

IOWA FBLA HANDBOOK

Table of Contents

Section 1: FBLA Organizational Structure

Mission Statement	1-1
Operation.....	1-1
Purpose.....	1-1
Goals	1-2
Creed	1-2
Code of Ethics	1-3
National FBLA Structure	1-3
National Organization Chart	1-4
FBLA Organizational Chart	1-5
Iowa FBLA Structure	1-6
Iowa Constitution	1-7
Iowa Bylaws.....	1-9
Iowa Standing Rules.....	1-16
Leadership Conferences	1-11
Future FBLA Conferences	1-12

IOWA FBLA ORGANIZATIONAL STRUCTURE

Mission Statement

The mission of the Iowa Future Business Leaders of America (FBLA) is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

FBLA Benefits

- Career preparation opportunities
- Leadership development
- Networking with business and community leaders
- Community service experience
- Leadership conferences
- Challenging competition
- Travel opportunities
- Friendships

Operation

The Iowa Department of Education (DE) recognizes the value of Iowa FBLA in the personal and professional development of career education students. The DE has the responsibility for leadership and fiscal oversight of Iowa FBLA, as well as integration of CTSO activities into a state-approved CTE program of study. The State Chair serves as the liaison to the Iowa FBLA State Adviser, Iowa FBLA State Committee, the national FBLA-PBL office, and local chapters.

Iowa FBLA is recognized by the:

- United States Department of Education
- Association for Career and Technical Education
- Association for Career and Technical Education in Iowa
- National Business Education Association
- Iowa State Business Education Association
- Other business associations

Purpose

FBLA is the Iowa and national organization for high school students preparing for careers in business who seek leadership development opportunities. The organization is designed to function as an integral part of the instructional program of the business curriculum in Iowa secondary schools. Through FBLA, students prepare for real world professional experiences.

Iowa FBLA Goals

- Develop competent, aggressive 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.
- Facilitate the transition from school to work.

FBLA Creed (Revised 2004)

I believe education is the right of every person.

I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family, and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all these groups.

I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

I believe every person should actively work toward improving social, political, community, and family life.

I believe every person has the right to earn a living at a useful occupation.

I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.

I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

Iowa FBLA Code of Ethics

- I will be honest and sincere.
- I will approach each task with confidence in my ability to perform my work at a high standard.
- I will willingly accept responsibilities and duties.
- I will seek to profit from my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work.
- I will abide by the rules and regulations of my school.
- I will exercise initiative and responsibility and will cooperate with my employer and fellow workers.
- I will dress and act in a manner that will bring respect to me and my school.
- I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.

National FBLA Structure

FBLA-PBL, Inc., is a nonprofit organization. Local chapters are under the supervision of a state chapter, and all work within the framework of the national organization. There are four levels of membership available to students and adults.

National Board of Directors. The National Board of Directors, which operates under the FBLA-PBL Articles of Incorporation, is composed of elected professional educators, local and state advisers, state supervisors, business representatives, and national officers.

President/CEO. The president and chief executive officer is responsible for the administration of FBLA-PBL, Inc., and a national staff works under his/her direction.

FBLA-Middle Level. Membership in this division is open to students in grades 5-9 who are seeking career exploration opportunities and who accept the purpose of FBLA, subscribe to its creed, and demonstrate willingness to contribute to meaningful school-community relations.

Future Business Leaders of America (FBLA). Membership in this division is open to students in grades 9-12, enrolled in a business or business-related course who accept the purpose of FBLA, subscribe to its creed, demonstrate willingness to contribute to meaningful school-community relations, and possess qualities for employment.

Phi Beta Lambda (PBL). Membership is open to postsecondary students pursuing degrees in a business or business-related field who accept the purpose of PBL, subscribe to its creed, and possess qualities for employment.

Professional Division. Professional membership is open to all individuals interested in promoting the goals established by the association. Such members may include former members, employers, educators, parents, businesspersons, community leaders, and other persons contributing to the growth and development of the association and its members.

FBLA-PBL, INC.

NATIONAL ORGANIZATION CHART

Audience Served	Membership Division	Membership Programs
Middle Level Students	<u>Name</u> FBLA-Middle Level Division <u>Eligibility</u> Students in Middle Level Schools Grades 5-9 Chartered July 1994	• Leadership Development • Service Projects • Fundraising • State Competitive Events • Partnerships • Publications • State Conferences
Secondary Students	<u>Name</u> Future Business Leaders of America (FBLA) <u>Eligibility</u> Students in 7-12 enrolled in a business or business-related class Chartered February 1942	• Leadership Development • Service Projects • Fundraising • State Competitive Events • National Competitive Events • Partnerships • Publications • State Conferences • National Conferences
Post-secondary Students	<u>Name</u> Phi Beta Lambda (PBL or ΦΒΛ) <u>Eligibility</u> Post-secondary students enrolled in a business or business-related class Chartered February 1958	• Leadership Development • Service Projects • Fundraising • National Competitive Events • State Competitive Events • Partnerships • Publications • State Conferences • National Conferences

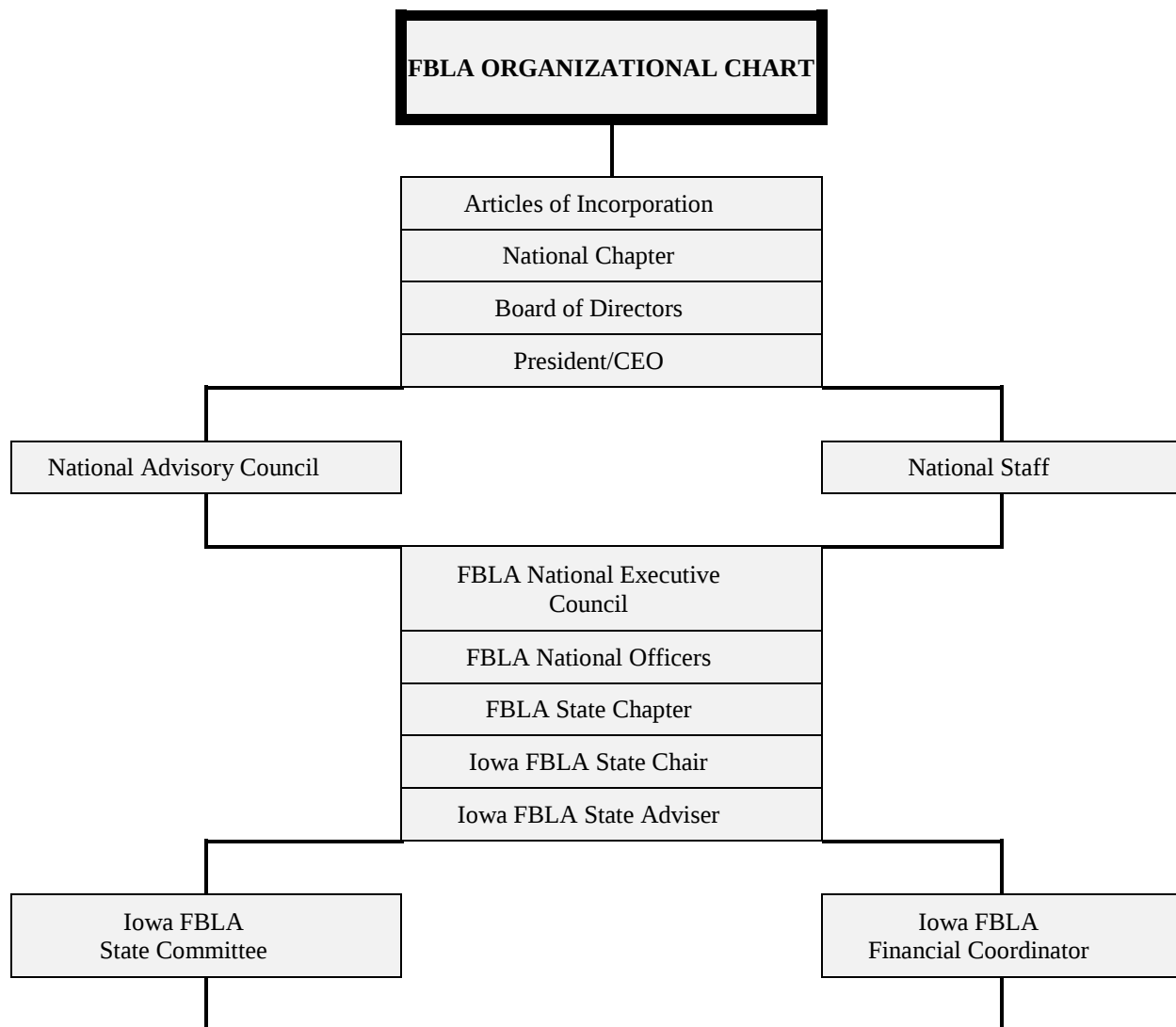


Adults

<u>Name</u>
Professional Division
<u>Eligibility</u>
People not eligible for membership in other divisions. Businesspeople, Parents, Educators, School Administrators, FBLA Alumni.
Chartered July 1989

Support Division

- Service Projects
- Networking
- Sharing Expertise
- Publications
- Travel Discounts





Iowa FBLA Structure

Iowa FBLA State Chair. The Iowa FBLA State Chair is an employee of the Iowa Department of Education as a Service Area Consultant staff member and serves as the representative to provide oversight.

Iowa FBLA State Adviser. The Iowa FBLA State Adviser serves as the primary communications correspondent and coordinates all Iowa FBLA State activities.

Iowa FBLA Financial Coordinator. The Iowa FBLA Financial Coordinator coordinates yearly budget, handles money transactions, prepares financial reports.

Iowa FBLA State Committee. The Iowa FBLA State Committee consists of members appointed by the Iowa FBLA State Adviser to serve three-year terms. The State Committee helps with conference planning, business sponsorships, awards, training of State Officers and provides a review of the FBLA Program of Work.

Iowa FBLA State Officers. Iowa FBLA State Officers are elected to provide student leadership for the Iowa Chapter. Officers are elected/appointed according to the Iowa FBLA Constitution and Bylaws at the annual State Leadership Conference. State Officers consist of: President, Region 1 Vice President, Region 2 Vice President, Region 3 Vice President, Secretary, and Treasurer.

Local Chapters. The Iowa Chapter of FBLA is made up of the local school chapters of FBLA. Each local chapter is under the direction of a dedicated local adviser who works with elected local officers and individual members.

FUTURE BUSINESS LEADERS OF AMERICA
IOWA STATE CHAPTER
CONSTITUTION
(Revised Fall, 2009)

ARTICLE I – NAME

The name of this organization shall be the Iowa State Chapter of the Future Business Leaders of America – Phi Beta Lambda, Inc., hereinafter referred to as “the Chapter.”

ARTICLE II – PURPOSE

The purpose of this FBLA Chapter shall be to further the goals of FBLA within the State of Iowa. The Chapter shall provide as an integral part of the instructional program additional opportunities for secondary students (grades 7-12) in business education to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

The purpose of this PBL Chapter shall be to further the goals of PBL within the State of Iowa. The Chapter shall provide opportunities for post-secondary and college students to develop vocational competencies for business occupations and business teacher education. PBL is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

The specific goals of FBLA-PBL and the Chapter are to:

- Develop competent, aggressive 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 which 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
- Facilitate the transition from school to work

The Chapter shall not have any purpose nor engage in any activity inconsistent with the status of an educational and charitable organization as defined in Section 501 (c) (3) of the Internal Revenue Code of 1954 or any successor provision thereto, and none of these goals shall at any time be deemed or construed to be other than the public benefit, purposes, and objectives consistent with such educational and charitable status, nor shall the Chapter adopt goals or engage in any activity inconsistent with the goals and policies of FBLA-PBL, Inc.

ARTICLE III – MEMBERSHIP

The membership of the Chapter shall consist of FBLA or PBL members residing within the State of Iowa or recognized by the Iowa State Chapter. Classes of membership identical to those established by FBLA-PBL, Inc., shall be established by the Chapter. Such classes, together with the voting and other rights of each, may be more specifically set forth in the Bylaws.

ARTICLE IV – DUES AND FINANCE

Section 1. The chapter may assess dues from the members in addition to dues assessed by FBLA-PBL, Inc.

Section 2. No part of the net earnings of the Chapter shall benefit any member, sponsor, donor, creator, director, officer, employee, or any other private individual or to the benefit of any corporation or organization, any part of the net earnings of which benefit any private individual; provided, this shall not prevent payment of reasonable compensation for services actually rendered the Chapter in effecting its goals.

The Chapter shall not divert any part of its income or corpus to any member, sponsor, donor, creator, director, officer, or employee; by lending any part of its income or corpus without receipt of adequate security and a reasonable rate of interest; by paying any compensation in excess of reasonable rate of interest; by paying any compensation in excess of reasonable allowance for salaries, or other compensation for personal services actually rendered; by making any purchase of security or other property for more than adequate consideration for money or money's worth; by selling any substantial part of its securities or other property for less than adequate consideration for money or money's worth; or by engaging in any other transaction which, either directly or indirectly, results in such diversion of its income or corpus.

The Chapter shall not make any accumulation of its income unreasonable in amount or duration.

Section 3. The chapter shall not use any income for purposes other than the objectives in this Constitution set forth or invest any income in any manner which might jeopardize the fulfillment or carrying out of its objectives. The Chapter shall not devote a substantial portion of its activities to carrying on propaganda or otherwise attempting to influence legislation, and in no event shall the Chapter engage in any legislative activities other than those in direct furtherance of the Chapter's stated objectives. The Chapter shall not participate in or intervene in any political campaign on behalf of any candidate for public office. In general, the Chapter shall not act in any way or engage in any activity which might affect its right or the right of FBLA-PBL, Inc., to full tax exemption or the right of donors to the Chapter of FBLA-PBL, Inc., to full tax deduction for their contributions to the Chapter of FBLA-PBL, Inc., and the Chapter shall be so operated as to be entitled to and receive all tax exemptions, federal or local, which may be granted to charitable, scientific, or educational associations or foundations.

ARTICLE V – ORGANIZATION

Section 1. The Chapter is a subsidiary of the Future Business Leaders of America-Phi Beta Lambda, Inc. As an integral part of FBLA-PBL, Inc., the Chapter shall have goals and engage in activities consistent with the organization's status as a charitable and educational organization as defined in Section 501 (c) (3) of the Internal Revenue Code of 1954. Reports shall be submitted to FBLA-PBL, Inc. as requested.

Section 2. The Chapter shall be governed by a State Committee which shall serve as the policymaking body for the Chapter, and which shall be subject to this constitution, the FBLA or PBL Bylaws, and the National Board of Directors of FBLA-PBL, Inc.

Section 3. The Chapter shall adopt a set of Bylaws consistent with this Constitution, which shall include the powers and duties of the State Committee, officers and elections, meetings of the Chapter, and any other provisions necessary for the orderly administration of the Chapter.

Section 4. The Chapter shall maintain such relationship with FBLA or PBL local chapters within the State of Iowa as shall be approved by the State Committee. The Chapter may apply to the Internal Revenue Service for a group tax exemption ruling on behalf of the local chapters within the state.

Section 5. Upon dissolution, all the assets of the Chapter shall be and remain the assets of FBLA-PBL, Inc.

ARTICLE VI – EMBLEMS AND INSIGNIA

The Chapter emblems shall be the emblems of the national organization. Only members in good standing may use official emblems and insignia.

ARTICLE VII – AMENDMENTS

This Constitution is a mandatory Constitution drafted by FBLA-PBL, Inc. for adoption by its state chapters and shall be unamendable without the written consent of FBLA-PBL, Inc. Should amendments be required for the purpose of qualifying or retaining qualification under Section 501 (c) (3) of the Internal Revenue Code of 1954 or any successor provision thereto, such amendments, as approved by the National Board of Directors of FBLA-PBL, shall become a part of this Constitution with or without the consent of the Chapter.

FUTURE BUSINESS LEADERS OF AMERICA IOWA STATE CHAPTER BY LAWS (Revised Fall, 2012)

ARTICLE I – MEMBERSHIP

Section 1. Membership in this organization shall consist of individual chapters located in the high schools of Iowa, which have been chartered by the national organization known as Future Business Leaders of America.

Section 2. Active chapters of FBLA shall be chartered only in high schools where systematic instruction in business and business related subjects is offered.

Section 3. All persons to be eligible for membership must pay dues of \$4.00 a year by February 15. All persons to be able to participate at state conference must pay dues by required deadline.

ARTICLE II – GOVERNING AUTHORITY

Section 1. A State Committee shall help provide direction for FBLA toward its goals and purposes and act as a liaison between the State Chapter and the business community of the State.

Section 2. A State Committee shall consist of no more than nine members including a State Chair and State Adviser. One Committee member each shall act as a Financial Coordinator, State Officer Coordinator, and Secretary. The remaining positions will be At-Large. The State Chair will serve as an ex-officio member on the State Committee.

Section 3. The State Committee shall be selected for four-year terms. No more than two shall take office in the same year unless a vacancy occurs. If a vacancy occurs, a replacement shall be selected for the remainder of the term.

Section 4. The state officers shall meet with the State Committee periodically.

ARTICLE III – OFFICERS

Section 1. The following officers shall be elected at the State Leadership Conference: President, Secretary, Treasurer, Region 1 Vice President, Region 2 Vice President, Region 3 Vice President. If an office is uncontested through no candidates applying, applications will be accepted for two weeks after the State Leadership Conference and will be submitted to the State Officer Coordinator who will make the final decision.

Section 2. State officers shall annually present proposed guidelines concerning eligibility for state candidacy at the Fall Leadership Conference.

Section 3. Any active FBLA member shall be eligible to run for a state office. No more than three (3) members from a local chapter may run for a state office in a given year. A state officer candidate must pass a written state officer test by 75%. The final placement of candidates on the ballot will be determined by the State Officer Coordinator. Campaign applications and guidelines are in Appendix A.

Section 4. The state officers shall be elected annually at a State Leadership Conference by a majority vote of the voting representatives of the local chapters. Those schools who have answered with two delegates to a roll

call vote taken at the Delegate Assembly, two votes can be cast in the case of only one delegate answering; only one vote can be cast). Submit on registration for many request for absentee ballots. Absentee ballots need to be cast immediately following the nomination and acceptance speeches.

If no candidate for office receives a majority vote on the second vote, the candidate receiving the lowest number of votes for that vote shall be dropped from the third 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.

In the event that a majority has not been reached, the absentee vote(s) remain(s) the same. If a candidate is dropped, the absentee vote(s) is also dropped.

Section 5. The President shall preside at all state meetings.

Section 6. The Vice-President shall act in place of the president in case of absence and shall prepare the state newsletter.

Section 7. The Secretary shall keep minutes of all meetings and send each active chapter, each State Committee Member, State Adviser, and State Chair a copy. He/she shall take care of all correspondence.

Section 8. The Treasurer shall prepare the annual budget, handle all state officer finances (excluding the Leadership Conference), and shall have a financial report ready for all meetings.

Section 9. The Reporter shall send all state news to the national headquarters and shall prepare the state scrapbook.

Section 10. The Parliamentarian shall insure proper parliamentary procedure at all state meetings according to Robert's Rules of Order—Newly Revised and shall conduct the election of state officers.

Section 11. The Webmaster shall create and maintain the Iowa State Chapter FBLA Website.

ARTICLE IV – MEETINGS

Section 1. There shall be an annual conference. This conference and other meetings shall be held at a time and place selected by the State Committee.

Section 2. Delegates from a majority of the active member chapters shall constitute a quorum.

Section 3. Each member chapter shall be entitled to two voting delegates at meetings of this association.

ARTICLE V – TRAVELING TROPHY

Points for the Dr. Lloyd V. Douglas Traveling Trophy shall be awarded at the State Leadership Conference as follows:

5 points – First Place

4 points – Second Place

3 points – Third Place

2 points – Fourth, Fifth, Sixth, Honorable Mention

1 point – For entering

One point will be awarded for each person running for state office.

March of Dimes Greatest Contributor Traveling Trophy shall be awarded to the local chapter that raises the largest contribution to the March of Dimes by State Leadership Conference.

ARTICLE VI – AMENDMENTS

A proposed amendment must be submitted to the State Committee for approval at least one month before a State Chapter meeting. The proposed amendment must be read at a regular meeting of each chapter held prior to the state meeting at which a vote is to be taken on the proposed amendment. It will be adopted by a 2/3 vote of those present at a regular or called meeting. After receiving proper approval, it shall become a part of this constitution.

LEADERSHIP CONFERENCES

Iowa FBLA State Leadership Conference

The Iowa FBLA State Leadership Conference (SLC) is a three-day conference held each spring. The conference consists of general sessions, competitive events, seminars, workshops, election of officers, awards, special programs, and other planned leadership and educational activities.

Iowa FBLA State Fall Leadership Conference

The Iowa FBLA State Fall Leadership Conference is a two-day conference held in the fall. The conference is designed to train local officers and members, to share information on Iowa FBLA activities and goals, and to provide motivation for a successful FBLA year.

The Iowa State Fall Leadership Conference consists of general sessions, special interest sessions, workshops, tours, and other leadership development activities.

National Fall Leadership Conference

The National Fall Leadership Conference is a two-day national conference held in November. Delegates from local chapters in each state may attend the NFLC. Iowa FBLA State Officers attend in addition to local officers, members, and advisers. All FBLA members are eligible to attend, depending on local guidelines.

The National Fall Leadership Conference consists of general sessions, special interest sessions, seminars, workshops, tours, and other leadership development activities.

National Leadership Conference

The National Leadership Conference (NLC) is held during the summer months in a selected city in the United States. Iowa first-place, second-place, and some cases third place competitive event winners with a counterpart national event are eligible to compete at the NLC. All Iowa members and advisers are eligible to attend, based on local and state guidelines. In addition to competitive events, the NLC consists of tours, business meetings, special interest sessions, seminars, workshops, awards programs, election and installation of national officers, and other planned educational/leadership development activities.

