign. The ex officio officer is a non-voting member of the section team.
- Section 3 Election:
- A. A majority of the voting delegates present at the Northern Section Leadership Conference shall elect Northern Section officers, with the exception of Executive Secretary.
 - B. The Executive Secretary shall be appointed by the President and shall attend the same school as the President.
- Section 4 Term of Office: The officers shall be installed at the State Leadership Conference and the term shall be one year from the close of State Leadership Conference to the close of the following State Leadership Conference or until their successors are installed/appointed or unless removed from office.
- Section 5 Persons from the same chapter may not hold the same office for more than two (2) consecutive years.
- Section 6 There may be no more than two (2) elected officers from the same chapter serving simultaneously. If there are more than two (2) elected from the same chapter, one (1) or more must resign.

Section 7 Officers who do not fulfill the duties prescribed for their office, or who lose support from their adviser, or who lose support from their parent(s), or who act in a way that could bring discredit to the Northern Section, may be removed from office by a two-thirds vote of the Executive Board. In extreme cases of willful defiance, criminal act, or Code of Conduct violation, the Northern Section Director has the authority to terminate an officer's service on the Executive Board.

Section 8 Resignation

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

B. If an officer misses one official Executive Board meeting during the school year without notice, or two meetings with notice, it will be a sign of resignation.

Article II – Duties of Officers

Section 1 All Northern Section officers along with their advisers will be required to attend all Section Executive Board meetings, the Leadership Development Institute-North, the State Leadership Conference, state and section officer training, and the Section Conference. In the event an officer is unable to attend a meeting of the Section Executive Board that officer shall notify the Section Director and may send his/her adviser as a proxy. If an officer misses an Executive Board meeting without notice, it will be a sign of resignation. See Article III for filling vacancies of office.

Section 2 All section officers shall obtain an official blazer.

Section 3 The Northern Section President shall:

A. Preside at all meetings of the Northern Section Executive Board and at all section events.

B. Serve as an ex-officio member of all committees.

C. Make appointments for all vacancies of office with ratification of the Executive Board.

D. Attend all State Board meetings acting as Vice-President representing the Northern Section.

E. Perform other duties pertaining to the office of President.

Section 4 The Vice-President of the Northern Section shall:

- A. In the absence of the Section President, act in the full capacity of that office.
- B. Seek and develop new chapters within the section and provide assistance in helping new chapters get started.
- C. Chair committees as assigned by the Executive Board.
- D. Develop and distribute regularly liaison emails to support and inform chapters of the Northern Section

Section 5 The Secretary of the Northern Section shall:

- A. Prepare scripts for all conferences.
- B. Read the roll call at meetings and conferences.
- C. Prepare and deliver minutes to the Executive Board.
- D. Ensure that Robert's Rules of Order, Newly Revised and the Northern Section FBLA Constitution and Bylaws are followed.
- E. Notify all chapters of any changes in the Northern Section Constitution and Bylaws
- F. Present amendments to the Executive Board.

Section 6 The Executive Secretary of the Northern Section shall:

- A. Keep an accurate record of the proceedings of all meetings and conferences including the Accountability chart or its equivalent for actions assigned and party(ies) responsible.
- B. Prepare and deliver an agenda for section meetings in collaboration with the President.
- C. Support the Executive Board with additional duties as assigned.

Section 7 The Public Relations Office of the Northern Section shall:

- A. Publicize in approved channels and forums the activities and accomplishments of the Northern Section and its members which bring pride to our Section and State Chapters.
- B. Design and distribute appropriate event materials including event programs and relevant marketing materials.

Section 8 The Leadership Associate of the Northern Section shall:

- A. Support local chapter members in completion of State Projects and Business Achievement Awards.
- B. Coordinate Section Conference logistics with Conference Host Chapter.

Section 9 The Ex-Officio Officer(s) of the Northern Section shall:

- A. Support the Executive Board in execution of their duties and projects as needed

Article III – Vacancies of Office

- Section 1 The Executive Board will decide if it wishes to fill a vacancy in an office.
 - A. If the Executive Board decides that it wishes to fill the vacancy, the President shall notify all chapters asking for nominations for the vacancy. The Executive Board will then appoint a new officer.
 - B. If the Executive Board decides that it does not wish to fill the vacancy, a current officer may be appointed by the Executive Board to perform the duties of the vacated office.

Article V – Meetings

- Section 1 The official Northern Section calendar shall be established prior to the first official meeting of the Northern Section Executive Board.
 - A. The Executive Board shall meet in-person prior to each Section or State event, but will not to exceed four (4) meetings per year.
 - B. Meeting date, time, and locations will be determined by the Section Director.

Article IV – The Executive Board

- Section 1 The Northern Section Executive Board shall consist of two parts: the Section Officers and the Section Director(s). Ex-Officio Officer(s) and Section Officers’ Advisers are non-voting members of the Executive Board.
- Section 2 The Executive Board shall be empowered to act for the Northern Section between conferences.

Article VI – Amendment of Bylaws

- Section 1 Amendments may be proposed by chapters and members of the Executive Board. All amendment proposals shall be submitted to the Secretary.
- Section 2 The Secretary will submit all amendments to the Executive Board for approval at the next regularly scheduled Executive Board meeting before the Northern Section Conference.

- Section 3 The Northern Section Bylaws may be amended by a majority of the voting delegates at the next regularly scheduled Northern Section event with notice, by two thirds of the voting delegates without notice, or by two-thirds of the voting delegates with notice if the Section Director and Secretary feel that passage of the proposed amendment would infringe on the rights of a minority.
- Section 4 Chapters may cast votes by mail as long as those ballots are in the hands of the Section Director prior to the opening session of the Northern Section event at which the amendments are to be decided.
- Section 5 For previous notice, the Secretary shall submit proposed amendments to all currently active chapters for consideration.
- Section 6 Upon approval, all amendments become effective immediately.