**Future Business Leaders of America Collegiate Constitution**

**ARTICLE l. NAME OF ORGANIZATION**

The name of this organization shall be the **Future Business Leaders of America Collegiate** and may also be referred to as “FBLA Collegiate” or just “FBLA”. This Organization will utilize the acronym FBLA for all publicity materials and correspondence. FBLA is affiliated with Florida FBLA, the state level of this organization, operating in Zephyrhills, Florida. The website of Florida FBLA is http://www.floridafbla-pbl.com/. We are also affiliated with FBLA, the national level of this organization, operating in Reston, Virginia. The website of FBLA is http://www.fbla-pbl.org/.

**ARTICLE II. ORGANIZATION AFFILIATION**

As outlined in the RSO Classification Policy, FBLA is considered a General Registered Student Organization. As a GRSO, our organization is a separate 3rd party entity, not considered a part of the University of Florida. Through registering with the University, our student group agrees to follow its policies and operate on campus with access and/or eligibility for specific campus benefits.

**ARTICLE III. PURPOSE STATEMENT**

**Section A.** The purpose of FBLA is to provide opportunities for postsecondary students to develop vocational competencies for business and professional occupations. Members compete at the state and national using knowledge and skills that they have gathered through FBLA to win awards and take advantage of exclusive networking opportunities. FBLA is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

**Section B.** The specific goals of FBLA are to:

• Develop competent and 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.

• Encourage and practice efficient money management.

• Encourage scholarship and promote school loyalty.

• Assist students in the awareness of occupational goals.

• Facilitate the transition from school to work.

**ARTICLE IV. COMPLIANCE STATEMENT**

Upon approval by the Department of Student Engagement, *FBLA* shall be a registered student organization at the University of Florida. *FBLA* shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

Section A. Non-Discrimination

*FBLA* agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

Section B. Sexual Harassment

*FBLA* agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

Section C. Hazing

*FBLA* agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.

Section D. Responsibility to Report

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If *FBLA* becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Engagement, the Director of Student Conduct and Conflict Resolution, the University’s Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

Section E. Officer Eligibility

*FBLA* understands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the Registered Student Organization Classification and Officer Eligibility Policy

**ARTICLE V. MEMBERSHIP**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff are prohibited from holding membership, office or voting powers. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**ARTICLE VI. BYLAWS FOR Future Business Leaders of America**

*FBLA* may elect to maintain separate bylaws document to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the university of Florida’s regulations, policies, and procedures, and the Student Engagement constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the Student Engagement approved constitution on file and student engagement’s constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). *FBLA* agrees to provide all unaltered by laws and guiding documents and/or clarify its procedures in writing to any University of Florida student, faculty, or staff upon request.

**ARTICLE VII. STUDENT ORGANIZATION ADVISOR**

Each registered student organization must have an eligible student organization advisor. The student organization advisor must be a full-time, salaried faculty or staff member not on extended leave for 4 consecutive weeks or longer during their advisor term. The student organization advisor shall serve as a resource person providing advisory support to officers and members and may not vote or hold office in the organization.

The advisor shall serve as a resource and provide advisory support for the officers and members of the organization. The advisor is welcome to attend executive and general meetings. The advisor shall be nominated by the officers and confirmed by a majority vote of the members. The advisor will serve for one academic year. After that time, members will vote to reinstate the faculty member for another academic year or to nominate another, majority vote rules.

**ARTICLE VIII. OFFICERS**

**Section A:** The Elected Officers of FBLA shall consist of: President, Vice President, Treasurer, Secretary, and Recruitment Director. These Officers, with the Advisor as an ex-officio member, shall constitute the Executive Board. Officers shall be elected during the Spring semester and shall hold office for a term of one calendar year or until the next election takes place, whichever comes first. Officers shall assume their duties at the close of the meeting during which they were elected.

Part 1:President

The President shall: (a) represent the Chapter at all Eligible Chapter Events. In the President’s absence, the President shall find a suitable alternative; (b) preside over all meetings of the Chapter; (c) promote the growth and development of FBLA; (d) serve as an ex-officio member to all Committee; (e) coordinate Chapter activities and foster interest by keeping in close touch with the other Officers, members, and the Advisor; and (f) call Special Meetings as needed.

Part 2:Vice President

The Vice President shall: (a) preside in the absence of the President; (b) assist the president in all duties; and (c) preside over interest meetings and recruitment events.

Part 3:Treasurer

The Treasurer shall: (a) act as custodian of the funds of the organization, collect dues, and give routine financial reports; (b) send the membership list with dues to the state and national offices; (c) present an annual financial report to members; and (d) submit budget reports to the appropriate regulatory body or bodies for reimbursement or other funding purposes.

Part 4:Secretary

The Secretary shall: (a) keep an accurate record of the Chapter and Executive Board meetings; (b) promptly supply a copy of the Minutes after a meeting; and (c) submit the required reports to the State Level and the National Level.

Part 5:Recruitment Director

The Recruitment Director shall: (a) coordinate recruitment events to gain new members; (b) manage continuous recruitment using poster-board and distributing flyers; (c) keep track of potential members using metrics such as flyers passed out, new Instagram followers, and positive conversations; (d) maintain communications with President, Vice President, and Secretary regarding new member prospects

**Section B:** Along with Elected Officers, there shall be Appointed Officers too. These positions may vary by year depending on factors such as availability and organizational needs, but may include positions such as Marketing Director, Outreach Director, Special Events Director, Historian, etc.

**Section C:** Officers shall assume their official duties at the close of the last meeting of the academic year and shall serve for a term of one academic year or until their successors are elected/appointed.

**Section D:** Any officer of FBLA may be removed from office through the following process:

Part 1: A written request by at least four voting members of the organization shall be submitted to the President, Vice President, or Treasurer. Written notification shall be sent to the officer in question asking that officer to be present at the next meeting and prepared to respond to the removal request.

Part 2: In the event of the removal of an officer, a special provision may be granted to the remaining officers to appoint an interim replacement until an election may be held.

**ARTICLE IX. ELECTIONS**

Nominations for all officers will take place at the end of each year from the current executive board officers. In order to be eligible to be elected as President or Vice President an individual must have been a member of FBLA for one academic year as well as have attended at least 3 events in the previous year. Any member is eligible to be elected to the office of Treasurer, Secretary, or Recruitment Director.

Members may nominate themselves to be elected as well as nominate another voting member. Voting will occur by secret ballot and a simple majority vote is required to elect an officer. If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients at the next general meeting.

If any special situations occur, such as vacant officer position or impeachment, new candidates will nominate themselves, members will conduct a secret ballot and the majority will rule.

In the absence of clear direction on election, amendment, and /or voting procedures, FBLA agrees to follow the guidance and instruction of Robert's Rules of Order for the election or amendment process.

**ARTICLE X. FINANCE**

As a General Registered Student Organization, *FBLA* does not receive any funding or resources from other UF Departments or Colleges, rather, this organization is funded by: Student Government Funding and independent fundraising methods.

FBLA will not require membership dues; however, it will raise funds through activities and events for decorations, promotional items, and food for socials. Members are not expected to participate in fundraising activities, this is the responsibility of the executive board to organize.

In order to compete at the State and National level, State and National membership dues will be required to participate in the respective competitions. State Membership Dues will be $10, and National Membership Dues will also be $10. Dues will be collected no later than January 31st of every year. It should be restated that dues are not required for membership in FBLA but will be required for higher level competitions.

**ARTICLE XI. DISSOLUTION OF ORGANIZATION**

In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to March of Dimes.

**ARTICLE XII. AMENDMENTS TO CONSTITUTION**

Amendments to the Bylaws shall be submitted in writing and/or electronically at a regular meeting and shall not be voted on until the following regular meeting. A majority vote of Active Members shall be required for adoption.

**Section A**: Amendment Process

Amendments may also be proposed and/or adopted directly by the Executive Board under circumstances deemed urgent to the organization. Any amendment brought under such conditions must be approved unanimously by the Executive Board and Faculty Advisor.

Should the Amendment be adopted, a revised copy of the organization’s constitution must be submitted within 14 calendar days of the amendment’s approval to the Department of Student Activities and Involvement at the University of Florida for review and approval. Amendments shall take effect after approval by the Department of Student Engagement unless otherwise stated in the proposed amendment. Should an adopted amendment be rejected or later ruled to be impermissible by the Department of Student Engagement, said amendment is immediately null and void.

**Section B:** Consistency

In areas inconsistent with the Bylaws or Rules of State or National Levels of FBLA, these Bylaws may be amended by the Executive Board to provide consistency. All members shall be informed of the exact changes within thirty (30) days in writing or electronically.

**Section C:** Minor Changes

The Executive Board 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 or electronically to the membership within thirty (30) days.