

**BYLAWS**  
**DISTRICT XI**  
**FLORIDA FUTURE BUSINESS LEADERS OF AMERICA**

**ARTICLE I. MEMBERSHIP**

Section 1. FBLA membership shall consist of members of chartered local chapters. These members shall hold membership in Florida district, state and national chapters. Individual members shall be recognized only through a local chapter of FBLA.

Section 2. District FBLA shall be open for membership to the following classes of members:

Active Members shall be secondary students, who are enrolled in school and are in good standing can apply at the discretion of the chapter advisers. Also, those who accept the purpose of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school-community relations, and possess qualities for employment. Active members shall pay dues as established by FBLA and may participate in FBLA events in accordance with the guidelines of the Awards Programs, serve as voting delegates, hold office in accordance with appropriate guidelines, and otherwise represent their state and local chapters as approved by their respective state or local advisers.

Professional Members shall be persons associated with or participation in the professional development of FBLA as approved by the state chapters. Such members may include local and state chapter advisers, business teacher educators, state supervisors of business and office education, employers or supervisors of cooperative work-training student, advisory council members, business persons, and other persons contributing to the growth and development of FBLA Professional members will not be required to pay dues, but shall not participate in events, serve as voting delegates, or hold office.

**ARTICLE II. DUES AND FINANCE**

Section 1. District membership dues shall be \$10.00 per year per member (inclusive of competitor and membership fee), payable prior to October 20 of the current year. Each chapter must provide the District Director with a copy of their membership roster no later than October 25.

Section 2. Students who become eligible (new or transfer from another school) for membership after December 15 must pay dues prior to the District Leadership Conference (District Competition), in order to be eligible for participation in District Leadership Conference.

Section 3. All District membership fees (State and National) not received by the stated deadline of December 15 are subject to a late fee of \$5 per member.

### **ARTICLE III. ORGANIZATION**

Section 1. FBLA shall be an association of local groups (chapters), each operating in accordance with a charter granted to their school by FBLA-PBL. Only chapters in good standing shall be referred to as “Future Business Leaders of America.” FBLA-PBL, INC shall issue an FBLA charter and number to each school.

Section 2. The Board of Directors shall serve as the policy making body of its organization.

Section 3. There shall be a District Executive Council, which shall make recommendations to the Board of Directors and perform other duties as needed by the Board of Directors.

Section 4. The administration of FBLA shall be vested in the State Adviser.

Section 5. The District Director shall coordinate the activities of the District in cooperation with the State Adviser. The duties of the District shall be assigned as set forth for District Director, Performance Events Chairperson(s), Fall Leadership Chairperson(s) and District Elections and Awards Chairperson(s). Only active chapter advisers may serve.

A. District Director:

1. Receive State communications and distribute to chairpersons and/or chapter advisers.
2. Receive District and State Competition Spreadsheets.
3. Distribute District and State Competition testing materials.
4. Complete Online Testing Contract for District Competition.
5. Order District Competition awards and trophies.

6. Receive and handle finances for District XI. Any monies held by the previous District Director shall be transferred to the incoming District Director no later than September 1.
7. Complete deposits and issue receipts for all monies received for District Dues, Fall Leadership Rally, and District Online Testing.
8. Disburse payment for Fall Leadership Rally, District Online Testing, District awards and trophies, and essential miscellaneous expenses.
9. Keep a current balanced accounting of monies received and disbursed in conjunction with the District Treasurer.

B. Performance Events Chairperson(s):

1. Establish location, recruit judges, and assign proctors for Performance Events Competition.
2. Coordinate materials, space, and technical support for Performance Events Competition.

C. Fall Leadership Chairperson(s):

1. Establish location, duration, and cost per guest/ attendee for Fall Leadership Rally.
2. Plan program, guest speaker(s), and installation of District officers for Fall Leadership Rally.

D. District Elections and Awards Chairperson(s):

1. Establish location and duration of District Elections and Awards Event. Plan program, guest speaker(s), election of District officers, and distribution of awards.

## **ARTICLE IV. DISTRICT OFFICERS, ELECTIONS, AND DUTIES**

### Section 1. District Officers

- A. The District shall elect a President, a Vice-President, Secretary, Treasurer and a Historian on a date set by the District Director following the State Leadership Conference.
- B. The underclassman that scores the highest grade on the Parliamentary Procedure test at the District Leadership Conference shall be appointed as the District Parliamentarian.
- C. The District Director shall appoint the District Secretary/Treasurer no later than September 1 of the current year.

Section 2. Qualifications for District Office

- A. Only active members are eligible to hold district offices.
- B. Only applicants participate at the District Leadership conference shall be eligible for nomination as President, Vice-President, Secretary, Treasurer or Historian.
- C. To be considered for a district office, a candidate shall:
  - a. Have at least one full year remaining in school.
  - b. Hold or have held an elective office in his/her local chapter.
  - c. Be recommended by the chapter adviser and endorsed by his/her local chapter.
  - d. File an official application with the District Director.
  - e. Remain a resident of the District during his/her term of office.
  - f. The District Officers must be enrolled in Grades 9-12.

Section 3. The District officers shall be nominated and elected at the District conference

Section 4. A District President, Vice-President, Secretary, Treasurer, and Historian shall be elected annually. A majority of the votes cast shall be required for election.

Section 5. No state officer shall hold a district office during the same time he/she is a state officer.

Section 6. District officers shall serve a one-year term, and their term shall begin July 1.

Section 7. The District Director, in consultation with the State Adviser, shall fill a vacancy in any district office.

Section 8. The District President's duties shall include but not be limited to the following:

- A. Assist the incoming State President and state organization in consultation with the State Adviser in the promotion and development of FBLA in the district which elected him/her.
- B. Work cooperatively with the District President and Director in planning the implementing district activities.
- C. Preside at all district meetings.

D. Preside at all district meetings at the State Leadership Conference.

Section 9. The District Vice-President's duties shall include but not be limited to the following:

- A. Assist the District President in the promotion of FBLA in the district.
- B. Work cooperatively with the District President and Director in planning the implementing district activities.
- C. Attend all district meetings.
- D. Preside at district meetings in the absence of the President.
- E. The Senior Vice-President shall prepare and distribute a monthly newsletter.

Section 10. The Parliamentarian shall advise the President on the orderly conduct of business in accordance with FBLA Bylaws and the current edition of Robert's Rules of Order, newly Revised.

Section 11. The Secretary shall:

- A. Keep an accurate record of all business meetings of the District.
- B. Supply promptly at least one typewritten copy of the minutes and substantiating reports to the President, Senior Vice-President, Junior Vice-President, District Director and the Executive Council members.

Section 12. The Historian's duties shall include, but not be limited to the following:

- A. Attend all district meetings.
- B. Take photographs at all district functions including Fall Leadership Conference, District Competitions, Executive Council meetings, and special events.
- C. Correspond and coordinate with local chapter Historians at district activities.
- D. Produce or oversee the submission of information to the district website which shall contain a summary of all the district events.

Section 13. The Treasurer's duties shall include, but not be limited to the following:

- A. Assist the District Director in collecting dues and issuing receipts.
- B. Act as membership chairman.
- C. Responsible for registration and collection of fees at all district function.

**ARTICLE V. DISTRICT LEADERSHIP CONFERENCE (DLC)**

- Section 1. A District Leadership Conference shall be held each year
- Section 2. Each local Chapter (school) in good standings shall be entitled to send from its active membership, voting delegates to the District Leadership Conference in accordance with the following:
  - 1-50 members 2 voting delegates per school
  - 51-100 members 3 voting delegates per school
  - 101-150 members 4 voting delegates per school
  - 151-200 members 5 voting delegates per school
  - 201-250 members 6 voting delegates per school

For each additional 50 members a Chapter may have, it receives one additional voting delegate. It is permissible to split the charter’s votes.

- Section 3. Voting delegates shall be entitled to vote on all matters, which come before the general session. There shall be no proxy voting.
- Section 4. The quorum for all business meetings of the District Leadership Conference (DLC) shall be majority of the voting delegates.

**ARTICLE VI. CONTESTANTS AT DISTRICT LEADERSHIP CONFERENCE**

- Section 1. The number of contestants who may participate in competitive events at the District Leadership Conference (DLC) is determined by the event and the number of dues paid FBLA members at the charter (school). Members are allowed to enter only one competitive event at the DLC with the exception of Who’s Who in FBLA.
- Section 2. In Performance Events, one (1) contestant (or one team) from each chapter (school) may participate at the DLC. A list of events can be found at the Florida FBLA website.

Section 3. In Skill events, the number of contestants (or teams) from each charter (school) who may participate in Skills events will be determined by the following scale:

0-50 members	3 contestants per school
51-100 members	5 contestants per school
100-150 members	6 contestants per school

For each additional 50 members a charter may enter one additional contestant. A list of events can be found at the Florida FBLA website.

Section 4. In online events, the number of contestants from each chapter (school) who may participate in on-line events will be determined by the following scale:

0-50 members	4 contestants per school
51-100 members	6 contestants per school
100-150 members	8 contestants per school

For each additional 50 members a charter may enter two (2) additional contestants. A list of events can be found at the Florida FBLA website.

In the event that a middle school chapter has maximized all categories available to their grade level and still have eligible members, that chapter may increase the number of contestants by two in each online event category.

Section 5. In team events, one (1) contestant (or one team) from each chapter (school) may participate at the DLC.

Section 6. In Chapter events, one (1) contestant (or one team) from each charter (school) may participate at the DLC.

Section 7. The following competitive events are considered Recognition events:

<b>High School</b>	<b>Middle School</b>
Business Person of the Year	None
Honorary Life Member	
Who’s Who in Florida FBLA	

**ARTICLE VII. DISTRICT BOARD OF DIRECTORS**

- Section 1. The District Board of Directors will consist of the District Director, the District President, and the previous District Director. If any of these are not available or if 1 person holds multiple positions, the District Advisers will appoint/select an At-Large Adviser to fill that role. Any Adviser may also volunteer for this position prior to the District Advisers selection.
  
- Section 2. The District Board of Directors, by a two-thirds vote, shall:
  - A. Adopt policies of operation of FBLA as deemed necessary. Policy statements should be submitted to local advisors.
  - B. Determine such matters as the number of contestants per contest from each charter and the number of voting delegates per charter.
  - C. Serve as a Screening Committee for officer candidates and approve candidates from District President. The Screening Committee will use the State Officer Screening Guidelines in screening District officer candidates.
  
- Section 3. Meetings may be called by the District Director when deemed necessary.
  
- Section 4. The District Board of Directors shall serve as the Grievance Committee at the District Leadership Conference, with recommendations, those proposed amendments approved by the Board of Directors.
  
- Section 5. The responsibilities of District Director will be accepted by the adviser to the District President. District Director will receive an honorarium of \$1,000 for fulfillment of District Director duties. Funds for honorarium will come from the District account and be paid following the State Leadership Conference. Unless the Pasco County District CTE Department pays a supplement according to their annual budget.

**ARTICLE VIII. THE DISTRICT EXECUTIVE COUNCIL**

- Section 1. The District Director, the District President, District Senior Vice-President, District Junior Vice-President, District Parliamentarian, District Historian, Chapter Presidents, and the Charter Advisers constitute the district Executive Council.
  
- Section 2. The District Executive Council shall:



- A. Suggest policies of operation of FBLA as deemed necessary by a majority vote subject to approval of the board of Directors.
- B. Work cooperatively with the District Director in planning and implementing District activities.

Section 3. The District Director shall call meetings when deemed necessary.

## **ARTICLE IX. AMENDMENTS**

Proposed amendments to these bylaws shall be submitted in time to be reviewed by the District Board of Directors and the Executive Council at the same time as District Officer Elections. Notice of proposed amendments shall be reviewed by the District Board of Directors before they can be submitted to the Executive Council. The Board of Directors shall present proposed amendments, with recommendations, to the Executive Council at the District Leadership Conference. A two-thirds vote of the Executive Council is required for adoption.

**Effective October 5, 2021**