

• **TABLE OF CONTENTS**

SECTION A – GENERAL INFORMATION	1
THE ORGANIZATION.....	1
MISSION STATEMENT	1
FBLA-PBL GOALS.....	1
FBLA CREED.....	2
FBLA CODE OF ETHICS.....	2
WHAT IS CAREER AND TECHNICAL EDUCATION.....	3
SECTION B – NATIONAL STRUCTURE	4
NATIONAL HISTORY	4
NATIONAL FBLA STRUCTURE	5
ORGANIZATION STRUCTURE	6
NATIONAL OFFICE SERVICES.....	7
NATIONAL RESOURCES	8
NATIONAL PUBLICATIONS.....	8
NATIONAL STAFF	9
OFFICIAL EMBLEMS AND SUPPLIER.....	9
RUNNING FOR NATIONAL OFFICE	10
FUTURE BUSINESS LEADERS OF AMERICA NATIONAL BY LAWS.....	12
SECTION C – STATE STRUCTURE.....	20
WYOMING HISTORY	20
STATE FBLA STRUCTURE	20
FINANCIAL STRUCTURE	20
DUES	21
STATE CHAIRPERSON	22
STATE ADVISER.....	23
WYOMING BOARD OF DIRECTORS.....	23
STATE GRIEVANCE COMMITTEE.....	24
WYOMING FBLA CHAPTER QUADRANTS	25
STATE OFFICE SERVICES	25
STATE PUBLICATIONS	25
STATE STAFF	26
RUNNING FOR STATE OFFICE	27
WYOMING STATE CHAPTER FBLA OFFICER CANDIDATE APPLICATION	30
STATE OFFICERS	31
DUTIES OF STATE OFFICERS	32
FBLA OFFICERS’ CODE OF CONDUCT.....	33
DUTIES AND RESPONSIBILITIES OF SPECIFIC STATE OFFICERS	34
STATE OFFICER STANDARD OPERATING PROCEDURES AND RESPONSIBILITIES	35
GENERAL ADVISER INFORMATION.....	39
ADVISER REPONSIBILITIES.....	40
ADVISER TO A STATE OFFICER GUIDELINES	41
WYOMING FBLA CONSTITUTION	42
WYOMING FBLA BYLAWS	45

SECTION D – LOCAL CHAPTER INFORMATION	50
LOCAL CHAPTER STRUCTURE	50
CHAPTER INFORMATION	50
ADVISER’S ROLE	51
HOW TO START A CHAPTER	52
RUNNING FOR A CHAPTER OFFICE	53
DEVELOPING A PROGRAM OF WORK	54
SUGGESTED PROGRAM OF WORK	55
EXAMPLES OF ACTIVITIES	67
COMMITTEE STRUCTURE TO ACCOMPLISH A PROGRAM OF WORK	60
INDIVIDUAL AND COMMITTEE PLAN OF WORK	61
BASIC PARLIAMENTARY PROCEDURE FOR CHAPTER MEETINGS	62
SUGGESTED AGENDA FOR MEETINGS	62
BASIC RULES FOR RECORDING MINUTES	63
BASIC RULES FOR TREASURER’S REPORT	63
GUIDELINES FOR REACTIVATING OR CHARTERING A NEW CHAPTER	64
SECTION E – CONFERENCES	65
STATE FALL LEADERSHIP CONFERENCE	65
NATIONAL FALL LEADERSHIP CONFERENCE	65
STATE LEADERSHIP CONFERENCE	65
NATIONAL LEADERSHIP CONFERENCE	65
PROFESSIONAL CONFERENCE PARTICIPATION	65
CONFERENCE DRESS CODE	66
CODE OF CONDUCT	67
AUTHORIZATION – MEDICAL RELEASE – PARENTAL CONSENT FORM	68
SECTION F – CEREMONIES AND SERVICES	69
CEREMONIES	69
CHAPTER INSTALLTION/INDUCTION OF NEW MEMBERS	70
CHAPTER INSTALLATION	71
INSTALLATION OF OFFICERS	73
INDUCTION OF NEW MEMBERS	75
EMBLEM CEREMONY	76

- **SECTION A – GENERAL INFORMATION**

- **THE ORGANIZATION**

Future Business Leaders of America is a local, state, and national organization for secondary students who are participating in business and business-related programs. Future Business Leaders of America can function as an integral part of the instructional program of the business curriculum in secondary schools. Future Business Leaders of America is composed of active, professional, honorary life, and national honorary life members and is the secondary division of FBLA-PBL, Inc.

The purpose of FBLA is to provide, as an integral part of the instructional program, additional opportunities for secondary students (grades 7-12) in business and/or business-related fields to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

- **FBLA-PBL MISSION STATEMENT**

Our mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

- **FBLA-PBL 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 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.

- **FBLA CREED**

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 of these groups.

I believe every person should prepare for a useful occupation and should 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 and that this right should not be denied because of race, color, creed, sex, or handicap.

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 effectively and to think clearly. I promise to use my abilities to make the world a better place for everyone.

- **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 by 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 to my school.

I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.

- **WHAT IS CAREER AND TECHNICAL EDUCATION**

Career and technical education is training that equips the recipients with entry skills, retrain them for changing employment, or updates them with current technological skills.

Program standards:

- Career and technical education programs are an important component of the total educational system.
- Career and technical education programs should duplicate or simulate actual work environments.
- Career and technical education programs should be taught by individuals who have work experience in the field.
- Career and technical education should be available to all who need, want, and can profit by it.

SECTION B – NATIONAL STRUCTURE

● NATIONAL HISTORY

During 1937-38 Hamden L. Forkner of Teachers College, Columbia University, New York City, proposed to various business teachers attending meetings of their respective state and regional associations that a plan of organization be set up for the thousands of business clubs in high school and colleges throughout the country. Official sponsorship of the proposed organization for business students was accepted by the National Council for Business Education at its fall meeting in 1940. The sponsoring organization immediately appointed committees to formulate the general plans of the organization. The name "FUTURE BUSINESS LEADERS OF AMERICA" was selected, and provisions were made for the establishment of local chapters, state chapters, and the national organization.

Throughout 1941-1942, meetings were held with business teachers, administrators, and business persons in the many communities to secure the best ideas for successful organization and operation of FBLA chapters. Although the United States was soon engaged in World War II, it was decided to establish a number of "pilot" or experimental chapters. The first local chapter was organized in Johnson City, Tennessee, on February 3, 1942, and the second local chapter at St. Albans, West Virginia, on February 5 of the same year. Of the 41 chapters organized in 1942, 27 were in Tennessee, largely due to the work and enthusiasm of Wayne Hodges, a graduate student at the University of Tennessee, Knoxville.

The first state chapter to receive a charter was Iowa during the 1946-47 school year. It was quickly followed by Indiana and Ohio. By 1950, ten states had received state charters. As mobilization increased during World War II, further promotion of FBLA chapters was discontinued. Even so, 38 additional chapters were organized in response to student demand between January 1, 1943, and July 1, 1946. Activities of the chapters during the war years included, for the most part, sponsorship of and participation in war service activities and community work. Many of the chapters had enviable records of services performed during that time. The National Council for Business Education and the Department of Business Education of the National Education Association merged to form the United Business Education Association (UBEA) in July 1946. The UBEA, known as the National Business Education Association since 1962, assumed the sponsorship of FBLA and established a headquarters office at the National Business Education Association Center in Reston, Virginia, near Washington, D.C.

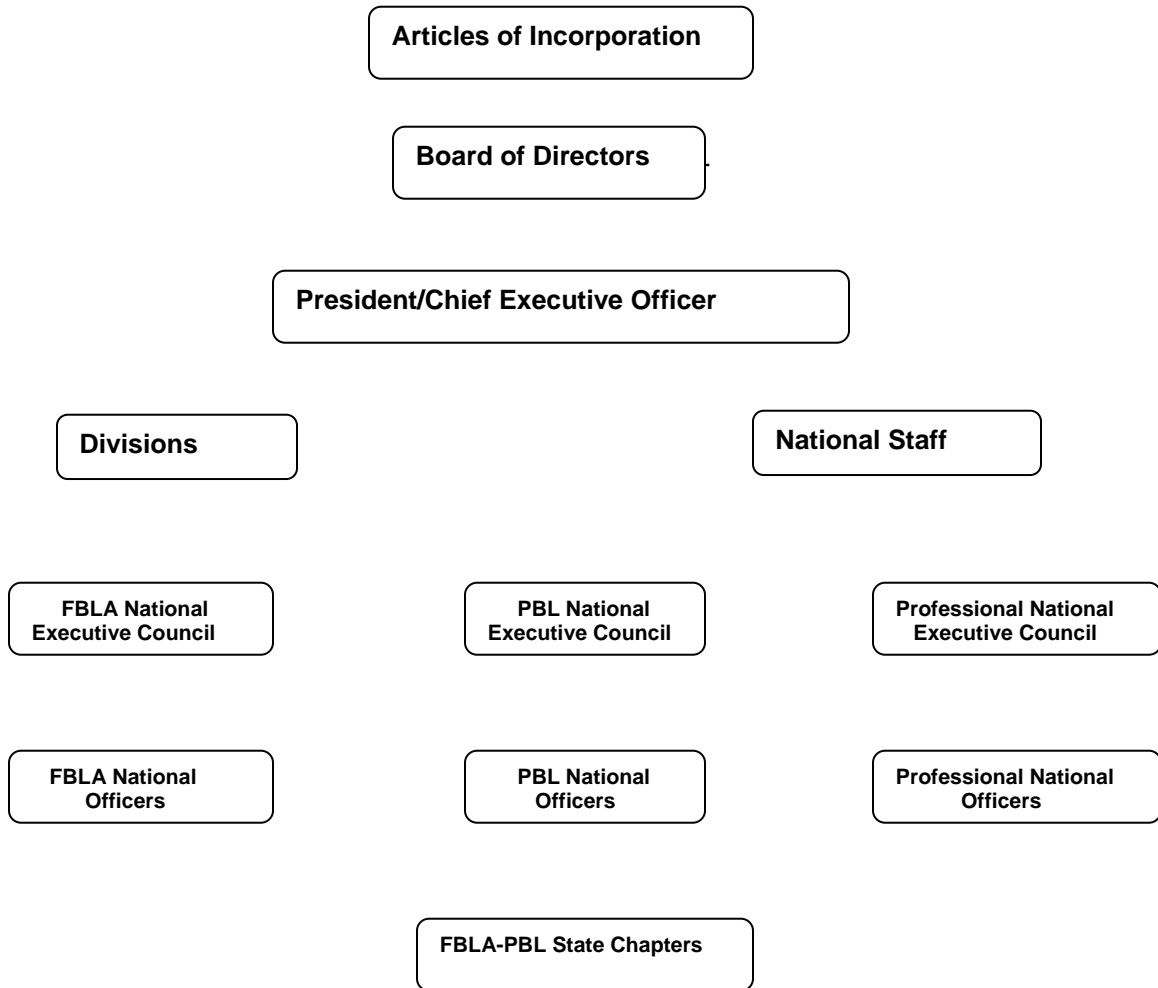
In 1958, a separate postsecondary division of FBLA called PHI BETA LAMBDA was established. The first postsecondary institution to receive a Phi Beta Lambda charter was State College of Iowa, now called the University of Northern Iowa. After years of steady growth and development in both the secondary and postsecondary divisions, FBLA-PBL chose independent status in 1969 and with an independent board of directors and a full-time staff, became Future Business Leaders of America-Phi Beta Lambda, Incorporated. The organization's national office is located in Reston, Virginia.

In December 1978, a new division called ALUMNI/PROFESSIONAL DIVISION of FBLA-PBL was formed. In July 1989, the board of directors of FBLA-PBL, Inc., approved the PROFESSIONAL DIVISION of FBLA-PBL. This move combined the existing Alumni and Professional Divisions. Membership in this division is open to all individuals interested in promoting FBLA-PBL goals. Members may include employers, educators, parents, businesspersons, FBLA-PBL alumni, program supporters, or any person who wishes to contribute to the growth and development of the association and the membership. Chapter advisers are encouraged to show their support of the organization and join the Professional Division.

Since its founding, the organization has made steady growth in the number of chapters organized, in its program of service, and in its total membership. Currently, FBLA-PBL involves nearly 250,000 members in over 13,000 chartered chapters in the United States, Puerto Rico, the Virgin Islands, and Department of Defense Dependent Schools worldwide. Local chapters are chartered by the national association and operate under the supervision of a state chapter.

- **NATIONAL FBLA STRUCTURE**

Future Business Leaders of America-Phi Beta Lambda, Inc (FBLA-PBL), is a nonprofit organization composed of three divisions: FBLA at the secondary level, Phi Beta Lambda at the postsecondary level, and the Professional Division. Most local chapters are under the supervision of a state chapter, and all work within the framework of the national organization (Figure 1). Members of the business faculty serve as advisers to local chapters and usually are assisted by advisory committees.



- **ORGANIZATION STRUCTURE**

One organization that has acknowledged the interplay of groups within its broader composition is FBLA-PBL, Inc., a national career and technical student organization. Established in part to encourage, motivate, and assist business students in developing career competencies, one of its goals is to make students more confident of their potential.

The organizational framework of FBLA-PBL, Inc., is uncomplicated. A board of directors sets policy and at the national level, a president and CEO implements it, providing personnel necessary to accomplish established objectives. At the student level, national officers, selected annually by the student membership, reflect student needs and input as well as act as liaison with those at the national level who implement policy. Ideally, each of these groups interacts in a joint effort that accomplishes the organizational goals.

- **Board of Directors**

The board of directors, which operates under the FBLA-PBL Articles of Incorporation established in 1969 is composed of professional educators, local and state advisers, state supervisors, business and industry representatives, and the three divisions' national presidents. A president and chief executive officer of the association is appointed by the board of directors and a national staff functions under his/her direction.

- **FBLA National Executive Council**

Each of the student divisions has its own National Executive Council. The national officers of FBLA along with the ex officio, nonvoting members, constitute the National Executive Council. The chairperson of the board of directors, the president and chief executive officer, the executive vice president, and a state committee member or local adviser for each national officer, and the parliamentarian are the ex officio, nonvoting members.

- **PBL National Executive Council**

The national officers of PBL, with the ex officio, nonvoting members, constitute the National Executive Council. The chairperson of the board of directors, the president and chief executive officer, the executive vice president, and a state committee member or local adviser for each national officer, and the parliamentarian are the ex officio, nonvoting members.

- **FBLA-PBL Professional Division Executive Council**

In 1989, the professional division was established. The national officers of the professional division along with the ex officio, nonvoting members, constitute the Executive Council. The chairperson of the board of directors, the president and chief executive officer, the executive vice president, and a state committee member or local chapter adviser for each national officer, and the parliamentarian are the ex officio, nonvoting members.

- **NATIONAL OFFICE SERVICES**

The main function of the national office is to provide service to members and chapters at the local and state levels. The national office performs the following services.

- Reviews, approves, and issues charters to state chapters.
- Cooperates with the FBLA-PBL state committees and schools in the various states and territories for the general promotion of FBLA-PBL.
- Acts as the custodian to the association's emblems.
- Renders advice and assistance to groups wishing to organize local and state chapters.
- Provides for the exchange of ideas on the national level for the successful operation of local and state FBLA-PBL chapters.
- Prepares and mails bulletins and packets of program materials to state and local chapters.
- Issues all chapters the student publication, Tomorrow's Business Leader, for distribution to each member.
- Issues charters to new local chapters upon approval by state chapters.
- Provides a permanent office and staff for the purpose of promoting FBLA-PBL.
- Performs liaison functions on the national level with other student organizations, professional and business organizations, and governmental agencies.
- Renders administrative services to local and state chapters and to individual members.
- Supplies a national membership card to each member.
- Assumes responsibility for activities usually performed by state chapters in states where such chapters are not yet organized.
- Coordinates the National Leadership Conference Awards Program.

- **NATIONAL RESOURCES**

- **Handbook.** The Chapter Management Handbook is the official guide of FBLA and PBL for instructors, administrators, advisers, members, and students interested in organizing chapters of FBLA or PBL. The Chapter Management Handbook also contains a Competitive Events section, which outlines regulations and guidelines for all competitive events offered at the national level. Each local chapter is given one complimentary copy of the Chapter Management Handbook when it receives its charter.
- **Adviser's chapter planning packet.** This packet is mailed to all advisers in the fall. It contains a poster, calendar, Chapter Management Handbook updates, and information designed to assist in the organization of a chapter.
- **Event preparation guides.** These guides may be purchased through MarketPlace and are available for written objective tests, interview/performance events, skill events, and written reports.

- **NATIONAL PUBLICATIONS**

The FBLA-PBL program is strengthened by the promotion of chapter projects, programs, and other activities in various publications. In addition to the national publications outlined, many state and local chapters publish newsletters for distribution within their individual districts, states, or regions.

- **Tomorrow's Business Leader.** This is the official student publication of FBLA. Copies are made available for each member and are mailed to local chapter advisers for distribution. The magazine features state and local chapter news items which are of special interest to other chapters. It includes articles by leading educators and business persons as well as stories and photographs of chapter activities and projects. All local and state chapters are encouraged to supply the national office with articles for publication.
- **Adviser's Hotline.** This document is prepared especially for the chapter adviser and is mailed quarterly to keep advisers and members aware of administrative happenings in the national office as well as in state offices across the country.
- **The Professional Edge.** This newsletter is mailed to all Professional Division members to keep them up to date.
- **National Leadership Conference Guide and National Leadership Conference Wrap Up** are publications designed to provide members with information about the national leadership conferences. The Guide offers pre-conference information and registration forms and is mailed to each active chapter in March. Included in the Leader's special November issue Wrap Up reports conference events information and announces the winners of the competitive events.
- **National Fall Leadership Conference Guide** is published and distributed by the national office in spring and late summer to assist local chapters in planning and registration.

- **NATIONAL STAFF**

- **President and Chief Executive Officer**
Jean M. Buckley
- **Address**
Future Business Leader of America-Phi Beta Lambda, Inc.
1912 Association Drive
Reston, VA 22091
- **National Website**
www.fbla-pbl.org
- **Telephone**
(800) 325-2946 (FBLA-WIN)

- **OFFICIAL EMBLEMS AND SUPPLIER**

The official emblems of Future Business Leader of America-Phi Beta Lambda, Inc., authorized in the national bylaws and registered in the U.S. Patent Office under the Trademark Act of 1946, are issued only to members of FBLA or PBL.

The official emblem may be found under the *National Organization* section of the Chapter Management Handbook.

The official FBLA supplier is

FBLA MarketPlace
4471 Nicole Drive
Lanham, MD 20706
Toll-free: 1-800-352-2725
FAX: (301) 731-6101

All paid local chapters will receive a catalog each year. The catalog is mailed in the fall with the Chapter Management Handbook updates. MarketPlace will accept VISA and MasterCard charge orders as well as school vouchers as payment for any of the items in the catalog. In most cases, the orders will be delivered within one week of the date they receive payment. Except in rare circumstances, all orders will be delivered within two-three weeks. Special orders, e.g. personalized banners, garments or jewelry, will take longer.

- **RUNNING FOR NATIONAL OFFICE**

Procedure for electing national officers. The national president, secretary, and treasurer are nominated and elected annually at the National Leadership Conference by a majority vote of state chapter delegates. The five regional vice presidents are elected annually at the National Leadership Conference by a majority vote of voting representatives of local chapters from the regions concerned. The individual (with at least one year of high school remaining) who scores the highest on the parliamentary procedure written test is appointed national parliamentarian.

Wyoming guidelines for selecting national officer candidates. Wyoming candidates for national office shall be selected as follows: applications for candidacy must be sent to the state chairperson by the published deadline date prior to the national conference.

Duties and responsibilities of national officers. The National Officer Candidate Guide is the official guideline. Advisers who have a student interested in running for a national office should contact the national office for a copy.

- **The president shall:**

- Serve as chairperson of the National Executive Council.
- Preside over the council meetings and business meetings of FBLA.
- Serve as a member of the board of directors.
- Appoint appropriate committees and committee chairpersons.
- Serve as an ex officio, nonvoting member of all committees.
- Appoint the parliamentarian.
- Perform other duties for the promotion and development of local, state, and national FBLA.

- **The vice president shall:**

- Assist the president in the promotion and development of FBLA in the regions that elected them.
- Assist in planning regional leadership conferences.
- Preside at regional meetings at the National Leadership Conference.

- **The secretary shall:**

- Keep an accurate record of all business meetings of the National Leadership Conference and the National Executive Council.
- Supply promptly at least one copy of the minutes and substantiating reports to the FBLA president and the association president and chief executive officer.
- Initiate communication with state officers to promote quality articles for national publications.

- **RUNNING FOR NATIONAL OFFICE – Continued**

- **The treasurer shall:**

- Assist the national office in keeping an accurate record of national officer travel expenses and disbursements and in planning national officer travel.
- Present an annual financial report to members at the National Leadership Conference.

- **The parliamentarian shall:**

- Advise the president of the orderly conduct of business in accordance with FBLA bylaws and Robert's Rules of Order, Newly Revised.
- Shall initiate communication with his/her state counterparts to promote expansion of parliamentary knowledge and awareness.
- Serve as an ex officio member of the National Executive Council.

These officers shall serve on the National Executive Council, perform the duties prescribed in the bylaws, and perform such other duties as are directed by the FBLA president and the association president and chief executive officer and not inconsistent with the bylaws or other rules adopted by FBLA.

- **FUTURE BUSINESS LEADERS OF AMERICA NATIONAL BYLAWS**

Article I. Name

The name of this division FBLA-PBL, Inc., shall be “Future Business Leaders of America” and may be referred to as “FBLA.”

Article II. Purpose

Section 1. The purpose of FBLA is to provide as an integral part of the instructional program, additional opportunities for secondary students (grades 7-12) in business and/or business-related fields to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

Section 2. The specific goals of FBLA 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.

Article III. Membership

Section 1. 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 2. National FBLA, as well as the state and local chapters, shall be open for membership to these classes of members:

- **Active members** shall be secondary students who become members while enrolled in business and/or business-related fields, 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 national events, in accordance with the guidelines of the National Awards Program, serve as voting delegates to the National Leadership Conference, hold national office in accordance with Article VI, and otherwise represent their state and local chapters as approved by their respective state or local advisers.

- **FUTURE BUSINESS LEADERS OF AMERICA NATIONAL BYLAWS – Continued**

- **Professional members** shall be persons associated with or participating in the professional development of FBLA as approved by state chapters. Such members may include local and state chapter advisers, business teachers, business teacher educators, state supervisors of business and office education, employers or supervisors of cooperative work-training students, advisory council members, business persons, and other persons contributing to the growth and development of FBLA. Professional members shall pay dues as established by FBLA, but shall not participate in events, serve as voting delegates, or hold office.
- **Honorary life members** may be elected to a state or local chapter by a majority vote. They shall be persons who are assisting in the advancement of business education and/or who are rendering outstanding service to FBLA-PBL, Inc. Honorary life members shall not vote or hold office and shall not be required to pay dues.
- **National honorary life members** may be recommended by the membership and shall be accepted upon approval by the board of directors of FBLA-PBL, Inc. They shall be persons making significant contributions to the field of business and office education and/or to the growth and development of FBLA-PBL, Inc. National honorary life members shall not vote or hold office and shall not be required to pay dues.

Article IV. Dues and Finance

Section 1. National dues based on fiscal reports by the national office and on recommendation by the National Executive Council and the board of directors, shall be determined by a majority vote of the state voting delegates at the National Leadership Conference. National dues of members shall be forwarded directly to the FBLA national office or shall be submitted through state chapters at the discretion of the state chapter.

Section 2. Annual dues shall be \$6.

Section 3. The affairs and property of FBLA shall be managed by the board of directors, according to the current D.C. code.

Section 4. The association president and chief executive officer shall administer all FBLA finances, submit an annual budget to the board of directors for approval, and provide the board of directors and members with an annual audit.

Section 5. The fiscal year for FBLA shall be July 1 through June 30.

Article V. Organization

Section 1. FBLA shall be an association of state and local chapters, each operating in accordance with a charter granted by FBLA-PBL, Inc. Only chapters which have received charters and chapter numbers issued by FBLA-PBL, Inc., and which are currently in good standing, shall be referred to as “Future Business Leaders of America” or “FBLA.”

Section 2. The board of directors of FBLA-PBL, Inc., shall serve as the policymaking body of this organization and derives its authority from the Articles of Incorporation of FBLA-PBL, Inc., and the laws of the District of Columbia. It may be referred to as the board of directors. Members of the board of directors shall be nominated by state chairpersons and elected by the local FBLA-PBL chapters of their respective regions for three-year terms in accordance with the nominating and voting procedures determined by the board of directors.

- **FUTURE BUSINESS LEADERS OF AMERICA NATIONAL BYLAWS – Continued**

Section 3. The administration of FBLA shall be vested in the association president and chief executive officer of FBLA-PBL, Inc.

Section 4. There shall be a national executive council which shall make recommendations to the board of directors and perform other duties as prescribed in these bylaws.

Section 5. There shall be five administrative regions. The EASTERN REGION consists of Connecticut, Delaware, District of Columbia, DODDSEUR (Europe), Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, and Virgin Islands. The SOUTHERN REGION consists of Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia. The NORTH-CENTRAL REGION consists of Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin. The MOUNTAIN PLAINS REGION consists of Colorado, Kansas, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, and Wyoming. The WESTERN REGION consists of Alaska, Arizona, California, Canal Zone, Guam, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, and Washington.

Section 6. State chapter charters shall be issued upon approval of the board of directors. A state chapter shall have at least five local chapters with all members holding national membership in FBLA and hold one annual meeting to elect state officers and conduct business in order to qualify for a charter. Each state chapter shall have a state committee composed of professional educators in the areas of business occupations.

Section 7. A state committee chairperson shall be recommended by the association president and chief executive officer and approved by the board of directors.

Section 8. Each local chapter shall have an adviser who shall be a faculty member who is teaching a business or business-related course. A local chapter may have as many special-emphasis groups under the chapter charter as it deems necessary to meet the interests of all students. The local chapter of FBLA shall assume full responsibility for coordinating the program for these interest groups.

Article VI. Officers and Elections

Section 1. National officers. The national elected officers of FBLA shall be a president, five vice-presidents representing the respective regions, a secretary, and a treasurer.

Section 2. Qualifications for national office:

- Only active members are eligible to hold national office.
- Only those applicants who are present at the National Leadership Conference and officially certified by the officer screening committee shall be eligible for nomination.
- To be considered for an office in FBLA, a candidate shall:
 - Have at least one full year remaining in his/her business program.
 - Hold or have held an elective office in his/her local or state program.
 - Be recommended by the chapter advisers and endorsed by his/her local and state chapters.
 - File an official application with the association president and chief executive officer of FBLA-PBL, Inc., by May 15.

- **FUTURE BUSINESS LEADERS OF AMERICA NATIONAL BYLAWS – Continued**

- If no state chapters submits an applicant for a particular office by the May 15 deadline, then the deadline for the particular office shall be extended to June 15.
- Applicants for national office who become candidates for office as of the second deadline shall have to prepare a campaign for office like all other candidates, including a requirement to pass the Officer Screening Committee and caucus in state chapter meetings.
- If no candidates are submitted for a particular office by the first or second deadline, then candidates may apply for office at the National Leadership Conference and shall comply with all the guidelines that other candidates comply with during the conference.
- Candidates for secretary must possess the ability to take minutes and must have completed one year of typewriting/keyboarding instruction by the time of their election at the National Leadership Conference.
- Candidates for treasurer must have completed one year of accounting, bookkeeping, or record keeping by the time of their election at the National Leadership Conference.

Section 3. Nominations

- The president, secretary, and treasurer shall be nominated by a state chapter at a general session of the National Leadership Conference. The national vice presidents representing the regions shall be nominated by state chapters at their respective regional meetings at the National Leadership Conference.
- Only candidates approved by the Officer Screening Committee shall be nominated.

Section 4. Elections

- The president, secretary, and treasurer shall be elected annually at a general session of the National Leadership Conference by the state voting delegates. The national vice presidents representing the regions shall be elected annually at their respective regional meetings at the National Leadership Conference by the local voting delegates of the respective regions.
- The president, secretary, and treasurer shall be decided by a ballot vote by the state voting delegates. The national vice presidents shall be elected by a ballot vote by the local voting delegates of the respective regions. A majority vote shall be required for elections. If no candidate for an office receives a majority on the third vote, the candidate receiving the lowest number of votes for that vote shall be dropped from the fourth 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.
- No two national officers shall be elected from the same state chapter.

Section 5. Term of office. National officers shall be elected for one year or until their successors are elected or appointed, and their term of office shall begin at the close of the National Leadership Conference at which they were elected.

- **FUTURE BUSINESS LEADERS OF AMERICA NATIONAL BYLAWS – Continued**

Section 6. Vacancy in office. A vacancy in any office, other than that of president shall be filled by appointment by the president with the approval of the National Executive Council. Should the office of president become vacant, the vice president from the president's region shall automatically become president.

Section 7. Appointment of parliamentarian. The person scoring highest on the Parliamentary Procedure written test shall be appointed by the incoming national president to serve as parliamentarian. This individual shall have at least one year remaining before being graduated from a secondary school.

Article VII. Duties of FBLA National Officers

Section 1. The president shall:

- Serve as chairperson of the National Executive Council.
- Preside over the council meetings and business meetings of FBLA.
- Serve as a member of the board of directors.
- Appoint appropriate committees and committee chairpersons.
- Serve as an ex officio, nonvoting member of all committees.
- Appoint the parliamentarian.
- Perform other duties for the promotion and development of local, state, and national FBLA.

Section 2. The vice president shall:

- Assist the president in the promotion and development of FBLA in the regions that elected them.
- Assist in planning regional leadership conferences.
- Preside at regional meetings at the National Leadership Conference.

Section 3. The secretary shall:

- Keep an accurate record of all business meetings of the National Leadership Conference and the National Executive Council.
- Supply promptly at least one copy of the minutes and substantiating reports to the FBLA president and the association president and chief executive officer.
- Initiate communication with state officers to promote quality articles for national publications.

Section 4. The treasurer shall:

- Assist the national office in keeping an accurate record of national officer travel expenses and disbursements and in planning national officer travel.
- Present an annual financial report to members at the National Leadership Conference.

- **FUTURE BUSINESS LEADERS OF AMERICA NATIONAL BYLAWS – Continued**

Section 5. The parliamentarian shall:

- Advise the president of the orderly conduct of business in accordance with FBLA bylaws and Robert's Rules of Order, Newly Revised.
- Shall initiate communication with his/her state counterparts to promote expansion of parliamentary knowledge and awareness.
- Serve as an ex officio member of the National Executive Council.

Section 6. These officers shall serve on the National Executive Council, perform the duties prescribed in these bylaws, and perform such other duties as are directed by the FBLA president, the association president and chief executive officer, and the board of directors and not inconsistent with these bylaws or other rules adopted by FBLA.

Article VIII. National Leadership Conference

Section 1. A national leadership conference shall be held each year. A date and location will be recommended by national staff and approved by the board of directors.

Section 2. Each state chapter in good standing shall be entitled to send two voting delegates and one alternate from its active membership to the National Leadership Conference.

Section 3. Each local chapter in good standing shall be entitled to send from its active membership two to four local voting delegates and one alternate for each voting delegate to the National Leadership Conference in accordance with the following:

- Less than 50 members – two voting delegates.
- From 50–100 members – three voting delegates.
- More than 100 members – four voting delegates.

Section 4. All voting delegates of local and state chapters shall be officially certified by their respective advisers and their names submitted to the national office postmarked no later than 20 days prior to the National Leadership Conference.

Section 5. Voting. State voting delegates shall be entitled to vote on all matters which come before the general session. Local voting delegates shall be entitled to vote on all matters which come before regional meetings. There shall be no proxy voting.

Section 6. Quorum. The quorum for all business meetings of the National Leadership Conference shall be by a majority of the registered voting delegates.

- **FUTURE BUSINESS LEADERS OF AMERICA NATIONAL BYLAWS – Continued**

Article IX. National Executive Council

Section 1. The national officers of FBLA shall, with the ex officio, nonvoting members, constitute the National Executive Council. The chairperson of the board of directors, the association president and chief executive officer, and a state committee person for each national officer shall be ex officio, nonvoting members.

Section 2. Duties. The National Executive Council shall:

- Adopt policies of operation of FBLA as deemed necessary by a three-fourths vote subject to the approval of the board of directors.
- Approve committee appointments and the creation of new committees by the president.
- Approve appointments by the president to fill vacancies in office.
- Present to the voting delegates at the National Leadership Conference, with recommendations, those proposed amendments approved by the board of directors.
- Perform such other duties as are prescribed by these bylaws.

Section 3. Meetings. Meetings shall be called by the president, or upon the written request of three voting members of the National Executive Council, upon approval by the association president and chief executive officer.

Section 4. Voting by mail. Business of the National Executive Council may be conducted by mail at the discretion of the FBLA president upon the approval by the association president and chief executive officer. For adoption, action by mail shall require a three-fourths vote of the members eligible to vote, and shall be recorded in the minutes of the next regular meeting.

Article X. Committees

Section 1. Advisory committees to assist in the growth and development of FBLA may be appointed as deemed necessary by the board of directors. Recommendations of person for such appointments shall be requested of state chapters.

Section 2. Local and state chapters may select advisory committees to assist in the growth and development of their respective chapters.

Section 3. The president of FBLA shall, with the approval of the National Executive Council, establish committees, appoint their members for a period not to exceed his/her term in office, and assist these committees in their activities.

Section 4. An officer screening committee, composed of national officers and board members, shall be appointed by the FBLA president in consultation with the association president and chief executive officer. The officer screening committee shall, after careful consideration of applicants for officers of FBLA, approve candidates for nomination.

Section 5. Committee business may be conducted by mail at the discretion of the chairperson. For adoption, action by mail shall require a majority vote of the members eligible to vote and shall be reported to the committee members no later than the next regular meeting.

- **FUTURE BUSINESS LEADERS OF AMERICA NATIONAL BYLAWS – Continued**

Article XI. Emblem and Colors

Section 1. The official emblem and insignia item designs are described and protected from infringement by registration in the U.S. Patent Office under the trademark Act of 1946. The manufacture, reproduction, wearing, or display of the emblem shall be governed by the board of directors.

Section 2. Emblems and insignia shall be uniform in all local and state chapters and within special-emphasis groups; they shall be those of FBLA. Only members in good standing may use official emblems and insignia.

Section 3. The official colors of FBLA shall be blue and gold.

Article XII. Parliamentary Authority

The rules contained in Robert's Rules of Order, Newly Revised shall govern the FBLA in all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA-PBL, Inc., these bylaws, or any special rules of order the FBLA may adopt.

Article XIII. Amendment

Proposed amendments to these bylaws shall be submitted in writing by local or state chapters or by a national officer to the association president and chief executive officer no later than April 1. The proposed amendments shall be submitted for review to the division president and the bylaws committee of the board of directors by April 15. Proposed amendments approved by the bylaws committee shall be returned to the association president and chief executive officer by May 15. Each state chapter will be sent copies of the approved proposed amendment by May 15. The National Executive Council shall present approved proposed amendments to the state voting delegates at the National Leadership Conference. A two-thirds vote of the state voting delegates present and voting at the National Leadership Conference is required for adoption.

Adopted June 21, 1975
Amended July 4, 1979
Amended July 4, 1982
Amended July 4, 1983
Amended July 4, 1985
Amended June 29, 1986
Amended July 4, 1987
Amended June 28, 1988
Amended July 3, 1990
Amended July 3, 1992
Amended July 5, 1995

SECTION C – STATE STRUCTURE

• WYOMING HISTORY

During 1967-1968, it became apparent that there were enough local FBLA organizations in the state of Wyoming to merit a statewide leadership conference. The board of directors of the Wyoming Business Education Association appointed a committee to plan such a state meeting which was to offer competitive events, workshops, speakers, and mixers for the 1968-69 school year.

As a result of the work of that committee, Wyoming officially was recognized with an FBLA-PBL State Charter on April 15, 1969, State Charter No. 38. The first conference was held in Lander that same week, April 18-19, 1969. Elected at that time to serve as the first Wyoming state officers for the 1969-70 school year were: president, Steve Wilson, Wheatland; vice president, Christy Paris, Rawlins; and secretary-treasurer, Teresa Bailey, Cheyenne Central. Eight schools participated in that first conference: Casper Natrona, Cheyenne Central, Lander, Laramie, Powell, Rawlins, Rock Springs, and Wheatland.

The first Wyoming high school chapter to receive a charter was Laramie Senior High School in 1952. It was followed by Wheatland High School in 1958, and Rock Springs High School in 1959.

As FBLA graduate members enrolled in college, the demand for a college-level business organization increased and Wyoming's first Phi Beta Lambda chapter was organized at Northwest Community College in Powell in 1971. Since then, the University of Wyoming in Laramie, Eastern Wyoming Community College in Torrington, Laramie County Community College in Cheyenne, and Sheridan College in Sheridan have received their charters.

Future Business Leaders of America was approved by the Wyoming High School Activities Association in 1973; and since getting on the association's yearly calendar, the organization has shown growth in number of chapters and in financial support from the local school districts.

Wyoming FBLA has made steady progress in the number of chapters organized, its program of service, and its total membership. With the growing interest in FBLA, it is expected that several new chapters will be formed and former chapters will be reactivated.

• STATE FBLA STRUCTURE

The Wyoming State Chapter is comprised of more than 25 active chartered local FBLA chapters within Wyoming.

• FINANCIAL STRUCTURE

Future Business Leaders of America-Phi Beta Lambda, Inc., like many other students programs that are an integral part of their school's career and technical training program, is financed primarily through individual memberships in local chapters. Members' dues are paid through the local chapter. Some chapters, acting as a unit for the members, pay the dues from funds derived from income-producing chapter projects. The income from national membership dues is used exclusively by the national association for services provided to local and state chapters.

Wyoming state chapter operations are financed through the payment of state dues by members. Local activities are financed through the payment of chapter dues. Memberships at the local, district, state, and national levels are unified and are not available separately. The basic philosophy of FBLA-PBL has always been that members and chapters engage in fund-raising projects to make possible various chapter activities and programs.

•DUES

State dues are payable to the National Center by January 31 of the current year for competitive events eligibility at State Leadership Conference. State and national membership dues should be paid to the National Center. Membership cards are sent after membership dues are received at the national office.

Membership dues are as follows:

- National FBLA -- \$6.00
- Wyoming FBLA -- \$4.00 (includes \$1 donation to the Wyoming FBLA Foundation)
- Professional Division -- \$23.00

- **STATE CHAIRPERSON**

The Wyoming state chairperson is hired by the Career and Technical Student Organizations program director and the FBLA board of directors with recommendations from local advisers. Outlined below are the responsibilities of the state chairperson which in some cases may be delegated to other members of the FBLA state committee.

- Coordinate efficient operation of the respective organization under the direct supervision of the FBLA board of directors and CTSO program director.
- Coordinate all regional, state, and national meetings. Organize and direct state competitions on state level. Assist with travel for out-of-state conferences.
- Work with other career and technical student organizations (CTSO) to coordinate leadership development.
- Serve as adviser to state officers.
- Provide leadership training and development for new and veteran advisers at any/all state meetings.
- Attend regional, state, and national meetings to obtain updated knowledge to disseminate to advisers.
- Submit FBLA state chapter reports to the national office upon request, including budgeting and financial reports (financial adviser), membership, projects, and activities.
- Develop program of work around purposes with respective FBLA board of directors and state officers.
- Promote new council chapter affiliations and promote membership.
- Develop and/or maintain policy manuals and respective bylaws, receiving input and approval of FBLA board of directors. Distribute to all chapter advisers.
- Bring matters relative to the operation of the state chapter to the attention of the state committee.
- Be responsible for disseminating actions, issues, policies, and directions to the membership and general public.
- Prepare instructional correspondence to advisers and mailings to advisers.
- Provide membership services to chapters as needed.
- Help coordinate writing CTSO leadership grant for following year with input from advisers and FBLA board of directors.
- Act as liaison between their respective state, regional, national organizations, and the Wyoming High School Activities Association.
- Appoint state adviser to FBLA in accordance with individual state guidelines for that position

- **STATE ADVISER**

- The state adviser shall assist the state chairperson and act in an advisory capacity.
- The state adviser shall assist the state chairperson in planning and conducting the State Leadership Conference.
- The state adviser's signature will be valid on the checking account.
- The state adviser shall attend all Wyoming FBLA functions, which include FBLA board of directors' meetings, State Leadership Conference, and State Fall Leadership Conference, and will attempt to attend National Fall Leadership Conference and National Leadership Conference if financially feasible.
- The state adviser shall serve as a voting member of the FBLA board of directors.
- The state adviser shall work closely with the CTSO program director and state chairperson.
- The state adviser is appointed by the state chairperson and CTSO program director.
- The state adviser shall be a business educator with a minimum of three years experience as a local FBLA chapter adviser.
- The state adviser shall be a member of Wyoming Business Education Association and Wyoming Career and Technical Association.
- The term for the state adviser to serve Wyoming FBLA shall be three years. This term may be extended with the mutual agreement of the state chairperson, CTSO program director, and state adviser. If the state adviser vacates the position before the three years is up, the state chairperson and CTSO program director shall appoint a temporary replacement to complete the three-year term.
- The state adviser shall be appointed at State Leadership Conference and be in place to attend Wyoming Executive Leadership Institute.
- The state adviser shall receive a yearly stipend of \$500.

- **WYOMING BOARD OF DIRECTORS**

The board of directors guides and directs the activities of Wyoming FBLA. It is composed of the state chairperson, the state adviser, one adviser representing each FBLA quadrant, the Wyoming FBLA president, the Wyoming FBLA president's adviser, the CTSO program director, and two representatives from business and industry.

- **STATE GRIEVANCE COMMITTEE**

The committee will consist of the board of directors.

- In addition, the state vice president also will be asked to represent the membership.
- In the event that any of the grievances come from the school of one of the board members, that board member shall be excused from the meeting and another local adviser will be asked to sit in on the board meeting.

The function of this committee will be to hear grievances and resolve all problems at the state conference. The following procedures will be used:

- The local school district will enforce the school disciplinary procedures when a legitimate complaint has been filed against an individual or chapter.
- The official complaint is directed to the state chairperson.
- If the grievance cannot be resolved, the chairperson has the option to call the grievance committee to handle the situation.
- The grievance committee has the final say in all matters concerning the grievance.

- **WYOMING FBLA CHAPTER QUADRANTS**

<p><u>NORTHWEST</u> Big Horn High School Cody High School Greybull High School Riverton High School Rocky Mountain High School Ten Sleep High School</p>	<p><u>NORTHEAST</u> Buffalo High School Campbell County High School Clearmont High School Douglas High School Glenrock High School Kelly Walsh High School Midwest High School Natrona County High School Newcastle High School Niobrara County High School Wright High School</p>
<p><u>SOUTHWEST</u> Farson-Eden High School Hanna-Elk Mountain High School Laramie High School Mountain View High School Rawlins High School Saratoga High School</p>	<p><u>SOUTHEAST</u> Burns High School Cheyenne East High School Chugwater High School Guernsey-Sunrise High School Lingle-Ft. Laramie High School Pine Bluffs High School Torrington High School Wheatland High School</p>

- **STATE OFFICE SERVICES**

- **Information.** Handbooks and materials useful in starting a new chapter are sent upon request to schools interested in FBLA.
- **Installation/reactivation.** Those wishing to organize local FBLA chapters receive guidance in the installation of new and reactivated chapters.
- **Idea exchange.** Ideas are shared between local chapters.
- **Technical assistance.** The state chapter helps organize the State Leadership Conference.
- **Inservice training.** The state chapter provides inservice training for chapter advisers.
- **Materials request.** Requests are filled quickly and inquiries answered.

- **STATE PUBLICATIONS**

- The Wyoming FBLA Newsletter is published by the state reporter and provided to all chapters within the state.

- **STATE STAFF**

- **State Chairperson**

- Kathleen Humphrey
5825 Road 49
Torrington, WY 82240
307-532-7813 (Home)
307-837-2296 (School)
307-837-3025 (FAX)
khumphrey@goshen.k12.wy.us

- **State Adviser**

- Barb Frates
4702 Cactus Way
Cheyenne, WY 82009
(307) 771-2663 Ext. 139 (School)
bfrates@excite.com OR fratesb@laramie1.k12.wy.us

- **Career and Technical Student Organization Program Director**

- Bill Pannell
State Department of Education
Hathaway Building
2300 Capitol Avenue
2nd Floor
Cheyenne, WY 82002-0050
(307) 777-3549
bpanne@educ.state.wy.us

- **RUNNING FOR STATE OFFICE**

The experience of running for a local, state, or national FBLA office – win or lose – is an educationally rewarding experience and one that is typical of the American way of life. A good campaign demands cooperative effort and allegiance on the part of each member of the team. In no situation other than in an FBLA office does a chapter member have more opportunity to develop the qualities of leadership.

- **Election procedures**

- Candidates will be apprised of campaign rules and procedures and will be asked appropriate questions at the State Leadership Conference Campaign Meeting.
- No formal campaigning outside of the candidate's chapter is allowed prior to the State Leadership Conference.
- The candidates for president, vice president, secretary-treasurer, reporter, and parliamentarian will deliver their campaign speeches at the designated session of the State Leadership Conference.
- Elections will be held following caucus sessions.
- Campaign/candidate speeches by the campaign managers and the officer candidates are limited to a total of four minutes. These time limits will be strictly enforced,

- **RUNNING FOR A STATE OFFICE – Continued**

- **Campaign Tips**

One of the highlights of the FBLA conference is the election of officers. In order to determine the best candidate for each office, information must be gathered on all candidates. Campaigning is a series of organized, planned actions necessary for electing a candidate. It is an efficient way to provide information on the qualifications and characteristics of a candidate.

It is not too early to start planning! Organization is of great importance if accurate and efficient information outlining the positive characteristics and goals of a candidate is to be available. Scheduling of specific tasks, which needs to be done, is a good idea so that the ideas and plans will be accomplished in a neat and thorough manner. By having a set schedule and sticking to it, all of the campaign materials will be finished before the date of campaigning, and there won't be a mad rush at the last minute.

Campaigning is a learning experience that long will be remembered! Some campaigning suggestions include:

- Have a theme that will be easy to build different, attractive ideas upon, and which will have a memorable affect on the delegates.
- Integrate the campaign theme throughout the campaign speech.
- Develop a fact sheet or brochure to state the candidate's qualities, ideas, and goals.
- Have the candidate visible and prepared to talk to people and answer questions.
- Have the members of the candidate's local chapter visible to assist at the campaign table to show their support.
- Choose a dependable person from your chapter to serve as your campaign manager. Select a committee to organize your campaign and your campaign table.
- Develop a campaign budget and stick to it.
- Practice your campaign speech in front of others.
- No posters or banners are allowed outside the campaign area.
- Each candidate will be expected to campaign at the state conference and is encouraged to use poster, banners, and a one-page (8 ½" x 11") informational handout. A campaign area will be provided in the conference facility. In this area candidates will set up their respective campaigns. Each candidate will have either a six-foot or eight-foot table to use for their campaign materials. Campaign materials are to be displayed ONLY in this area. A candidate whose materials appear in off-limit areas may be disqualified from the election – does not apply to campaign materials given to members and delegates as giveaways.

- **RUNNING FOR A STATE OFFICE – Continued**

- **Questions and answers**

- Q. Will I have any responsibilities as a state officer other than the ones previously mentioned?
 - A. Nearly every state officer will have added responsibilities, but those are going to be delegated to you by the state adviser or state chairperson.
- Q. Can I choose what office I will run for and make my campaign materials to suit that office?
 - A. Yes, you will need to declare on your application the office you are running for. The campaign materials should be prepared accordingly.
- Q. Can a majority vote be less than 51 percent?
 - A. No. The winning candidate must receive over half of the votes.

- **Questions that might be asked of an officer candidate**

1. Why do you think you are qualified to be a (state/national) officer?
2. What does FBLA mean to you and how has it played an important part in your life?
3. How are your grades in high school, and what kind of schedule will you have for next year?
4. How are you at assuming responsibility?
5. What are some of the qualities a leader must have? Do you have them?
6. What is the one main purpose of FBLA?
7. How do you feel about your adviser, and will he or she be able to help you in doing your job as an officer?
8. How old are you? Do you think that being a sophomore/junior you will be able to assume the responsibilities of a state/national office?
9. How will your principal and teachers feel about you missing school?
10. What is your best asset? What is your worst trait?
11. Give four adjectives that best describe you. Why?
12. What is your grade point average? Which will come first, your office or your grades? Do you have a job? How will that interfere with your responsibilities as an officer?
13. What will happen if something important is taking place at your school and you are asked to be at a special officers' meeting?
14. What is your favorite thing to do when you have spare time?
15. If you could change one thing in FBLA, what would you change?
16. How can the officers in FBLA promote the national projects?

- **STATE OFFICERS**

- **Qualifications for state office.**

Following are the qualifications and procedures to follow for members wanting to run for a state office. They are also outlined in the Wyoming CTSO State Officer Handbook and the Wyoming FBLA bylaws.

- Each candidate for a state office must be a member in good standing in an FBLA chapter at the school in which he/she is enrolled. Candidates must have taken or be currently enrolled in a business class.
- A candidate must have at least one full year of school remaining in the business education program.
- An officer candidate must have a minimum 2.0 GPA.
- Only members who have held or now are holding an elected executive office in their chapter or a similar office in an organization on the approved list of national and state activities released by the National Association of Secondary School Principals may be eligible for any state office.
- All candidates for state office shall submit the following to the state chairperson:
 - An official officer application, typed, with all appropriate signatures.
 - Code of conduct, with all appropriate signatures.
 - Letter of recommendation from an administrator.
 - Adviser to a State Officer Guidelines form, with all appropriate signatures.
 - Transcript
- **State Officer Handbook.** The State Officer Handbook is the official guideline that covers all aspects of running for a state office. Specific officer duties are outlined in this guide, as well as responsibilities of the officer and his/her adviser. Advisers are urged to read this guide carefully and to encourage qualified students to run for a state office as it is a real opportunity for a chapter to run a campaign. Elected state officers receive leadership training that is a valuable experience. Contact the state chairperson for a copy of the State Officer Handbook if your adviser does not have one.

- **DUTIES OF STATE OFFICERS**

Duties of the state officers are outlined in the state chapter bylaws. Activities include answering almost daily correspondence, conducting workshops, speaking before small and large groups, writing articles for various publications, setting goals and objectives for themselves and the association, introducing business and government leaders to the association's programs, and assisting in the planning of FBLA or PBL leadership conferences.

State officers become an extension of the FBLA Executive Board, working together to guide the state chapter towards its goals. All of these activities must be completed in one short year.

Specific responsibilities may be developed by each officer during the Wyoming Executive Leadership Institute.

All state officers (president, vice president, secretary/treasurer, reporter/historian, and parliamentarian) have the following specific duties:

- Make a minimum of two local chapter visitations.
- Attend one Fall Leadership Conference.
- Attend the Wyoming Executive Leadership Conference.
- Attend the State Leadership Conference.
- Submit required documents to the state chairperson.
- Attend the National Leadership Conference.
- Attend the National Fall Leadership Conference.
- Accept responsibility for other duties as delegated by the state chairperson.
- Appear in uniform at all state and national conferences.
- Be well groomed at all times.
- Provide input for the State Leadership Conference.
- Arrive one to two days prior to the beginning of the State Leadership Conference to make final preparations for the conference.

- **FBLA OFFICERS' CODE OF CONDUCT**

The FBLA organization is conducted as a part of the school system. School regulations are in effect for participants at the conferences. In general, each member will conduct himself/herself in a way that will bring credit to himself/herself, his/her FBLA chapter and school, and to the national organization.

Attendance at any FBLA sponsored conference or activity is a special privilege. Knowing any organization is judged largely by the behavior of its individual participants, the following code of conduct is subscribed to for state officers, members, and guests who attend any and all FBLA conferences.

- All chapter members attending the FBLA conferences must attend all sessions of the conference.
- All persons must behave in a courteous and respectful manner refraining from language and actions that might bring discredit upon them, their school, their home, their friends, the conference, or upon the organization.
- Because conference attendants are guests using the facilities, special care must be taken not to deface or destroy any property. Any damages to any property or furnishings in the motel rooms or buildings must be paid by the individual or chapter involved.
- Appropriate business attire is required for all conference participants at all sessions. Conservative sportswear may be appropriate for specifically designated situations; read conference packets for specific instructions.
- Curfew regulations will be interpreted to mean that each person will be in his/her own room, and will begin one-half hour after the last scheduled activity unless stated specifically different on the conference agenda.
- Conference area participants not staying at the motel must be off grounds of the motel by curfew. Local advisers may set earlier curfews as desired.
- Student delegates must:
 - Keep their adult advisers informed of their activities and whereabouts at all times.
 - Not use their own car or ride in cars belonging to others during the conference, unless accompanied by an authorized adviser.
 - Not engage in dating activities with non-conference students.
- NO ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS in any form will be possessed or used at any time or under any circumstances on public or private properties. No smoking will be permitted at any time during the conference.

It is agreed that, upon violation of the code of conduct, the violators will vacate their motel rooms and withdraw from the conference activities. At such time, the parents of the person(s) in violation will become fully responsible for their son's or daughter's actions including his/her return trip home. Violators will be disqualified of any honors, awards, or offices which he or she may have won and their chapter will lose their voting rights. In addition, the proper school authorities will be contacted.

ANYONE BEING IN THE WILLFUL COMPANIONSHIP OF ANOTHER PERSON VIOLATING THE FBLA CODE OF CONDUCT WILL ALSO BE SUBJECT TO THE DISCIPLINARY ACTION.

The code of conduct will be enforced by local advisers and the state committee. Wyoming FBLA is not liable for a student in violation of the code of conduct.

Signature of FBLA member

Signature of FBLA member's parent

- **DUTIES AND RESPONSIBILITIES OF SPECIFIC STATE OFFICERS**

State President

- Is a member of the board of directors and attends all official board meetings.
- Presides over and conducts all state general meetings.
- Communicates with national officers on a regular basis, as well as, state officers.

State Vice President

- Assists the president as needed.
- Plans and prepares for state workshops and conferences.
- Manages the state web page.

State Secretary/Treasurer

- Keeps an accurate record of all state general meetings.
- Publishes and mails minutes to state chairperson within ten working days of the meeting.
- Generates correspondence to professional members, thank-you's to speakers, judges, etc.
- Responsible for pin sales and reports.
- Provides a financial report at each state executive board meeting.

State Reporter/Historian

- Publishes and disseminates the Wyoming FBLA newsletter four times during the year.
- Prepares news releases for other publications and broadcasts.
- Sends articles on state activities to the national office to be published in Tomorrow's Business Leader.
- Photographs all conferences and meetings.

State Parliamentarian:

- Advises the state president on parliamentary procedure during all business meetings.
- Acts as a resource person on parliamentary procedure for all local chapter voting delegates at the State Leadership Conference.
- Makes sure the election of state officers at the State Leadership Conference follows correct parliamentary procedure and the bylaws.
- Has a copy of Robert's Rules of Order, Newly Revised, the Wyoming bylaws, and the national bylaws at every meeting.
- Makes sure bylaws are kept up-to-date and are followed accurately at all times.
- Works closely with the state chairperson.

- **STATE OFFICER STANDARD OPERATING PROCEDURES AND RESPONSIBILITIES**

Your election to a state office, of course, means that you have a tremendous responsibility to the organization and to your constituency. But you also have a great responsibility to yourself, your family, and your education. Your office DOES NOT take precedence over your education. Decline an FBLA assignment if there is an educational conflict.

During your term of office, some of you will, perhaps, hold another office on the local chapter level. You must remember that you may “wear only one hat at a time.”

As a state officer, you will be expected to assist local chapters in their growth and development as requested by the local officers and advisers.

Your Fall and State Leadership Conference responsibilities will be numerous. You are expected to attend, and you will be advised well in advance of the activities in which you will be expected to participate. State officers should NOT permit themselves to be involved with ANY candidate’s campaign for state office.

- **Telephone**

As a state officer, you will be responsible for contacting local chapters for visitations. Any telephone calls concerning Wyoming FBLA can be reimbursed by the state organization. Attach a copy of the itemized list of phone calls to your expense form.

- **Written communications**

You will be sending out numerous items of written correspondence during your year as a state officer. Before you send any correspondence, have your adviser proofread it for accuracy. You should NEVER send any correspondence with an error! A copy of ALL correspondence should be sent to the state chairperson to proof also. Use the official Wyoming FBLA letterhead for correspondence; DO NOT use the letterhead for second sheets.

- **Uniform**

You will be expected to be in official dress for all functions of Wyoming FBLA, unless otherwise notified. Official dress is business attire with your blazer. You will be given an FBLA blazer when you become an officer; you should keep it clean. You may purchase your blazer at the end of your term of office for a reduced price. Generally state officers will purchase two matching outfits – approximate cost to each officer is \$100-150.

- **Expense forms**

You must file an expense form to be reimbursed for your expenses for Wyoming FBLA. This expense form will be provided to you by the state chairperson.

- **Travel authorization**

A travel authorization will be required for each trip. The travel authorization form should be received by the State Chairperson at least one week prior to the travel date. A travel authorization form can be found in the State Officer Handbook.

- **STATE OFFICER STANDARD OPERATING PROCEDURES – Continued**

- **Supplies and materials**

Each officer should have the following items:

- A briefcase.
- A copy of the Parliamentary Procedure Handbook.
- A copy of the CTSO State Officer Handbook.

- **State officer notebook**

Each of you, as state officers, should keep a notebook during your term of office; you should have received a notebook from the previous officer. Put a copy of any correspondence in your notebook that would help your successor for the next year. Please DO NOT lose these notebooks as they are irreplaceable.

- **Financial notes**

Funds are available to cover travel, lodging, and food expenses for each state officer to attend all official meetings and conferences, including the National Leadership Conference and the National Fall Leadership Conference. Each officer must pay their expenses up front and then submit an expense form with appropriate receipts to be reimbursed. The following limits are in place for meals: Breakfast - \$5, Lunch - \$7, and Dinner - \$10 or \$22 per diem.

Name badges will be provided for new elected officers, along with business cards and letterhead.

Complimentary registration will be provided for each officer at the Wyoming Fall Leadership Conference and the State Leadership Conference.

Business or formal attire is required for the awards brunch at the State Leadership Conference. Women will wear business or formal attire and men will wear a tuxedo or business suit. Expenses incurred for apparel worn during the awards brunch is the responsibility of each officer.

Essential expenses will be covered for each state officer to attend the National Leadership Conference and the National Fall Leadership Conference.

- **STATE OFFICER STANDARD OPERATING PROCEDURES – Continued**

- **Time Commitments**

State FBLA officers should plan to commit a great deal of time to FBLA during their year in office. Following are the mandatory events each officer must attend:

- May One-day state officer meeting – date TBA.
- June Three-day state officer training – date TBA.
- June-July Seven-day National Leadership Conference.
- August..... One-day state officer meeting.
- November Two-day Fall Leadership Conference
(arrive a day early).
- November Three-day National Fall Leadership Conference.
- December/January One-day state officer meeting.
- March/April..... Three-day State Leadership Conference
(arrive a day early).

- **Travel Tips**

- Leave an up-to-date itinerary at your home and with your local adviser, not only for the convenience of your family, but also so the state chairperson will know where to reach you should it be necessary.
- Let your host or hostess know your arrival and departure times.
- In all cases, only the NECESSARY expenses involved with travel will be paid by Wyoming FBLA.
- Receipts are REQUIRED for all hotel, telephone, and supplies. These receipts should be attached to your expense form.
- When you are invited to a conference or any Wyoming FBLA function, find out from the person issuing the invitation exactly what will be expected of you during your visit. More than your presence should be expected. Whatever is asked of you, be prepared to do it—DO NOT wait until you arrive to make preparations!
- Proper “thank you” letters should be written to the host or hostess as soon after the visit as possible with a copy sent to the state chairperson.
- It is customary to tip 15 percent to 20 percent for meals and 15 percent for a taxi. One dollar per bag for hotel porters is customary and \$1 per night, per person is the customary gratuity for the room attendant who cleans your hotel room.
- When traveling, you are a goodwill ambassador for the organization. Be prepared to answer questions not only at your destination but also en route.

• **STATE OFFICER STANDARD OPERATING PROCEDURES – Continued**

▪ **State Officer Travel Checklist**

* Items that can be placed in suitcase as permanent fixtures.

NECESSARY ITEMS

- ___ Deodorant*
- ___ Toothbrush & paste*
- ___ Lotion*
- ___ Wash cloth, towel & soap*
- ___ Foot powder*
- ___ Blow dryer
- ___ Alarm clock*

MISCELLANEOUS ITEMS

- ___ Safety pins*
- ___ Rubber bands*
- ___ Band Aids*
- ___ Contact lens equipment
- ___ Cotton swabs*
- ___ Fingernail clippers*
- ___ Aspirin & other medicines*
- ___ Pepto Bismol*

LADIES

- ___ Nylons
- ___ Slip
- ___ Curling iron
- ___ Makeup
- ___ Razor*
- ___ Nail polish & remover

CLOTHING

- ___ Appropriate jacket or coat
- ___ Tennis shoes
- ___ Dress (official) shoes
- ___ Pajamas & housecoat
- ___ Street clothes
- ___ Jewelry
- ___ Official dress
- ___ Socks & underwear

INCIDENTAL

- ___ Shoestrings, polish & brush*
- ___ Mirror*
- ___ Clothes iron*
- ___ Needle, thread, & buttons*

GOOD IDEAS

- ___ Swimsuit
- ___ Camera, film, & flash
- ___ Extra money
- ___ Watch

MEN

- ___ Shaving supplies*
- ___ Extra tie*
- ___ Extra handkerchiefs*

BRIEFCASE ITEMS

- ___ Pens
- ___ Pencils
- ___ Paper (notepads)
- ___ Wyoming map
- ___ Paper clips
- ___ Official stationery, envelopes and stamps
- ___ Organization handbooks
- ___ Poem or inspiration book
- ___ Speeches
- ___ Individual resume summary
- ___ Date book or calendar
- ___ Breath mints
- ___ Marks-A-Lot and/or highlighters
- ___ Aspirin
- ___ Mileage & expense record book or pad
- ___ Data sheet on your local school and local youth organization
- ___ Data on your state & national organizations

- **GENERAL ADVISER INFORMATION**

“Mentor” is defined as a trusted counselor or guide, a tutor, or coach. This definition aptly describes the role of a state officer’s local chapter adviser. From the moment a student considers running until his/her term of office ends, the adviser is a key figure.

The adviser counsels the student on the qualification and duties of a state officer and helps with the decision to run. The adviser guides the student on the campaign process and serves as “mentor” during the officer’s term of office.

The adviser works closely with the state chairperson and is kept fully informed of all aspects of the officer’s work.

As a state officer adviser, you should contact the state adviser/state chairperson if you have questions.

The adviser AND the officer must present a positive image of FBLA and its programs. The adviser must take an active part in helping the officer reach his/her personal and organization goals.

- **ADVISER RESPONSIBILITIES**

The responsibilities and duties outlined below have been prepared to assist local advisers in helping their state officer during the year.

- Be sure that you understand the duties of the state officer. Advisers also must accept the responsibilities for assisting their officer and should secure the endorsement and support of parents, school officials, and employers.
- Local advisers should attend the Executive Council meetings when requested with their officers. These meetings are used to formulate the officer's responsibilities and program of work for the year and give the advisers insight into their support role. The advisers should attend the Conference Planning Workshop during August to help prepare for the conferences during the year.
- Be prepared to devote office space and personal time to your officer. Helping your officer get organized is important. He/She must learn to budget time and keep materials readily available. Secure the assistance of your local chapter. All must pitch in during critical periods.
- Be informed about state and national programs, priorities, and critical issues so ideas and counsel may be given to your officer. Don't expect the officer to understand issues and have background information without assistance. Take an active part in helping your officer reach his/her personal and organizational goals.
- Assist your officer in making travel plans, automobile, and hotel reservations.
- See that your officer accepts these responsibilities:
 - Acquire good basic knowledge of the organization and be capable of discussing ideas and issues intelligently.
 - Portray the proper image when representing the organization.
 - Color-coordinate business attire for daytime and appropriate clothes for evening.
 - Use correct grammar.
 - Practice proper manners and etiquette.
 - Display a good attitude and public relations skills in working with individual members and chapters.
 - Prepare appropriate speeches when asked to visit local or state conferences and business and civic groups. Local advisers should review speech materials, outlines, etc., and the officer should practice the speech before an appearance.
 - Answer correspondence and send "thank you" letters promptly. The local adviser should proofread all correspondence before mailing. The officer should write correspondence and articles and present them to you for suggestions and any necessary changes. As the year progresses, fewer changes should be necessary.
 - Submit required documents to the state chairperson.

It is sometimes difficult for the adviser to play the dual role of adviser and teacher. The relationship between adviser and officer may be critical to the local and state chapters' success. The officer may not always be receptive to advice, and a special effort should be made by advisers to overcome this sometimes delicate situation. The officer must realize that with the local adviser's signature on the application, the adviser pledges support to the officer and the organization.

- **WYOMING FBLA CONSTITUTION**

Article I. Name

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

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 members residing within the state of Wyoming. 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.

- **WYOMING FBLA CONSTITUTION – Continued**

Section 2. No part of the net earnings of the Chapter shall inure to the benefit of 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 insure to the benefit of 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, office or employee by lending any part of its income or corpus within receipt of adequate security and a 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; or by engaging in any other transaction which, either directly or indirectly, result in such diversion of its income or corpus.

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

Section 3. The Chapter shall not use any income for purposes other than the objects in the 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 state 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., 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 board of directors which shall serve as the policymaking body of the Chapter, and which shall be subject to this Constitution, the FBLA bylaws, and the 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 board of directors, 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 Wyoming as shall be approved by the board of directors. 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 discussion, all assets of the Chapter shall be and remain the assets of FBLA-PBL, Inc.

- **WYOMING FBLA CONSTITUTION – Continued**

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. Amendment

The Constitution is a mandatory Constitution drafted by the 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 board of directors of FBLA-PBL, Inc., shall become a part of this Constitution with or without the consent of the Chapter.

- **WYOMING FBLA BYLAWS**

Article I. Name

The name of his organization shall be the Wyoming State Chapter of the Future Business Leaders of America.

Article II. Purpose

Section 1. The purpose of this FBLA chapter is designed to provide an integral part of the instructional program additional opportunities for secondary students (grade 7-12) in business and office education to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

Section 2. The specific goals of FBLA 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.

Article III. Membership

Section 1. FBLA membership shall consist of members of chartered local chapters. These members shall also hold membership in their state and national chapters.

Section 2. National FBLA, as well as the state and local chapters, shall be open for membership to these classes of members:

Active members shall be secondary students participating in or who have participated in business and/or business-related field at Wyoming accredited schools and who accept the purposes 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 shall be eligible to participate in national and state events, serve as voting delegates to the national and state leadership conferences, hold national and state office, or to otherwise represent their state or local chapters as approved by their respective state or local advisers.

- **WYOMING FBLA BYLAWS – Continued**

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

Honorary members may be elected to a local or to the state chapter by a majority vote of the members who are of the opinion that such persons are assisting in the advancement of business and office education and who are rendering outstanding service to FBLA. Honorary members are not eligible to vote or hold office and are not required to pay dues.

Honorary life members shall be persons making significant contributions to the field of business and office education and to the growth and development of FBLA. Honorary members may be recommended by local chapters and approved by the state committee for the state of Wyoming. These members shall not be eligible to vote or hold office and are not required to pay dues.

Section 5. The membership year shall be July 1 through June 30.

Article IV. Dues and Finance

Section 1. Dues. National dues based on fiscal reports by the national office, and on recommendations by the National Executive Council and the board of directors, shall be determined by a majority vote of the state voting delegates at the National Leadership Conference.

National dues of members shall be forwarded directly to the FBLA national office or shall be submitted through state chapters at the discretion of the state chapter.

Section 2. The membership dues in the Future Business Leaders of America shall be \$10 a year, of which \$6 shall be remitted to the FBLA National Office in payment of the national dues, \$3 to the FBLA state chapter in payment of state dues, and \$1 to the Wyoming FBLA Foundation. Dues for the state chapter shall be paid by the local chapters by January 31 of the school year. Any changes to the above amounts shall be determined by members at the State Leadership Conference.

Section 3. The fiscal year of Future Business Leaders of America shall be July 1 through June 30.

Section 4. There will be an early registration amount and a late registration amount for all conferences. The late registration amount will be \$10 per person higher than the early registration fee. The late fee will be assessed if the registration is not postmarked by the early registration deadline date.

Section 5. An annual audit shall be conducted. Financial records shall be available for inspection upon request and a printed balance sheet will be made available to all advisers at the State Fall Leadership Conference.

- **WYOMING FBLA BYLAWS – Continued**

Article V. Officers and Elections

Section 1. Officers of the chapter shall be president, vice president, secretary/treasurer, reporter/historian, and parliamentarian. These officers with the state chairperson and state adviser as ex officio members shall constitute the state committee. State officers of FBLA are elected at the annual State Leadership Conference and only active members having paid local, state, and national dues in an active chapter are eligible to hold office. Officers shall hold office for a term of one year or until their successors are elected. Officers shall assume their duties at the close of the meeting at which they were elected.

Section 2. To be considered for an officer's position in FBLA, a candidate shall (a) have the endorsement (as defined in the State Chapter Officer Candidate application) of his local chapter and be recommended by the local adviser, (b) have the endorsement of his local high school principal and administrator, (c) have the endorsement of his/her parents, (d) file an official application with the state chairperson of FBLA in accordance with the bylaws set up in the constitution, and (e) have at least one full school year remaining.

Section 3. The president, vice president, secretary/treasurer, reporter/historian and parliamentarian of FBLA shall be elected annually at the State Leadership Conference by a majority vote of local chapter delegates. A majority vote shall be required for elections. If no candidate for an office receives a majority vote on the third vote, the candidate receiving the lowest number of votes for that vote shall be dropped from the fourth 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 an officer position is not filled, applications will be taken by the state chairperson and then distributed to all local active chapters. Elections will be held on the local levels; results will be sent to the state chairperson, tallied, and results announced to all chapters.

Section 4. Upon election, the officer must attend school regularly, must maintain a minimum 2.0 grade point average based on a 4.0 scale throughout the officer term, must be an active member in an active chapter, comply with the FBLA code of conduct, and comply with local school policy and WHSSA rules and regulations. Failure to comply with these regulations will result in a resignation.

Section 5. A local chapter is eligible to provide the president for two consecutive years.

Section 6. The candidates for state office must be present at the annual State Leadership Conference of FBLA to be eligible for official nomination.

Article VI. Duties of FBLA Officers

Section 1. It shall be the duty of the president of FBLA to serve as chairperson of the state committee, member of the board of directors, preside over the meetings of the FBLA division, appoint appropriately needed committees and committee chairmen, maintain a close and continuing relationship with the state chairperson and/or state adviser and perform other duties for the promotion and development of local and state FBLA.

Section 2. It shall be the duty of the vice president, under the direction of the president, to assist the president in the promotion and development of FBLA. In the case that the office of president becomes vacant, the vice president shall assume the duties of the president.

Section 3. The secretary/treasurer shall keep an accurate record of all sessions of the state committee and leadership conference held within the state. Other duties shall be performed upon direction of the president.

- **WYOMING FBLA BYLAWS – Continued**

Section 4. The reporter/historian is responsible for the newsletter, publicity, and various other tasks assigned by the state committee.

Section 5. The parliamentarian shall be responsible for the orderly conducting of business according to Robert's Rules of Order, Newly Revised to ensure the president's conducting such business sessions in accordance with these rules.

The officers shall serve on the state committee and perform such duties as directed by the state chairperson and/or state adviser and not inconsistent with these bylaws or other rules adopted by the state chapter.

Article VII. State Structure

Section 1. State chapters of FBLA-PBL have been organized and are functioning in most of the 50 states, Puerto Rico, Virgin Islands, and the American Schools in Germany. The state chapter consists of the local FBLA chapters within the specific states. Delegates representing local chapters meet at least once a year to elect state officers, to transact the business of the state chapter, to review the work of the organization, and to conduct the State Leadership Conference.

State committee. The state committee is comprised of the state officers, the state chairperson, and the state adviser. The committee's primary goal is to plan the state leadership conferences.

State chairperson. The Wyoming state chairperson is hired by the CTSO program director, grant recipient, and the board of directors with recommendations from local advisers. Outlined below are some of the responsibilities which in some cases may be delegated to other members of the FBLA state committee.

- Serve as liaison between the national association, FBLA state committee, and the Wyoming High School Activities Association.
- Serve as official representative of the FBLA state committee to the national association.
- Bring matters relative to the operation of the state chapter to the attention of the state committee.
- Appoint state adviser to FBLA in accordance with individual state guidelines.
- Prepare and submit informational reports to the national office relative to Internal Revenue Service affairs.
- Submit FBLA state chapter reports to the national office upon request, including budgeting and financial reports, membership, projects, and activities.
- Serve as adviser to state officers.
- Plan all state conferences scheduled as well as assist with travel for out-of-state conferences.
- Assist CTSO program director with necessary information to write Perkins grant each year.

State adviser. The state adviser is appointed by the state chairperson and the CTSO program director with the recommendation from local advisers. The state adviser serves on the state committee and performs such duties as assigned by the state chairperson.

Financial adviser. The financial adviser is responsible for all monies. He/She will see that the records are audited annually and a balance sheet is made available at the Fall Leadership Conference.

- **WYOMING FBLA BYLAWS – Continued**

Career and Technical Student Organizations Program Director. The CTSO Program Director is an ex officio member of the board of directors. He/She writes the Carl Perkins grant that funds the state chairperson's salary, travel and supplies, and is responsible for seeing that they are spent appropriately by the law.

Article VIII. Conferences

Section 1. A fall leadership conference shall be held each year at such time and location as selected by the board of directors for the purpose of leadership development for students and advisers.

Section 2. A state leadership conference shall be held each year at such time and location as selected by the board of directors for the purposes of leadership development, state competition to determine National Leadership Conference representatives, officer elections, and other business.

Article IX. Voting

Section 1. Each local chapter shall be entitled to two voting delegates and one alternate from its active membership at the State Leadership Conference.

Article X. Emblems and Colors

Section 1. The chapter emblems shall be the emblem of the national organization.

Section 2. The official emblem and insignia item designs are described and protected from infringement by registration in the U.S. Patent Office under the Trademark Act of 1946. The manufacture, reproduction, wearing, or display of the emblem shall be governed by the national office.

Section 3. Emblems and insignia shall be uniform in all local and state chapters and within special-emphasis groups; they shall be those of FBLA. Only members in good standing may use official emblems and insignia.

Section 4. The official colors of FBLA shall be blue and gold.

Article XI. Parliamentary Authority

The rules contained in Robert's Rules of Order, Newly Revised shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA-PBL, Inc., these bylaws, or any special rules or order the chapter may adopt.

Article XII. Amendments

Proposed amendments to these bylaws shall be submitted in writing before the State Leadership Conference to the state committee. Proposed amendments shall be reviewed by the state committee and shall be presented at the State Leadership Conference. Amendments may be adopted or revisions may be made by a two-thirds majority vote of the official delegates present at the State Leadership Conference.

SECTION D – LOCAL CHAPTER INFORMATION

• LOCAL CHAPTER STRUCTURE

Active members shall be secondary students who become members while enrolled in business and/or business-related fields, 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 national events in accordance with the guidelines of the National Awards Program, serve as voting delegates to the National Leadership Conference, hold national office in accordance with Article VI, and otherwise represent their state and local chapters as approved by their respective state or local advisers.

- **Adviser.** One or more teachers in the Business Education Department must serve as chapter adviser. The success or value of a chapter depends on many factors, but the most important influence is the leadership of the chapter adviser.
- **Local chapter officers.** Each local chapter elects an executive board which may consist of the following officers: president, vice president, secretary, treasurer, reporter, historian, and parliamentarian. The primary functions of the board are to guide the chapter and organize a program of work.

• CHAPTER INFORMATION

▪ Benefits of a Chapter

• Benefits to students

Students today want a voice in their education and seek opportunities for expression. The FBLA-PBL program provides members with the training to learn valuable personal and career and technical skills as well as the forum in which to develop and build upon their leadership potential.

Chapter activities can be of value to all business students and to all students interested in business-related careers. Participation in civic, sales, social awareness, and career development projects, as well as personal experiences related to business and the profession, can stimulate interest and the self-motivation and confidence necessary for students to succeed in both school and beyond. FBLA activities provide learning situations which can improve knowledge, increase skills, and shape attitudes that will advance the student's business career.

• Benefits to teacher and department

The FBLA-PBL program of activities can complement, supplement, expand, and strengthen the instructional program of business education. Success in any field of study depends upon "attitudes" which can be developed through an educationally oriented student-centered program. The FBLA-PBL program provides a method for the enrichment of the business instructional program through competitive events and activities planned by students under the guidance and direction of the adviser.

The FBLA-PBL program provides a natural avenue for a teacher to recognize individual and group achievement. In addition to a sense of accomplishment, the business teacher will find that the teaching load becomes lighter because the student members are the "doers" with the teacher serving as the "adviser" in a counseling and guidance role. An active chapter, properly utilized, can bring community, state, and national recognition to members, their adviser, and their school.

- **CHAPTER INFORMATION – Continued**

The FBLA-PBL program can help the business teacher to:

- Complement classroom and/or employment instruction.
- Encourage student responsibility.
- Develop student leadership.
- Develop and strengthen a close student-teacher rapport.
- Instill proper attitudes and social responsibility.

- **ADVISER’S ROLE**

The success of an FBLA chapter hinges on many factors, but the most important one is the leadership role of the chapter adviser. Being a chapter adviser is not a responsibility to be taken lightly; on the other hand, it is not to be feared or dreaded. It is to be understood, worked at, and enjoyed. An adviser should be a good planner, organizer, and a capable leader, and must display integrity, perseverance, and initiative in professional and daily activities.

Realizing the importance of the teacher’s role, FBLA provides the opportunity to do the complete teaching and to not only teach skills but also to enhance the students’ personal development. One way to best implement FBLA is to bring it into the classroom with some meetings and projects planned and organized as part of the instructional program.

Making the business curriculum come alive with the excitement of practical experience, friendly competition, and active participation in projects and activities which contribute to individual growth and instill a sense of civic responsibility is every dedicated teacher’s dream. Getting involved in the FBLA-PBL program can make it happen.

Responsibilities of the chapter adviser include:

- Understand the significance of FBLA in achieving the goals of career and technical education.
- Develop, refine, and evaluate materials, methods, and techniques used by local, state and national organizations.
- Be adaptive, innovative, and creative in the management of the chapter.
- Seek support groups that can facilitate FBLA and vocational activities.
- Actively promote career and technical education and FBLA in the community.
- Provide a learning environment that will complement and reinforce rather than compete with or duplicate career and technical classroom training.
- Work cooperatively with students and academic teachers in developing skilled, responsible leaders.
- Permit students to learn from the responsibility of success and the challenge of defeat.
- Facilitate the development of a meaningful program of work that will guide the chapter for the year.
- Help chapter leaders administer the program of work.

- **ADVISER'S ROLE – Continued**

- Remain current with all related organizational policies, documents, publications, procedures, etc.
- Assist with the fiscal management of the chapter.
- Review the career and technical curriculum and determine how best to fully integrate FBLA activities into the classroom.
- Encourage members to elect an officer team that is able and willing to provide leadership for the chapter.
- Assist in the development of an effective officer team.
- Encourage all members to take full advantage of the benefits of membership.
- Promote participation in local, district, state, and national competitions.
- Help members plan, organize, and conduct fund-raising projects to finance chapter activities not supported by school funds.
- Utilize the chapter as an instructional tool to develop and refine leadership and communication skills.
- Encourage parents to get involved in chapter projects and activities.
- Provide counsel and advice to chapter members and officers.

- **HOW TO START A CHAPTER**

- Meet with the other teachers in your department and the administration to obtain their support and/or approval to start the chapter. Determine if there are any requirements within the school system that need to be met before starting your chapter.
- Contact the FBLA state chairperson, and he/she will send you information and also request the national office to send you a packet.
- Publicize the fact that an FBLA chapter will be started for business students at your school. Visit each business class and let the students know what FBLA is and why they should consider joining the chapter.
- Invite representatives of another FBLA chapter to come to your school to talk to your students and sell the idea of FBLA. Publicize this visitation to all your business students and make it possible for all of them to attend the presentation.
- Plan and publicize the first meeting of your chapter. Inform the students of the steps involved in chartering or reactivating an FBLA chapter and involve them by creating a task force of students who are interested in working on the initial organizational planning.
- Meet with the task force and determine the program of work for the year, develop a constitution/bylaws, and establish the amount for local dues (if desired).
- Help the task force and publicize the second meeting of your chapter. Have the task force report to the group their suggestions for the program of work, the constitution/bylaws, and the amount of local dues. Obtain the students' support of the work done by the task force.

- **HOW TO START A CHAPTER – Continued**

- Publicize the establishment of your FBLA chapter – collect local, state, and national dues from interested students.
- Publicize and plan your third meeting. Have the membership elect their officers and appoint standing committees.
- Mail the following to the state chairperson:
 - Charter application (2 copies)
 - Bylaws (2 copies)
 - Charter application fee – \$20 (include with check for dues).
 - A check made payable to national FBLA for \$10 per member, which represents \$6 national dues and \$4 state dues.
 - Begin your program of work.

- **RUNNING FOR CHAPTER OFFICE**

- **Qualifications for local chapter office.** Each FBLA chapter follows its own regulations for running for local office. Many advisers have found it advantageous to elect new FBLA officers in May to serve until the same time the following year. This means that the officers who are in their senior year will have their major responsibilities over by May and their senior activities will not interfere with the FBLA activities. At the same time, they are available to assist the new officers with their duties. This also gives the officers a good opportunity to become thoroughly familiar with FBLA before they attend the conferences and workshops the following year.
- **Suggested duties of local chapter officers.** All local chapter officers should be familiar with the chapter constitution/bylaws, as well as the annual program of activities. Each officer should cooperate with other officers and members at all times.

- **DEVELOPING A PROGRAM OF WORK**

One of the primary responsibilities of the officer team and the chapter adviser is to establish and implement a year-long program of activities and events that will foster chapter growth and membership. This program of activities is often referred to as a “program of work” since it sets goals for the organization and facilitates the evaluation of progress made in the achievement of the established goals. The program of work is initiated by the chapter president, but it is developed with the input of the other chapter officers, chapter adviser, and chapter members.

The program of work should span a frame of time from the beginning of one school year to the beginning of the next. In this way a continuous, ongoing program of work will have been established and coordinated from one year to the next. The program of work should include specific goals, ways and means of achieving them, and adequate provision for evaluation of the program.

With early planning, the individuals and committees which are responsible for or have been delegated certain aspects or phases of a project have the opportunity to carry out their responsibility to the best of their ability without the pressure which occurs with unnecessary time constraints.

A well-planned program of activities must be balanced between the needs of the individual members, the organization as a whole, and the needs of the community and school. The completed chapter activity program should reflect the input of the majority of the members. To develop such a program requires time, sincere effort, and guidance from the chapter adviser.

When selecting projects, keep in mind one of the nine FBLA-PBL goals. The project can be carried out as part of a class activity or as an out-of-class project. Many chapters find it valuable to have one or two continuous projects, such as a word processing service or a student store.

- **Annual activities.** It is suggested that each chapter’s program of work for the year include the following activities:

- Prepare students for business careers.
- Serve the school and community.
- Conduct a public relations program.
- Prepare officers and members to be leaders.
- Recruit members and new chapters.
- Attend and participate in the following conferences:
 - Fall Conference
 - National Fall Leadership Conference
 - State Leadership Conference
 - National Leadership Conference
- Conduct social events.
- Conduct fund-raising projects.

- **SUGGESTED PROGRAM OF WORK**

- **August**

- Prepare an annual program of work.
- Conduct leadership training for officers.

- **September**

- Conduct a membership drive.
- Appoint standing committees.
- Recruit a new chapter or reactivate an inactive chapter.
- Collect local, state, and national dues from members.
- Make plans for chapter officers to attend the Wyoming Fall Conference.
- Conduct a social event.

- **October**

- Collect local, state, and national dues from members and submit to the appropriate people by stated deadlines.
- Conduct an induction ceremony for new members.
- Recruit a new chapter or reactivate an inactive chapter.
- Attend the Wyoming Fall Leadership Conference.
- Make plans to attend the National Fall Leadership Conference.
- Plan a fund-raising project.
- Conduct an American Enterprise activity.

- **November**

- Plan a service project (Thanksgiving basket).
- Conduct a fund-raising project.
- Attend the National Fall Leadership Conference.
- Have an activity to prepare members for a business career.
- Conduct a second membership drive.
- Conduct an American Enterprise activity.

- **SUGGESTED PROGRAM OF WORK – Continued**

- **December**

- Conduct a service project (Christmas basket, caroling, etc.).
- Collect local, state, and national dues from members and submit to the appropriate office by stated deadlines.
- Host a social event.
- Make plans for Career and Technical Education/FBLA-PBL Week.

- **January**

- Conduct a fund-raising activity.
- Have a program on business careers or leadership.
- Make plans to attend the State Leadership Conference.
- Prepare to enter competitive events at the state level.
- If appropriate, select a candidate for state and/or national office.

- **February**

- Attend and participate in the state conference.
- Celebrate FBLA-PBL Week.
- Conduct a service project.
- Conduct a fund-raising project.

- **March**

- Attend and participate in the State Leadership Conference.
- Have a social event.

- **April**

- Provide recognition during Secretary's Week.
- Attend local school board meeting and give a report on the results of the State Leadership Conference.

- **May**

- Make plans to attend the National Leadership Conference.
- Prepare for national competition.

- **SUGGESTED PROGRAM OF WORK – Continued**

- Elect officers for the following school year.
- Conduct officer installation ceremonies.

- **June/July**

- Have a social event
- Prepare for and attend the National Leadership Conference.

- **EXAMPLES OF ACTIVITIES**

The following is a list of activities that have been successfully completed by other chapters. They are only examples, but they should give the members of a chapter ideas for the program of work.

- **Prepare students for business careers.**

- Invite speakers from educational institutions, local businesses, and personnel agencies.
- Arrange field trips to local businesses.
- Present films and slide shows.
- Manage a school savings bank.
- Provide a job-placement service.
- Prepare students for competition.

- **Service to the school**

- Conduct a school assembly.
- Offer word processing services for staff.
- Award scholarships.
- Provide hosts and hostesses for school-sponsored events.
- Establish a tutoring program.
- Sponsor a school activity.

- **Service to the community**

- Present Thanksgiving and Christmas food baskets.
- Visit the sick and/or elderly.
- Read to the blind.
- Volunteer for a charity.
- Provide word processing services.

- **EXAMPLES OF ACTIVITIES – Continued**
 - **Conduct a public relations program**
 - Write news articles for the following:
 - School and community newspapers.
 - State newsletter.
 - Tomorrow's Business Leader.
 - Write a radio announcement or a feature story.
 - Make a bulletin board display.
 - Prepare a layout for a school yearbook.
 - Submit articles for publication by other organizations.
 - **Conduct officer and member leadership development**
 - Conduct an officer training program.
 - Attend the various FBLA conferences.
 - Invite speakers to present workshops on leadership and private enterprise.
 - Set aside regular meeting time for member leadership development.
 - **Recruit members and reactivate chapters**
 - Host a membership sign-up booth at school registration.
 - Utilize school announcements and bulletin boards
 - Write articles for school newspaper.
 - Host a party or a meeting with food for prospective members.
 - Visit a school that does not have an active FBLA chapter and give a presentation.
 - Write letters to schools that do not have FBLA chapters.
 - **Attend and participate in conferences**
 - Enter competitive events and actively participate in the various FBLA conferences.
 - **Seek state or national office**
 - Discuss leadership positions available through FBLA.
 - Set up a process where potential candidates are approved.
 - Organize a campaign.

- **EXAMPLES OF ACTIVITIES – Continued**
 - **Host social events**
 - Coordinate activities with another FBLA chapter in the area.
 - Get together with other student organizations in the school.
 - Go ice skating, roller skating, miniature golfing, etc.
 - Sponsor a dance.
 - Host a party, potluck dinner, picnic, etc.
 - Conduct an awards program.
 - **Conduct fund-raising projects**
 - Provide a word-processing service for faculty, business, and civic organizations.
 - Sponsor fund-raisers.
 - Provide inventory services.
 - Prepare and sell athletic programs.

- **COMMITTEE STRUCTURE TO ACCOMPLISH A PROGRAM OF WORK**

- **Need for committees**

The most active chapters have been those that utilize several committees effectively. Committees aid in the development and implementation of activities for the following reasons:

- Ensure the success of activities by delegating specific responsibility to specific individuals or groups.
- Provide opportunities to develop responsibility and leadership experience to more members.
- Allow more members to participate in the development and execution of projects.
- Promote more efficient chapter meetings by brainstorming and discussing specific ideas outside the meeting.

- **Standing committees**

Standing committees are appointed at the beginning of each year and operate until the end of the school year. Suggested standing committees include social, fund-raising, service, conference, and careers and leadership.

- **Special committees**

Special committees are appointed for a specific activity and are active only while the planning or execution of that project is in progress. Special committees include membership, nominating, Christmas dance, etc.

- **How to form a committee**

Committees are generally formed in one of two ways. The general membership may appoint or elect the membership of a committee, or the chapter president may appoint a committee. It is helpful to have members on the committee who have an interest in the activity; therefore, members should be asked to volunteer. The president should indicate which member is to be the chairperson, or the committee can elect one.

The chapter president and vice president should be responsible for ensuring that the committee chairpersons facilitate committee meetings as needed or on a regular basis. The president and vice president should meet with the committee as often as possible.

- **COMMITTEE STRUCTURE – Continued**

- **Duties of a committee chairperson**

- Arrange in advance a meeting time and place. Be certain each committee member is informed of the meeting.
- Call the meeting to order. Introduce the members unless everyone is acquainted.
- Appoint one member to serve as secretary to the committee.
- State the purpose of the committee and the goal toward which the group is to work.
- Ask the group how the committee can go about suggesting solutions to the problems.
- The following rules are recommended:
 - Give every member a chance to participate.
 - Solicit opinions.
 - Keep the discussion on the questions.
 - Summarize each point after the group has agreed on what action to take.
 - Review, in closing, the points decided.
 - Thank every member of the committee for his/her help.
 - Use the secretary's notes to write the committee report.
 - Make a duplicate copy of the report. Give the second copy to the secretary or to the president, as indicated.
 - When called on for the committee's report, give the committee members credit.
 - Be prepared to give the report orally to the group unless figures are to be given.
 - Offer suggestions to the group at the conclusion of the report.

- **INDIVIDUAL AND COMMITTEE PLAN OF WORK**

From the chapter's annual program of work, the standing committee makes suggestions of activities to the membership. After the chapter decides on the specific activity, the standing committee makes up a program of work for that activity. From that program of work, the number of special committees is determined as well as the identification of work to be accomplished, materials and resources needed, and the estimated cost or profit to the chapter.

From the standing committee's program of work, a special committee is formed to accomplish the activity and distribute the work and learning experience. From the special committee's report, each member of the group develops individual student work plans.

- **BASIC PARLIAMENTARY PROCEDURE FOR CHAPTER MEETINGS**

The purposes of parliamentary procedure are:

- To enable a group to conduct business with efficiency and harmony.
- To protect the rights of each individual. Accordingly, there are some basic principles to consider in achieving these purposes. These principles are:
 - Only one person may have the floor at one time during the meeting.
 - Each motion is entitled to full and free debate as long as it is debatable.
 - Every member has equal rights.
 - The will of the majority must be carried out, and the rights of the minority will be preserved.
- **Preparing for a Meeting.** Before a meeting is held, the executive board and the adviser should meet. Members of the executive board discuss the business to come before the chapter and arrange the agenda for the meeting. The executive board meeting can be most helpful in working out details of the proposed business. This is where the adviser and officers can openly discuss problems and work out details, thus allowing the officers to conduct the general meeting without the adviser making excessive suggestions.

The president and the secretary should have copies of the agenda and the minutes for each member. This will allow the members to think about some of the agenda items before they reach the floor. The president should also contact each committee chairperson before the meeting to determine whether he/she will have a report at the meeting.

For assistance in running chapter meetings, refer to Robert's Rules of Order, Newly Revised.

- **SUGGESTED AGENDA FOR MEETINGS**

- I. Opening procedure
 - A. President calls meeting to order.
 - B. With a rap of the gavel, members rise for recitation of the FBLA pledge.
- II. Officer's reports
 - A. Secretary reads minutes.
 - B. Treasurer gives report.
 - C. Vice president reports.
- III. Committee reports (should be written and a copy given to the president and secretary).
- IV. General orders
- V. New business
- VI. Special feature (guest speaker, etc.)
- VII. Announce next meeting dates
- VIII. Adjournment

- **BASIC RULES FOR RECORDING MINUTES**

- Record accurate minutes of all meetings.
- Record in the minutes what is done, not what is said.
- Record the exact wording of motions, whether they are carried out or not in the voting, and make a record of whom made the motion.
- Halt meeting proceedings if necessary in order to get exact wording of motions. Request the presiding officer to have motions repeated slowly in order to make a record of it.
- Record in the minutes the names of members appointed to committees, with the name of the chairperson, if designated.
- Attach a copy of the treasurer's report to the minutes if the report is not included in the minutes.
- Keep minutes in a permanent book. Any corrections that are made in the minutes as read should appear in the margin.
- Have the secretary's signature on the approved minutes.

- **BASIC RULES FOR TREASURER'S REPORT**

- Keep all records in ink in a permanent book.
- Record all receipts by source and purpose.
- List all money paid from the treasury by date, to whom paid, and purpose.
- Always obtain a receipt from the person paid, and never pay out any of the chapter's money except on proper authority.
- Keep an up-to-the-minute accounting of funds. It is important that entries be made as incurred.
- Make an accurate report of the chapter's financial status at every regular meeting and as called for by the president.

- **GUIDELINES FOR REACTIVATING OR CHARTERING A NEW CHAPTER**

When establishing a new chapter or reactivating a chapter, the following should be followed:

- Contact state chairperson.
- Submit bylaws, chapter fees, and membership to state chairperson for approval.

Ideas for the reactivation or chartering of a chapter:

- Assist with the installation and initiation of members.
- Show FBLA slide presentation/video.
- Share ideas on membership drives and fundraising.
- Distribute state and national pamphlets.
- Invite a state officer to visit and speak.

Those to invite:

- School administration.
- Instructors and counselors.
- Students interested in business.
- Parents.
- Radio, television and newspaper representatives.
- The business community (advisory board, employers, prospective supporters).

- **SECTION E – CONFERENCES**

Leadership conferences give members of Future Business Leaders of America an opportunity to meet new people and to travel to different parts of their own state and throughout the nation. Members can be helped to develop leadership qualities and to learn about career and technical opportunities from speakers and workshops.

- **STATE FALL LEADERSHIP CONFERENCE**

In October or November, the state officer team, together with professionals, presents the Fall Leadership Conference for local chapter officers and members. The local chapter officers learn the duties and responsibilities of their offices as they become more effective leaders. Members also gain valuable experience.

- **NATIONAL FALL LEADERSHIP CONFERENCE**

National FBLA hosts four national Fall Leadership Conference. Any member is eligible to attend any one of the four conferences provided. These conferences provide leadership and chapter development.

- **STATE LEADERSHIP CONFERENCE**

In March or April, Wyoming FBLA presents a State Leadership Conferences. The purpose of the conference is to elect state officers, conduct state business, offer leadership and career workshops to members, and conduct competitive events to determine state winners who will represent Wyoming at the national level.

- **NATIONAL LEADERSHIP CONFERENCE**

The National Leadership Conference is held in the summer and rotated among sites. State winners from all states compete in the various events to determine the national champion. National officers are elected and workshops offered.

Any student attending the National Leadership Conference must be accompanied by his/her local adviser, local school district employee, or his/her parent.

- **PROFESSIONAL CONFERENCE PARTICIPTION**

All professional members are urged to attend the conferences of both FBLA and PBL.

Professional members may be used to judge, administer, or coordinate events. The professional division may provide workshops and speakers to help the members become more aware of the free enterprise system and the business world.

- **CODE OF CONDUCT**

The purpose of the code of conduct is to ensure that FBLA members who attend a conference are aware of expected behavior. It is the adviser's responsibility to discuss the form with the members and stress the importance of abiding by the rules. Wyoming FBLA is proud of its reputation and encourages advisers to closely monitor students at all conferences.

- **AUTHORIZATION – MEDICAL RELEASE**

One purpose of this form is to show that the parents grant permission for the student to attend the conference. It also allows for emergency medical treatment if a parent/guardian cannot be reached.

- **CONFERENCE DRESS CODE**

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world.

Appropriate attire is required for all attendees—advisers, members, and guests—at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Professional attire acceptable for official FBLA-PBL activities include:

Males

- Business suit with collared dress shirt and necktie or
- Sport coat, dress slacks, collared dress shirt, and necktie or
- Dress slacks, collared dress shirt, and necktie.
- Banded collar shirt may be worn only if sport coat or business suit is worn.
- Dress shoes and socks.

Females

- Business suit with blouse or
- Business pantsuit with blouse or
- Skirt or dress slacks with blouse or sweater or
- Business dress.
- Dress shoes and nylons.

Inappropriate attire, for both men and women, includes:

- Jewelry in visible body piercing, other than ears
- Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts
- Backless, see-through, tight-fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses/skirts
- T-shirts, Lycra™, spandex, midriff tops, tank tops, bathing suits
- Sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee-boots
- Athletic wear, including sneakers
- Hats or flannel fabric clothing
- Bolo ties
- Visible foundation garments.

- **FBLA CODE OF CONDUCT**

The FBLA organization is conducted as a part of the school system. School regulations are in effect for participants at the conferences. In general, each member will conduct himself/herself in a way that will bring credit to himself/herself, his/her FBLA chapter and school, and to the national organization.

Attendance at any FBLA sponsored conference or activity is a special privilege. Knowing any organization is judged largely the behavior of its individual participants, the following code of conduct is subscribed to for state officers, members, and guests who attend any and all FBLA conferences.

- All chapter members attending the FBLA conferences must attend all sessions of the conference.
- All persons must behave in a courteous and respectful manner refraining from language and actions that might bring discredit upon themselves, their school, their home, their friends, the conference, or upon the organization.
- Because conference attendants are guests using the facilities, special care must be taken not to deface or destroy any property. Any damages to any property or furnishings in the motel rooms or buildings must be paid by the individual or chapter involved.
- Appropriate business attire is required for all conference participants at all sessions. Conservative sportswear may be appropriate for specifically designated situations; read conference packets for specific instructions.
- Curfew regulations will be interpreted to mean that each person will be in his/her own room, and will begin one-half hour after the last scheduled activity unless stated specifically different on the conference agenda.
- Conference area participants not staying at the motel must be off grounds of the motel by curfew. Local advisers may set earlier curfews as desired.
- Student delegates must:
 - Keep their adult advisers informed of their activities and whereabouts at all times.
 - Not use their own car or ride in cars belonging to others during the conference, unless accompanied by an authorized adviser.
 - Not engage in dating activities with non-conference students.
- **NO ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS** in any form will be possessed or used at any time or under any circumstances on public or private properties. No smoking will be permitted at any time during the conference.

It is agreed that, upon violation of the code of conduct, the violators will vacate their motel rooms and withdraw from the conference activities. At such time, the parents of the person(s) in violation will become fully responsible for their son's or daughter's actions including their return trip home. Violators will be disqualified of any honors, awards, or offices which he or she may have won and their chapter will lose their voting rights. In addition, the proper school authorities will be contacted.

ANYONE BEING IN THE WILLFUL COMPANIONSHIP OF ANOTHER PERSON VIOLATING THE FBLA CODE OF CONDUCT WILL ALSO BE SUBJECT TO THE DISCIPLINARY ACTION.

The code of conduct will be enforced by local advisers and the state committee. Wyoming FBLA is not liable for a student in violation of the code of conduct.

Signature of FBLA member

Signature of FBLA member's parent

Home Telephone Number

Work Telephone Number

AUTHORIZATION – MEDICAL RELEASE – PARENTAL CONSENT FORM

Student Name _____ Organization _____

Adviser _____ School _____

ADVISER AUTHORIZATION AND STUDENT PARTICIPATION;

Date(s) of Activity: From _____ To _____

I, the adviser, hereby certify that this student has been authorized to represent our chapter as a participant/delegate and has received instructions concerning the organization rules at state-authorized activities.

Signature of Adviser Date

Signature of Student Date

MEDICAL RELEASE

I, _____
Parent's/Guardian's Signature (Social Security #)

_____ of _____
Relationship (Student's Name) (Social Security #)

Date of birth (Complete home address including ZIP Code)

Hereby authorize in advance any necessary medical treatment required of my son/daughter.

This student is presently under medical care. Yes No

If yes, explain:

Date Signed Parent/Guardian Home Phone _____

Medical Insurance Co. _____ Policy # _____

Name of Insured _____

Name of Family Physician _____

Any Allergies, Medications, Etc. _____

PARENT / GUARDIAN AUTHORIZATION: I agree not to hold the Wyoming Vocational Student Organizations or Wyoming FBLA, or any of their agents, liable for any accident, illness, or injury to my son/daughter/self during participation in any state-authorized activity, including travel to and from activity sites.

Signature of parent/guardian if student is under 18 years of age Date

Signature of student if student is 18 years of age or over Date

SECTION F – CEREMONIES AND SERVICES

- **CEREMONIES**

The procedures for ceremonies which follow are given only as suggestions and guidelines. Appropriate additions and omissions in the ceremonies can and should be made to conform to local structures.

While many chapters are established with the assistance of an installation team from a nearby FBLA or PBL chapter, such a procedure is not required. However, a visiting installation team does contribute to the occasion and should be encouraged whenever possible. Special guests, the chapter advisory board, and school officials are often invited to attend the ceremonies.

- **CHAPTER INSTALLATION/INDUCTION OF NEW MEMBERS**

In general, the following setting is recommended for the Chapter Installation Ceremony and the Induction of New Members Ceremony; individual tables for the four speakers representing the written words—Future, Business, Leaders, and America – and one long rectangular table for the president, adviser, or installation official.

Many chapter have impressive candlelight ceremonies. Candles lend a soft light to the setting as well to represent certain offices as specified in some of the ceremonies. The candle on the table of the installing official should be the tallest candle used.

Background music adds a distinct quality to the effectiveness of the ceremony. Appropriate music may be used throughout the entire ceremony or during certain parts of the program, such as during the reading of the Creed or at the end of the ceremony.

In more formal ceremonies, the officers and members may, if so desired, be attired in robes such as choir or graduation robes. Otherwise, appropriate business attire is recommended.

At the conclusion of the ceremonies, members may be presented with membership cards and pins and keys if they have been purchased.

The following copy of the Creed has been marked for reading by phrases for use during ceremonies.

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 of these groups.

I believe every person / should prepare for a useful 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 / and that this right should not be denied / because of race, color, creed, sex, or handicap.

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.

- **CHAPTER INSTALLATION**

Whenever possible, this ceremony should take place before a large group such as an assembly of business students or a special meeting to which parents and business people are invited. Members of the installation team should be seated on a stage or a raised platform.

Installing official: (Standing) FBLA is a national organization for business students who are preparing for careers in business and business education. I have been authorized by the national association to conduct the installation into the national organization of the (name) chapter of _____ at (name of school).

Since the letters, FBLA are used to designate the organization, its units and members, it is fitting that we consider what these letters and the words they represent mean to our organization.

FUTURE: Our daily education experiences and our involvement in leadership activities prepare us for the future – a time to accept challenges. In FBLA, we have found the tools to prepare for the future. We profit from the experience of others, those who have preceded us as well as our teachers and others with whom we associate. Our studies and activities help us meet the changing conditions and further our understanding of the world's varied economic systems.

BUSINESS: We realize the importance of education and training in business methods and procedures. We appreciate the roles of businesses and education in our daily lives.

LEADERS: The future of our country depends on the quality of leadership. Leadership implies honor, foresight, tact, competence, dependability, discretion, and integrity. A leader must listen, withstand criticism, and be flexible. A leader accepts failure in stride but is willing to profit from it. As members of FBLA, it is our duty to prepare for the enormous responsibility of business leadership in the years ahead.

AMERICA: If America is to remain a world leader, alert young men and women are needed to guide our country. As members of FBLA, we prepare ourselves for this responsibility by studying America's past and analyzing her present. The initiative and success of leaders in business help shape the future of America. FBLA is our opportunity to strive for leadership in the field of business, thereby helping to strengthen America.

Installing official: Our organization has a definite and worthwhile list of goals. I should like to ask (name of assistant installing officer or member of installation team) to read these goals.

Assistant installing official: (Standing, reads the goals.)

Installing official: Will the new officers of the (name) chapter of FBLA at (name of school) please rise and remain standing as I announce each office and name. (Installing officer calls name and title of each officer.)

You have been chosen from among FBLA members at (name of school) as officers for the coming year. You have been selected because your members have faith in your ability and confidence that you will fulfill the duties of your office. I challenge you to accept the responsibility that has been given to you. Please raise your right hand and repeat after me.

I, as an officer / of the (name) chapter of FBLA, / do solemnly promise / that I will fulfill the responsibilities of my office / to the best of my ability, / and that I shall carry them out / in accordance with the bylaws of FBLA.

- **CHAPTER INSTALLATION - Continued**

(While lighting the tall candle) By lighting this candle, I seal the vow you have taken and vest in you the authority of your office.

Speaking to all members) You have heard the vows that these officers of your chapter have taken. In your presence, I now declare them officially installed as officers of the (name) chapter of FBLA for the year of ____.

(Speaking to officers and members, and particularly to chapter president.) By authority of FBLA-PBL, Inc., am pleased to present you with the official charter of your chapter. (Reads the charter.) By virtue of this charter, this chapter now becomes a part of the national organization. You now have the privilege and responsibility of operating under the name FBLA and as a part of the state chapter and the national organization. The responsibility of making (name) chapter a success rests with its members and officers.

Chapter president: I, on behalf of the officers and members of (name) chapter of FBLA accept the honor, privileges, and responsibilities entrusted to us, and together we shall endeavor at all times to carry out the purposes of FBLA.

Installing official: The (name) chapter president, (name of president), will give the oath of membership to the charter members of the chapter. (Chapter officers turn and face audience.)

Chapter president: The secretary will now read the names of the Charter members of (name) chapter of FBLA. As the names are read, the members will please rise and remain standing until all members have been presented.

Chapter secretary: (Reads slowly the name of each charter member. Charter members stand as their names are called and remain standing until the oath has been administered.)

Chapter president: Each of you, please raise your right hand and repeat the oath of membership in unison after me.

I solemnly promise / to uphold the aims and responsibility of FBLA / and, as an active member of the (name) chapter, / I shall strive to develop the qualities necessary / to become a leader in business / and in the community in which I live.

As president of (name) chapter of FBLA, I declare you duly inducted as charter members.

Installing official: (Name of assistant installing official or member of installation team) will lead the members in reciting in unison the FBLA Creed. (The Creed is recited.)

- **INSTALLATION OF OFFICERS**

Setting: The room is darkened. Eight candles are arranged on the table in the following order: white, grey, red, orange, yellow, blue, green and violet. The white candle should be the tallest. If more than seven officers are being installed, additional colors may be used.

The new officers should come forward in the following order: parliamentarian, historian, reporter, treasurer, secretary, vice president and president. Others officers may be appropriately placed. Each enters from the lower left corner of the stage when his/her office is announced, stands before the installing officer during the charge, then retires to the opposite end of the table still holding the candle and facing the onlooking members.

Additions to the ceremony may be made for other officers as necessary.

The installing officer is generally the outgoing chapter officer for each respective office.

Installing official: Will the newly elected officers of (name) chapter of FBLA please come forward as I announce your office. (Installing official lights white candle.) Lighting the tallest candle symbolizes the chapter in its entirety with all its members working together. With this symbol we shall charge each officer to do the job for which he/she has been elected.

(Name of parliamentarian) parliamentarian. (Parliamentarian comes forward.) You have been named parliamentarian of the (name) chapter of FBLA. As parliamentarian, it will be your responsibility to monitor all formal chapter meetings so that they are conducted within the framework of parliamentary procedure. Through your efforts, the chapter meetings will be conducted in an orderly fashion, resulting in the efficient disposition of business. Do you accept this responsibility?

Parliamentarian: I do.

Installing official: I now declare you in the name of the (name) chapter of FBLA, the parliamentarian. (Parliamentarian selects grey candle from table and installing official lights it with the white candle.)

This grey candle symbolizes the achievement possible when chapter meetings are conducted in an orderly fashion.

(Name of historian), historian. (Historian comes forward.) You have been elected historian of the (name) chapter of FBLA. As historian, it will be your responsibility to maintain records of the chapter, including a report of activities, awards and publicity. Through your efforts people see the progress and activities of your chapter. Do you accept this responsibility?

Historian: I do.

Installing official: I now declare you in the name of the (name) chapter of FBLA the historian. (Historian selects the green candle from table and installing official lights it with the white candle.)

This green candle symbolizes the satisfaction that can be derived from preserving the past and recording the present, while preparing for the future.

(Name of reporter), reporter. (Reporter comes forward.) As reporter, your job will be to report meetings and other newsworthy activities of the chapter through the proper channels. Do you accept this responsibility?

Reporter: I do.

Installing official: I now declare you in the name of the (name) chapter of FBLA, the reporter. (Reporter selects violet candle from table, and installing official lights it with the white candle.)

- **INSTALLATION OF OFFICERS -- Continued**

This violet candle symbolizes the inspiration and enlightenment that can be brought by reporting the activities of the (name) chapter of FBLA.

(Name of treasurer), treasurer. (Treasurer comes forward.) You have been elected treasurer for the (name) chapter of FBLA. In electing you to this office, the members have shown their faith in your business ability and your honesty. Do you promise to keep accurate records of all money received and spent and to present orderly reports upon proper requests?

Treasurer: I do.

Installing official: I now declare you in the name of the (name) chapter of FBLA, the treasurer. (Treasurer selects blue candle from the table and installing official lights it with the white candle.)

This lighted blue candle symbolizes the trust and confidence which the members have in your ability to safeguard all funds. (Name of secretary), secretary. (Secretary comes forward.) You have been elected secretary of the (name) chapter of FBLA. Accepting this office obligates you to be present and keep a record of what takes place at every meeting. Do you accept this responsibility?

Secretary: I do.

Installing official: I now declare you, in the name of (name) chapter of FBLA, the secretary. (Secretary selects yellow candle from table and installing official lights it with the white candle.)

This yellow candle symbolizes constancy in attendance and in keeping members informed of the chapter's progress.

(Name of vice president), vice president. (Vice president comes forward.) You have been elected vice president of the (name) chapter of FBLA. Your duty will be to assume the responsibilities in the absence of the president. Will you strive to carry out the duties of this office?

Vice President: I will.

Installing official: I now declare you in the name of (name) chapter of FBLA, the vice president. (Vice president selects orange candle from table and installing official lights it with the white candle.)

This orange candle is the symbol of the harmony and faithfulness which should characterize your efforts in working with the president to carry out the ideals of this chapter.

(Name of president), president. (President come forward.) The members of the (name) chapter of FBLA have bestowed upon you a great honor in electing you the president. Your major responsibility is to lead and encourage this chapter in all its activities. It is your duty to preside at all meetings and see that they are conducted in accordance with the constitution and correct principles of parliamentary practice. Do you accept this responsibility?

President: I do.

Installing official: I now declare you in the name of the (name) chapter of FBLA, the president. (President takes red candle from the table and installing official lights it with the white candle.)

- **INSTALLATION OF OFFICERS -- Continued**

This red candle is the symbol of your duties and obligation to the chapter and its members. (Addressing members of the chapter.) In your presence I now declare them officially installed as officers of the (name) chapter of FBLA for the coming year. (Lights are turned on.) You may be seated.

(The newly elected president is called forward, and with a few appropriate remarks, the installing official presents the gavel to the new president who closes the meeting.)

- **INDUCTION OF NEW MEMBERS**

Setting: The president and adviser are seated behind a long table; the other officers are seated at individual tables. The guide leads the initiates to the front of the room where they form a semicircle and remain standing in front of the officers until the close of the ceremony. As in the chapter installations, a candlelight service is often used.

Guide: Mr. (or Madame) President, these candidates have expressed a desire and meet the necessary requirements to become members of the (name) chapter of Future Business Leaders of America at (name of school).

President: (to the candidates) We accept you as candidates for membership in the (name) chapter of Future Business Leaders of America at (name of school). Before you become members, however, let us consider the meaning of the words in the name of our organization.

FUTURE: Our daily educational experiences and our involvement in leadership activities prepare us for the future – a time to accept challenges. In FBLA, we have found the tools to prepare for the future. We profit from the experiences of others, those who have preceded us as well as our teachers and others with whom we associate. Our studies and activities help us meet changing conditions and further our understanding of the world's varied economic systems.

BUSINESS: We realize the importance of education and training in business methods and procedures. We appreciate the roles of business and education in our daily lives.

LEADERS: The future of our country depends on the quality of leadership. Leadership implies honor, foresight, tact, competence, dependability, discretion, and integrity. A leader must listen, withstand criticism, and be flexible. A leader accepts failure in stride but is willing to profit from it. As members of FBLA, it is our duty to prepare for the enormous responsibility of business leadership in the years ahead.

AMERICA: If America is to remain a world leader, alert young men and women are needed to guide our country. As members of FBLA, we prepare ourselves for this responsibility by studying America's past and analyzing her present. The initiative and success of leaders in business help shape the future of America. FBLA is our opportunity to strive for leadership in the field of business, thereby helping to strengthen America.

President: You have just heard the meaning of the letter used in our title. We are a national organization for business students who are preparing for careers in business and business education. The FBLA organization is based on a definite set of goals including development of competent, aggressive business leadership; creation of more interest and understanding of American business enterprise; and participation in worthy undertakings for the improvement of business and citizenship.

President: (Introduces the chapter adviser.)

- **EMBLEM CEREMONY**

An official FBLA emblem should be constructed from paper, cardboard, felt, or wood and be large enough for handling and have a number of removable parts (see next paragraph for each division's description). These parts are to be affixed to the shield. An alternative would be using prepared slides.

FBLA parts include: the likeness of an eagle, and the words, "Service," "Education," "Progress," "Future," "Business," "Leaders," "America." PBL parts: the likeness of an eagle, and the words "Service," "Education," "Progress," "Phi," "Beta," "Lambda."

The following ceremony can be presented at official chapter functions. Each officer should take a single part of the shield, explain what the part represents; and at the conclusion of the ceremony, a completed shield will be visible.

The president raps the gavel once for the group to come to order and the members to take their places. He/She begins: "You are about to witness the emblem ceremony in which the significance of each component of our emblem is described." (President raps gavel once, and the members stand.)

President: (Stands at rostrum and picks up eagle.) The eagle denotes our belief in democracy, liberty, and the American way of life. (Affixes the eagle to stand and steps back a few feet from rostrum.)

Member No. 1: (Moves to rostrum and picks up the word "service.") The word "service" denotes the idea that every individual should be interested in and take responsibility for promoting better social, political, community and family life. (Affixes the word and steps back.)

Member No. 2: (Moves to rostrum and picks up the word "education.") The word "education" is symbolic of the idea that education is the right of every individual in America. (Affixes word and steps back.)

Member No. 3: (Moves to the rostrum and picks up the word "progress.") The word "progress" represents the challenge of tomorrow which depends upon mutual understanding and cooperation of business, industry, labor, religious, family and education institutions and by the people of our own and other lands. (Affixes the word and steps back.)

Member No. 4: (Moves to rostrum and picks up the word "future.") The word "future" reminds us that the future of the world depends upon the quality of leadership we are able to produce, and we in FBLA will be the business leaders of the future. We must learn to recognize the situations in which our individual talents will become useful. (Affixes the word and steps back.)

Member No. 5: (Moves to rostrum and picks up the word "business.") The world of business is our world. To be successful in business, a person must be educated both formally and informally in business methods and procedures and in the basic principles of our economic system and government. (Affixes word and steps back.)

Member No. 6: (Moves to rostrum and picks up the word "leaders.") The word "leaders" represents the search for knowledge in order for us to become better citizens. This knowledge will prepare us for the great task of leadership in years ahead. (Affixes word to stand and steps back.)

Member No. 7: (Moves to rostrum and picks up the word "America.") Finally, we think about America. The future of America depends upon our generation. We should pledge ourselves to use any abilities endowed to use to make America a better place for everyone. (Affixes word to stand and steps back.)

President: (Moves to rostrum and gives closing.) All the words now attached stand for (pauses) Future Business Leaders of America. The shield stands for our organization which provides opportunities for each member to become a leader of tomorrow. The ceremony will close with all members reciting the Creed. (All members say the Creed in unison.)