



Council Rock High School
North FBLA
Chapter Bylaws

CRN-FBLA Chapter Bylaws

Article I - Name

The name of this organization shall be the Council Rock High School North Chapter of the Future Business Leaders of America (CRN-FBLA).



Article II - Purpose

Section One

The purpose of this FBLA chapter is to provide opportunities for students to develop competent business leadership and confidence in both themselves and their work to ease the transition of those students from school to work.

Section Two

The specific goals and mission of this organization shall align themselves with those of the National FBLA Organization.

Article III - Membership

Section One

FBLA Membership shall consist of members of chartered local chapters. These members shall hold membership in their state and national chapters. Individual members shall be recognized only through a state chapter of FBLA except that, in the case where there is no state chapter, the member shall be recognized by the national office.

Section Two

Members of CRN-FBLA shall be distributed into the classes of membership outlined by the National FBLA Organization.

Section Three

Members in good standing shall be awarded all of the rights of members outlined in the bylaws of this organization and those of the larger State and National FBLA Organizations.

Section Four

“In good standing” is to be defined as a member who has payed his membership dues and has not been prohibited by the Administration of Council Rock School District, the National or State Organizations of FBLA, or the Advisor from participating in the club.

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Article IV - Dues and Finances

Section One

The financial records and finances of the CRN-FBLA shall be managed by the Treasurer and Advisor.

Section Two

The fiscal year of FBLA shall be from July 1st to June 30th.

Section Three

Members of CRN-FBLA must pay dues in the amount of \$25 annually, of which \$6 shall be in payment of state dues, \$6 shall be in payment of national dues, \$10 shall be in payment of local dues, and \$3 shall be a donation to the annual State Project.

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Article V - Officers

Section One

The Chapter officers of CRN-FBLA shall be divided into three categories; club officers, grade-level officers, and ex-officio officers.

Section Two

The Club Officers of CRN-FBLA shall be the President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Historian, and Parliamentarian.

Section Three

The Grade Level Officers of CRN-FBLA shall be the 12th Grade Vice President, the 11th Grade Vice President, the 10th Grade Vice President, and the 9th Grade Vice President.

Section Four

The ex-officio officers of CRN-FBLA shall be the Advisor and Co-Advisor, and Executive Committee Members.

Section Five

The President shall preside over the General Meetings of CRN-FBLA, and serve to promote the organization to the students and faculty of Council Rock High School North, and the local community.

The President shall aid the Advisor and the Chapter Officers in the completion of their duties, and shall serve as the Co-Chairperson of the Executive Committee.

The President shall also promote the awards and scholarships offered to members at the State and National level.

Section Six

The Vice President shall complete the duties of the President in his/her absence, and serve as a member of all standing and ad hoc committees.

The Vice President shall compile the Local Chapter Annual Business Report in cooperation with the Historian.

Section Seven

The Treasurer shall manage the finances and financial records of CRN-FBLA with the assistance of the Advisor.

The Treasurer must maintain knowledge of the chapter's financial records at all times and present financial reports at each monthly meeting.

The Treasurer will also be responsible for the collection of annual membership dues, as well as fees for any FBLA Conferences, events, or trips.

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Section Eight

The Recording Secretary is responsible for maintaining records of the business at all FBLA monthly meetings, and preparing agendas for each monthly meeting.

The Recording Secretary shall manage and organize the membership paperwork and records of the Chapter.

The Recording Secretary shall serve as the Chairperson of the Membership Committee.

Section Nine

The Corresponding Secretary is responsible for organizing the public relations efforts of CRN-FBLA in cooperation with the President.

The Corresponding Secretary is responsible for managing the chapter Facebook group and the chapter e-mail account

The Corresponding Secretary is responsible for publishing regular articles in the Council Rock North Indianite and managing submissions to the PA-FBLA Publication: the PennPal, and the National FBLA Publication: Tomorrow's Future Business Leader.

Section Ten

The Historian is responsible for maintaining accurate records of Chapter facts and statistics.

The Historian shall compile the Local Chapter Annual Business Report in cooperation with the Vice President.

The Historian shall serve as chairperson of the Fundraising and Community Service Committee.

Section Eleven

The Parliamentarian is responsible for maintaining order at all General and Executive Committee Meetings.

The Parliamentarian shall coordinate and count all official votes at General and Executive Committee meetings in conjunction with the Advisor.

The Parliamentarian shall serve as the Chairperson of the Competitive Events Committee.

Section Twelve

The Grade Level Vice Presidents shall assist the collection of dues, promotion of CRN-FBLA and its events and activities, and management of membership within their own grades.

Section Thirteen

The Advisor shall oversee all CRN-FBLA events and activities and oversee the actions of all officers.

The Advisor shall serve as a Co-Chairperson of the Executive Committee.

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Section Fourteen

Executive Committee Members are defined as former CRN-FBLA officers in good standing with the chapter who are asked to serve on the Executive Committee by the Advisor.

Executive Committee Members are responsible for assisting other officers in completing their duties and assisting standing and ad hoc committees.

Section Fifteen

In the event that any officer position becomes vacant, with the exception of President, the Advisor shall appoint an executive committee member or a member at large to fill the position

If the office of the President becomes vacant for any reason, the Vice President shall be promoted to President, and the office of Vice President shall be filled by an executive committee member or member at large chosen by the Advisor.

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Article VI - Election of Officers

Section One

Officers of CRN-FBLA shall serve one year terms and be elected by a vote of the paid members of CRN-FBLA who are in good standing with the chapter. Good standing is established by meeting the requirements of running for office, including but not limited to an interview and approval to run by club advisors.

Club Officers will be elected by a majority vote of all paid members, while Grade-Level Officers will be elected by a majority vote of paid members in their respective grade levels.

Graduating Seniors do not vote in club elections

Section Two

Elections for all Club and Grade-Level Officers, with the exception of the 9th Grade Vice President shall be held during as determined by the club advisors, and during and or before the candidates' terms are to be served.

Section Three

The Election of the 9th Grade Vice President shall be held during or by October of the school year the candidate's term is to be served.

Section Four

In order to be nominated to run for office, all candidates must be paid members of the chapter during the year they are running for office, be registered in a business class, and be in good standing with the club.

Section Five

Every candidate must nominate himself/herself for the position he/she wishes to run for.

All candidates will receive an interview with the senior officers and or the Advisors in which their desire and ability to serve the chapter will be assessed.

At the completion of the interviews, the candidates will be approved to run for their desired position, or denied their initial request but offered to campaign for a different position, or be denied candidacy.

Section Six

All candidates must sign a contract agreeing to uphold the purpose of CRN-FBLA, successfully complete their duties as officers, and place FBLA at the highest level of their priorities before they will be allowed to run for office.

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Section Seven

Campaigns must be conducted in a manner that strengthens the image and purpose of CRN-FBLA.

Distasteful or dishonest campaigning could result in the removal of a candidate from the ballot at the discretion of the Advisor.

Section Eight

All officer elects will complete an orientation with current officers and the Advisor before taking office.

Section Nine

A quorum of greater than one half of those voting is required for the election of Club Officers and the 10th Grade Vice President, 11th Grade Vice President, and 12th Grade Vice President.

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Article VII - Expectations of the Officers

Section One

All CRN-FBLA Officers are expected to promote the mission and goals of the chapter and complete their duties as officers.

Section Two

All CRN-FBLA Officers are expected to attend all General Meetings, Executive Committee Meetings, Regional and State Conferences, and other official CRN-FBLA Events with the exception of excused absences.

Section Three

The Advisor and President must be made aware of officers' excused absences by email or in writing.

Section Four

Consistent absences for other clubs, sports, or organizations are not excused absences.

Section Five

Any officer who fails to complete his duties as an officer, suffers multiple unexcused absences, or fails to maintain adequate performance in school shall face a review conducted by the Advisor.

Any officer who faces review and fails to make necessary changes may be asked to step down from their officer position by the Advisor.

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Article VIII - Committees

Section One

The following shall be known as standing committees and shall be renewed yearly by CRN-FBLA; Executive Committee, Membership Committee, Competitive Events Committee, Fundraising and Charity Committee.

Section Two

The Executive Committee shall serve as the governing body of the CRN-FBLA.

Its members shall consist of all Club Officers, Grade-Level Officers, and Ex-Officio Officers.

The Committee's chairpersons shall be the President and Advisor.

Section Three

The Membership Committee shall manage and organize the membership records, recruitment, and outreach of the chapter.

Its members shall consist of chapter members in good standing selected to serve by the committee's chairperson, the Recording Secretary, and the Vice President.

The Committee's chairperson shall be the Recording Secretary.

Section Four

The Competitive Events committee shall manage all Chapter competitive events teams and all delegations to official FBLA Conferences and Workshops.

Its members shall consist of chapter members in good standing selected to serve by the committee's chairperson, the Parliamentarian, and the Vice President.

The Committee's chairperson shall be the Parliamentarian.

Section Five

The Fundraising and Charity Committee shall manage all the fundraising and charity events of CRN-FBLA.

Its members shall consist of chapter members in good standing selected to serve by the committee's chairperson, the Historian, and the Vice President.

The Committee's chairperson shall be the Historian.

Section Six

Ad Hoc committees may be created by a majority vote of the Executive Committee.

The chairperson and members of these committee shall be determined by the Executive Committee.

Ad Hoc committees will be dissolved after their stated purpose has been completed.

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Article IX - Meetings

Section One

General meetings shall be held monthly for the Chapter membership during the months of September, October, November, December, January, February, March, April, and May.

The standard date for each of these meetings shall be the second Thursday of each month.

Section Two

The Executive Committee Shall hold meetings twice a month, during the months of September, October, November, December, January, February, March, April, and May.

Section Three

Meetings of Standing and Ad Hoc Committees, with the exclusion of the Executive Committee, shall be set by the committee chairperson.

Section Four

A calendar of all known FBLA meetings and events shall be set by the Executive Committee in June of the previous school year.

Section Five

Minutes of all General and Executive Committee Meetings will be kept by the Recording Secretary.

Section Six

The agenda for each general Meeting will be generated by the Club Advisor in concert with the Executive Committee.

Physical Agendas will be made and distributed by the Recording Secretary.

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Article X - Amendments

Section One

All Amendments must be proposed by the Executive Committee, and be approved for ratification by a two thirds majority vote of the Executive Committee.

Section Two

After approval an Amendment must be ratified by a two thirds vote of the general membership.

A quorum greater than one half of those voting must be achieved before this vote can be held.