



# MIDDLETON FBLA BY-LAWS

## **ARTICLE I NAME**

Section 1. The name of this chapter shall be Middleton Local Chapter of Future Business Leaders of America and may be referred to as Middleton FBLA.

## **ARTICLE II PURPOSE**

Section 1. The purpose of FBLA is to provide opportunities for secondary students to develop vocational competencies for business and office occupations. FBLA is an integral part of the instructional program and, in addition, promotes a sense of civic and personal responsibility.

Section 2. The specific goals of FBLA are to:

- A. Develop competent, aggressive business leadership;
- B. Strengthen the confidence of students in themselves and their work;
- C. Create more interest in and understanding of American business enterprise;
- D. Encourage members in the development of individual projects which contribute to the improvement of home, business, and community;
- E. Develop character, prepare for useful citizenship, and foster patriotism;
- F. Encourage and practice efficient money management;
- G. Encourage scholarship and promote school loyalty;
- H. Assist students in the establishment of occupational goals; and
- I. Facilitate the transition from school to work.

## **ARTICLE III MEMBERSHIP**

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

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

Active Members shall be secondary students who become members while enrolled at Middleton High School, 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 Middleton FBLA and may participate in state and national events, in accordance with the guidelines of the State and National Awards Program, serve as voting delegates to the State and National Leadership Conference, hold state and / or national office, and otherwise represent their local and state chapters as approved by their respective local or state advisers. Active members must compete unless they hold national office.

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 Florida FBLA-PBL Professional Division, but shall not participate in events, serve as voting delegates, or hold office.

Honorary Life Members shall be persons who are assisting in the advancement of business and office education and/or who are rendering outstanding service to Middleton FBLA. Honorary Life Members shall not vote or hold office and shall not be required to pay dues.

Section 3. By paying dues and becoming a Middleton FBLA member, each student agrees to be bound by the association by-laws, guidelines, dress codes, and competitive events requirements.

## **ARTICLE IV**

### **DUES AND FINANCES**

Section 1. Local Chapter membership dues shall be \$12 per year per member, payable by the last school day prior to October 20<sup>th</sup>, of the current year. All members are also responsible for paying the following dues in addition to the Local chapter membership dues: District dues \$3, State dues \$4, National dues \$6, and DLC Awards dues \$20. Financial hardships will be considered concerning all dues. The deadline for all dues shall be the last school day prior to October 20<sup>th</sup>.

Section 2. Students who become eligible (new or transfer from another school) for membership after the last school day prior to October 20<sup>th</sup>, will no longer be eligible for membership for the current year unless they have paid membership to their previous local chapter.

Section 3. Incumbent MHS FBLA officers must pay the current year's dues by the last school day prior to September 1<sup>st</sup>, of the current year.

## **ARTICLE V**

### **ORGANIZATION**

Section 1. Middleton FBLA shall operate in accordance with a charter granted by FBLA/PBL, Inc.

Section 2. The current (as of 2021 - 2022) Middleton High School Advisers are Mr. Olutayo Akinrefon (shall be referred to as the “Middleton Lead Adviser”), and Mr. Ruben Watson (shall be referred to as “Middleton Adviser”). Mr. Frank Traina is under consideration to become Middleton Adviser. Officers and current advisers may decide upon instating Mr. Frank Traina as an adviser. Upon Mr. Olutayo Akinrefon’s retirement as the Middleton Lead Adviser, the Middleton High School Principal, or Principal's designee, shall select a new Lead Adviser.

The Local Chapter Officers, Lead Adviser and Advisers shall serve as the policy making body of Middleton FBLA.

Section 3. Adviser Decisioning. Adviser Decisions shall be made by all Middleton Advisers. Decisions will be made by consensus of the advisers. A majority vote of the advisers shall determine a decision, when needed. In the absence of a majority vote, the decision of the Lead Adviser shall stand.

Section 4. Adviser Selection. Individuals who express an interest in becoming an adviser for the local chapter will be communicated to the local officer team. The officer team will be provided with an opportunity to meet with the current advisers with respect to the prospective individual in order to provide their thoughts, concerns, and opinions. Current advisers will take the officers’ input into consideration when deciding upon acceptance or rejection of the potential individual.

Section 5. Members of Middleton FBLA may make recommendations, suggestions, and comments to the policy making body and all advisers.

## **ARTICLE VI**

### **LOCAL CHAPTER OFFICERS, ELECTIONS AND REMOVAL**

Section 1. Local Chapter Officers. The appointed officers of FBLA shall be a President, Vice-President, Secretary, Treasurer, Historian, Reporter, Vice-President of Community Service, Vice-President of Member Services (3), Webmaster, and System Administrator. A member shall only hold one (1) local office.

Section 2. These officers will serve until the end of the appointment period. The end of the appointment period is defined as the last day of the National Leadership Conference for the current year. Officers who have additional years of high school remaining may retain their position until their last year of high school. At the end of their term, any and all accesses related to the officer position shall be removed.

Section 3. Apprentice Positions. All officer positions may have an apprentice with the exception of the President, Vice-President, Parliamentarian and Vice-President of Member Services. An officer position is eligible to receive an apprentice if the officer position is held by a member who will graduate at the end of the current school year. The Vice-President of Community Service shall receive an apprentice only if the Vice-President of Member Services, who is supporting community service, is graduating or does not wish to become the Vice-President of Community Service. Upon the conclusion of the officer appointment period, the apprentice shall become the officer of the position that the apprentice position is aligned with. The apprentice must have at least two (2) full years remaining in school.

#### Section 4. Qualification for Local Chapter Office.

- A. Only active members are eligible to hold local office.
- B. The Middleton Local Chapter Officer Team will conduct a panel interview.
- C. To be considered for an office in Middleton FBLA, a candidate shall be a high school student who shall:
  - 1. Be enrolled at Middleton High School
  - 2. Have at least one (1) full year remaining in school
  - 3. Remain a student at Middleton High School during his/her term of office
  - 4. Be approved by the local chapter officer team and advisers
  - 5. Submit an application (includes a resume), and
  - 6. Have paid dues for the current year.
- D. Candidates for Secretary must possess the ability to record minutes.
- E. Candidates for Reporter must also complete a test comprised of questions from the FBLA Business Communications competition.
- F. Candidates for Webmaster will complete the interview process if necessary along with completing a web design task designated by the Lead Adviser. The web design task must be completed prior to the interview process.
- G. Candidates for System Administrator will complete the interview process if necessary along with completing a computer programming designated by the Lead Adviser. The computer programming task must be completed prior to the interview process.

#### Section 5. President and Vice-president Nominations.

- A. Candidates for President and Vice-president shall be selected from the current local officers by the Lead Adviser and Advisers with input from the outgoing President and/or Vice-president.

#### Section 6. Elections, Vacancy and Removal.

- A. All officers and apprentices in Middleton FBLA shall be appointed by the Lead Adviser and Advisers. No elections shall be held.
- B. Vacancy in Office. A vacancy in any office shall be filled by appointment by the Lead Adviser and Advisers.
- C. Removal from Office. If any officer or apprentice fails to carry out the duties as described in the bylaws or Local Chapter Officers Policies and Procedures Handbook, the officer may be removed from office by the Lead Adviser and Advisers.

Section 7. Officer Slate. Current officers may present a slate of officer positions to the Lead Adviser for consideration. The slate will be presented to the Lead Adviser prior to the conclusion of the Program of Work meeting. The Lead Adviser and Advisers may accept or reject the slate.

Section 8. Open Positions. If a current officer wants to apply for an open position they will choose to leave the current position and apply alongside active members for the open position. The surrendered position is now open for all members to apply for, including the incumbent (who does not have to complete the application process).

Section 9. District Office. Only local chapter officers are eligible to hold district office.

Section 10. State or National Office. A candidate for state or national office must have held a local chapter office in the past or is currently a district officer. The candidates for state and national office will be appointed by the Lead Adviser and Advisers.

A. National Council. In order to run for national council you must have gone through the full local officer application process.

Section 11. Appointment of Parliamentarian. The person scoring highest on the Parliamentary procedures test shall be appointed by the current chapter lead adviser to serve as parliamentarian. The parliamentarian candidate will be given the test during the interview of all officers. The parliamentarian shall serve until the selection of a new parliamentarian the following year.

## **ARTICLE VII**

### **DUTIES OF FBLA LOCAL CHAPTER OFFICERS**

#### **Section 1. President**

1. Provide overall direction and management of Middleton FBLA.
2. Represents Middleton FBLA to school administration, staff, and clubs on behalf of our organization.
3. Represents Middleton FBLA to external entities on behalf of our organization.
4. Establish meeting dates and times for officer meetings.
5. Generate the agenda for Thursday general meetings and open the meetings.
6. Drafting and sending official communications from Middleton FBLA.

7. Ensures that the Local Annual Chapter Business Report is completed.
8. Ensure the completion of chapter reports and awards.
9. Ensure registration of members for the chapter and for conferences.
10. Creates and manages distribution of freshmen welcome letters at the beginning of the year.
11. Ensure all members acquire necessary resources for their event and are prepared to compete (in conjunction with VP of Member Services).
12. Collaborate with VP to ensure committees are running smoothly and completing all their assigned tasks.
13. Collaborate with VP to ensure the clarity and consistency of official communication channels.
14. Aiding logistics for conferences and other events.
15. Ensure marketing is approved and executed at the correct time.
16. Help prepare fellow officers for their candidacies.

## Section 2. Vice President

1. Assume the duties of the President in the absence of the President.
2. Ex officio member of all committees excluding the Community Service committee.
3. May request committee reports on an as needed basis.
4. Format and disseminate information through official communication channels.
5. Assist President in establishing meeting dates and times for officer meetings.
6. Ensure proper direction of members at Thursday general meetings.
7. Ensure the learning management system is updated on a timely basis with new and accurate information.
8. Manage Business Achievement Awards (BAA) program and drive members towards the completion of their BAAs (including officers).
9. Ensure that the Middleton FBLA website is up to date.
10. Manage and submit activities for the Chapter Challenge (Super Sweeps, Non-Stop November, and Action Awareness).

## Section 3. Parliamentarian

1. Ensure that meetings are conducted in an orderly manner.
2. Assist chapter members in understanding the basic purpose of parliamentary procedure.
3. Advise the presiding officer and other members on parliamentary procedure.
4. Coach and prepare all teams for the parliamentary procedure competitive event.

## Section 4. Secretary

1. Assume the duties of President and Vice President in the absence of the President and Vice President.

2. Take, distribute, and archive meeting minutes.
3. Owns the Local Annual Chapter Business Report. Member of the Local Annual Chapter Business Report team.
4. Supports general meetings i.e. speakers, keys, and general setup.
5. Create and manage data for all conferences.
6. Orchestrate logistics for all conferences.
7. Ensure every member has selected and signed up for a competition.
8. Ensure the planning for the summer camp is complete.
9. Support the president and vice-president on an as needed basis.
10. Maintain and archive any historical records and information.

#### Section 5. Treasurer

1. Manage the collection of funds and issue receipts for all funds collected.
2. Provide the treasurer's report at the general meetings.
3. Support the secretary in the management of financials (ensure the proper data is input into the proper spreadsheets).
4. Research costs of activities for all conferences (in conjunction with the Secretary).
5. Assist with Budget creation.
6. Communicate payment information as well as outstanding payments to members.

#### Section 6. Reporter

1. Draft and finalize the Middleton FBLA Newsletter per approved schedule.
2. Work with Historian to create flyers, brochures, and other materials for Middleton FBLA (for schools, organizations, and institutions on a national and global scale).
3. Update the official calendar with deadlines and important dates and ensure consistency across multiple information sources.
4. Draft and submit articles for the Florida Communicator and Tomorrow's Business Leader.
5. Assist Historian with managing information and communications on specific social media platforms.

#### Section 7. Historian

1. Capture and archive historical evidence of Middleton FBLA activities (website and auxiliary location).
2. Owns, manages, and executes information and communications on specific social media platforms.
3. Attend all events (primary). If absent, ensure coverage by VP of Member Services.
4. Create promotional content for Middleton FBLA.

5. Create, update, and archive the history of Middleton FBLA.

#### Section 8. Webmaster

1. Maintains and services the Middleton FBLA website in a timely manner.
2. Maintains and services the Future Business Leaders of Tampa Bay (FBLTB) website in a timely manner.
3. Communicates to ensure the Middleton FBLA website is accurately updated (in conjunction with President, Secretary, Historian, and Reporter).

#### Section 9. System Administrator

1. Maintains and services Middleton FBLA information systems in a timely manner.
2. Coordinates with the Webmaster in creating and maintaining backend Middleton FBLA functionalities
- 3.

#### Section 10. Vice-President of Member Services

1. Update online storage locations with relevant resources for members.
2. Coordinate meetings with teams that are currently competing with teams that have already competed in the same event (current members and alumni).
3. Manage resources for competitors (i.e. check-out, check-in, and order textbooks).
4. Setting up resources necessary for teams to prepare for competitions.
5. Operates as Historian in the absence of Historian.
6. In the absence of Vice President at committee meetings (March of Dimes Committee and American Enterprise Committee) the VP of Member Services will attend.
7. Manage sign-ups for events and activities.
8. Owns the set-up of Middleton FBLA at any events we showcase in.
9. Leads special activities (team building) at meetings.
10. Support the Vice President in managing general meetings.
11. (1) VP of member services will support the Vice-President of Community Service.
12. Track and obtain all end of year awards for members and individuals.

#### Section 11. Vice-President of Community Service

1. Develop, implement, and manage community service programs for the chapter.
2. Ensure that the chapter is educated on the importance of being involved in the community.
3. Promote participation in community events and encourage attendance.
4. Coordinate events with chapter sub-committees.
5. Reach out to event coordinators for resources and service information.

6. Create a Middleton FBLA community service schedule by September 1st or the first school day after September 1st if the 1st is on the weekend. Include 4 dates for Keeping Tampa Bay Beautiful, 2 dates for Feeding Tampa Bay, date for March of Dimes / March for Babies, Chick Fil A, plus at least 1 additional service activity.
7. Coordinate community service projects with other organizations including other high schools, middle schools, MHS booster club and other MHS clubs.
8. Ensure completion of all HCPS volunteer forms by members.
9. Ensure sign-ups are available for all community service events and keep a copy of the roster for each event.
10. Attend every scheduled community service project. If absent, ensure attendance by VP of Member Services.
11. Manage member community service programs including tracking hours (by student).
12. Communicate with Member Services to ensure sign-ups for community service projects are completed.
13. Ensure necessary items for projects have been acquired and cleaned & stored when the project has been completed (i.e. gloves, vests and pick-up tools for Keeping Tampa Bay Beautiful).
14. Research additional projects that would be worthy for consideration as ongoing service projects or special one-time only projects. Present to the local officer team and advisers for consideration.
15. Provide a monthly status of Community Service projects to the local officer team and advisers.

#### Section 11. Officer Apprenticeships

The officer apprenticeship duties shall be provided by the advisers at a later date.

#### Section 12. Officer Removal Process

Failure to fulfill these officer requirements will result in the following.

1. Notify officer and discuss how to improve
2. Notify parents of officer duties and failure to complete them
3. Written notification to parent and officer
4. Removal from office
5. Any and all accesses related to the officer position shall be removed

#### Section 13. Officer Resignation

Officers who wish to resign shall

1. Notify the President and Vice President of their desire to resign
2. Shall draft a letter of resignation to be delivered to the lead adviser or advisers

3. The lead advisers and advisers may accept or reject the resignation
4. Any and all accesses related to the officer position shall be removed

## **ARTICLE VIII COMMITTEES**

Section 1. Committees to assist in the growth and development of FBLA may be appointed as deemed necessary by the Lead Adviser and Advisers. Students interested in joining committees must complete an application.

Section 2. Middleton FBLA has four standing committees to assist in the growth and development of the chapter. The 4 committees are March of Dimes Committee (3 members), American Enterprise Committee (3 members), Member Services Committee (3 VPs of Member Services) and the Community Service Committee.

Section 3. The president of Middleton FBLA shall, with the approval of the Lead Adviser and Advisers, establish committees, appoint their members for a period not to exceed the final day of the National Leadership Conference, and assist these committees in their activities with the exception of the Community Service Committee. The president of FBLA shall, with the approval of the Lead Adviser and Advisers may create ad hoc committees, as necessary.

Section 4. Community Service Committee information shall be provided by the advisers

Section 5. Committee business must be conducted on Thursdays during or after the general club meeting or at the discretion of the Lead Adviser and Advisers.

## **ARTICLE IX PARLIAMENTARY AUTHORITY**

Section 1. The rules contained in Robert's Rules of Order, Newly Revised, current edition shall govern Middleton 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 which FBLA may adopt.

## **ARTICLE X AMENDMENTS**

Section 1. Proposed amendments to these bylaws shall be submitted in writing to the Middleton FBLA President. The local chapter officer team, Lead Adviser, and Advisers will discuss proposed changes. All members will be notified of changes at the next local chapter meeting.

Section 2. The Lead Adviser can make changes to these by-laws at any time.