



ABOUT FBLA-PBL

WHO WE ARE

For nearly eighty years, FBLA-PBL has been dedicated to inspiring and developing the next generation of leaders by preparing members for careers in business and business-related fields.

FBLA-PBL's mission is to *bring business and education together in a positive working relationship through innovative leadership and career development programs.*

More than a quarter million strong, FBLA-PBL is the largest business career student organization in the world and spans four divisions:

- **Future Business Leaders of America (FBLA)** for high school students
- **FBLA-Middle Level (FBLA-ML)** for junior high, middle, and intermediate school students
- **Phi Beta Lambda (PBL)** for postsecondary students
- **Professional Division (PD)** for working professionals and FBLA-PBL alumni

HOW FBLA-PBL IS ORGANIZED

NATIONAL CENTER

STATE ADVISERS

LOCAL ADVISERS

MEMBERS

CONFERENCES

FBLA-PBL offers a breadth of activities that build personal and professional skills, including unique career-development programs and a variety of conferences and workshops:

- Competitive events
- National Leadership Conference (NLC)
- Institute for Leaders (IFL)
- National Fall Leadership Conference (NFLC)

BENEFITS

- Scholarships
- Trophies and cash awards
- Travel
- Discounts on hotel and travel
- Networking
- Electronic career portfolio
- Co-curricular education programs
- Recognition programs
- Publications
- Friendship and fun



MISSION STATEMENT

To bring business and education together in a positive working relationship through innovative leadership and career development programs.

GOALS

- **DEVELOP** competent, aggressive business leadership.
- **STRENGTHEN** the confidence of students in themselves and their work.
- **CREATE** more interest in and understanding of American business enterprise.
- **ENCOURAGE** members in the development of individual projects that contribute to the improvement of home, business, and community.
- **DEVELOP** character, prepare for useful citizenship, and foster patriotism.
- **ENCOURAGE** and practice efficient money management.
- **ENCOURAGE** scholarship and promote school loyalty.
- **ASSIST** students in the establishment of occupational goals.
- **FACILITATE** the transition from school to work.

CODE OF ETHICS

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

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 carry on that occupation in a manner that brings the greatest good to the greatest number.
- **I BELIEVE** every person should actively work toward improving social, political, community, and family life.
- **I BELIEVE** every person has the right to earn a living at a useful occupation.
- **I BELIEVE** every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.
- **I BELIEVE** I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

PLEDGE

I SOLEMNLY PROMISE to uphold the aims and responsibilities of Future Business Leaders of America-Phi Beta Lambda and, as an active member, I shall strive to develop the qualities necessary in becoming a responsible business leader.



FBLA NATIONAL BYLAWS

REVISED 1995

ARTICLE I

Name

The name of this division of 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 9–12) 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; and 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 and local advisers.

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, businesspersons, 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 and office 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 educa-

tion 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 center, 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 from 1990 through 1993 shall be \$5.00. Annual dues from 1994 until reconsidered shall be \$6.00.

Section 3. The affairs and property of FBLA shall be managed by the board of directors, which shall have the powers and duties of a 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 of the Future Business Leaders of America 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 that have received charters and numbers issued by FBLA-PBL, Inc. and that 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 chairmen 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.

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, DoDDS-E (Europe), Maine, 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 and office occupations.

Section 7. A state committee chairman 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 class. 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.

- A. Only active members are eligible to hold national office.
- B. Only those applicants who are present at the National Leadership Conference and officially certified by the officer screening committee shall be eligible for nomination.
- C. To be considered for an office in FBLA, a candidate shall:
 1. Have at least one full year remaining in his/her business program.
 2. Hold or have held an elective office in his/her local or state chapter.
 3. Be recommended by the chapter advisers and endorsed by his/her local and state chapters.
 4. File an official application with the association president and chief executive officer at FBLA-PBL, Inc. by May 15.
 - a. If no state chapter 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.
 - b. 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.

- c. 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 guidelines that other candidates comply with during the conference.
5. 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.
 6. 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.

- A. 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 a state chapter at their respective regional meetings at the National Leadership Conference.
- B. Only candidates approved by the officer screening committee shall be nominated.

Section 4. Elections.

- A. 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.
- B. The president, secretary, and treasurer



shall be elected by a ballot vote of the state voting delegates. The national vice presidents shall be elected by a ballot vote by the local voting delegates of respective regions. 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.

- C. 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 selected.

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:

- A. serve as chairman of the national executive council;
- B. preside over the council meetings and business meetings of FBLA;
- C. serve as a member of the board of directors;
- D. appoint appropriate committees and

- E. committee chairmen;
- E. serve as an ex-officio, nonvoting member of all committees;
- F. appoint the parliamentarian; and
- G. perform other duties for the promotion and development of local, state, and national FBLA.

Section 2. The vice presidents shall:

- A. assist the president in the promotion and development of FBLA in the regions that elected them;
- B. assist in planning Regional Leadership Conferences; and
- C. preside at regional meetings at the National Leadership Conference.

Section 3. The secretary shall:

- A. keep an accurate record of all business meetings of the National Leadership Conference and the national executive council;
- B. supply promptly at least one copy of the minutes and substantiating reports to the FBLA president and the association president and chief executive officer; and
- C. initiate communication with state officers to promote quality articles for national publications.

Section 4. The treasurer shall:

- A. assist the national office in keeping an accurate record of national officer travel expenses and disbursements, and in planning national officer travel; and
- B. present an annual financial report to members at the National Leadership Conference.

Section 5. The parliamentarian shall:

- A. advise the president of the orderly conduct of business in accordance with FBLA bylaws and *Robert's Rules of Order Newly Revised*;
- B. shall initiate communication with his/her state counterparts to promote expansion of parliamentary knowledge and awareness; and
- C. serves 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 and 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:

- Under 50 members—two voting delegates.
- 50–100 members—three voting delegates.
- Over 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 that come before the general session. Local voting delegates shall be entitled to vote on all matters that come before the regional meetings. There shall be no proxy voting.

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

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 chairman 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:

- A. adopt policies of operation of FBLA as deemed necessary, by a three-fourths vote subject to the approval of the board of directors;
- B. approve committee appointments and the creation of new committees by the president;
- C. approve appointments by the president to fill vacancies in office;
- D. review all proposed amendments to the bylaws;
- E. present to the voting delegates at the National Leadership Conference, with recommendations, those proposed amendments approved by the board of directors; and
- F. 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 persons 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 respec-

tive 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 chairman. For adoption, action by mail shall require a majority vote of the members eligible to vote and shall be reported to the committee members not later than the next regular meeting.

ARTICLE XI Emblems 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 Procedure

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 1. Each state chapter will be sent copies of the approved amendments by May 15. The national executive council shall present approved proposed amendments with recommendations 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 4, 1990

Amended July 4, 1992

Amended July 7, 1994

Amended July 3, 1995



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LOCAL CHAPTER ORG

ROLE OF THE ADVISER

The success of FBLA-PBL rests on the shoulders of student members. However, without the guidance of the local chapter adviser(s), no success would be possible.

The adviser is instrumental in organizing and stimulating chapter development. They gain the support of the school administration and community. The local chapter adviser should:

- Be knowledgeable about the history, bylaws, and programs of the national organization for active operation of the local chapter.
- Direct, chaperone, and coordinate supervision of chapter activities.
- Organize the selection process for chapter officers and provide officer training.
- Encourage civic responsibility.
- Assist in the maintenance of necessary chapter records.

- Establish rules and guidelines that will help students lead themselves while remaining consistent with school policies and state and national bylaws.
- Hold regular chapter meetings and see that they are conducted in a business-like manner.
- Assist members and officers in developing an annual program of work, which includes a budget, calendar, and committee assignments.
- Assist members in planning, collecting, preparing, and arranging materials to promote the chapter and its activities.
- Ensure school administration, faculty, students, and the public are informed of chapter activities and outstanding student achievements.
- Be knowledgeable of the guidelines for district/regional, state, and national competitive events and activities and coordinate participation at all levels.
- Oversee financial development projects and supervise the receipt, recording, depositing, and expenditure of chapter funds.

ADVISER RESOURCES

The "Adviser Area" of the FBLA-PBL Web site (www.fbla-pbl.org) is a wonderful resource and includes:

- Stock Market Game Information
- Interactive Membership Madness and Mania forms
- Copies of the Adviser Blasts from the National Center
- Electronic Chapter Management Handbook
- Curriculum Integration Ideas and Lesson Plans
- Local Chapter Ideas and Project Samples
- Membership, Scholarship, and Grant Information and Award Winners
- Tips for Preparing for Competitive Events
- Publications

ROLE OF AN OFFICER

Well-qualified and dependable officers are crucial to the growth of any FBLA chapter. Effective leaders will:

- Provide an environment where all members will grow professionally.
- Keep members informed about all activities of the organization.
- Include all members in a dynamic program of work and welcome suggestions from members.
- Conduct the business of the chapter in proper parliamentary procedure and maintain complete, current records, and minutes.
- Encourage individual and chapter participation in district/regional, state, and national conferences.



OFFICER ELECTIONS

The election of officers is a serious matter, and qualifications should be the primary consideration. Candidates who are willing to accept a leadership role and work hard preparing to perform their duties will make the most effective leaders.

Most chapters have five to seven officers. The two officers necessary for the proper operation of the chapter are the president and the secretary. Most chapters elect local chapter officers in the spring of the year, but the election may occur at the beginning of the school year.

An adviser may want to consider having officer candidates fill out an application form rather than being nominated from the floor. Either way is acceptable, but oftentimes you get more serious candidates if they have to complete an application form prior to running for a local office. **REFERENCE: Sample Officer Application LOCAL-16.** Once the adviser has screened and approved the applications, candidates should be notified that they have met the qualifications for running for office.

In the next meeting, a slate of approved candidates can be presented so the members know who is running for each office. Have each candidate give a 1–2 minute speech, and then have the members vote. Either a handvote, voice vote, or a ballot vote is acceptable. Refer to your local chapter bylaws to see if they refer to election procedures.



OFFICER RESPONSIBILITIES

All local chapter officers should:

- Be well-educated about FBLA-PBL and understand its purpose, programs, and opportunities available.
- Understand their clearly-stated goals and description of responsibilities. This will ensure that the person holding the office knows the responsibilities of the job. This also provides the basis for evaluating the performance of the officer and establishes what is important in the total organization so resources can be organized accordingly.
- Plan all activities and projects well in advance and with complete adviser approval.
- Help the president delegate tasks among all the officers.
- Run interesting, organized, and well-planned meetings.
- Have established a well-functioning committee system.
- Have effective communication with the local chapter adviser.
- Be interested in participating in district/regional, state, and national activities and conferences.
- Meet at least once a month prior to the regular chapter meeting—set a particular date each month to meet.
- Have effective communication with the student members.
- Set goals at the start of each semester both for the chapter through a program of work and for the members through a point system to measure their achievement. **REFERENCE: Point System LOCAL-15.**

A short description of the duties of each officer follows.

President

- Presides over and conducts meetings according to accepted parliamentary procedure by keeping members and discussion on track.
- Appoints committees and serves as an ex-officio member to each.
- Coordinates chapter activities by keeping in close touch with the other officers, the membership, and the adviser.
- Reviews the program of work with the adviser and the officer team on a monthly basis.
- Calls special meetings as needed.
- Maintains chapter correspondence by writing appropriate letters.
 - Letters should be short and to the point.
 - Letters must be free of typographical and spelling errors—always have your adviser proofread anything before it is sent out.
 - Thank you letters should be sent within one week of the event.
 - Letters can also be written to national, state, and municipal governments in support for legislation such as Perkins Funding, request for recognition, and request for information.
- Coordinates chapter efforts by keeping in touch with officers, members, and advisers.
- Shows interest in the activities of the other officers and inspires them as well as the membership to better serve the chapter.
- Encourages public relations in your community by contacting speakers or guests for chapter meetings. Be sure to have the secretary follow up with thank you letters following a presentation or guest appearance at a chapter meeting or activity.
- Represents the chapter at special school events, civic clubs, and other out-of-school organizations.

FBLA LOCAL CHAPTER ORGANIZATION

Vice President

- Assists the president in the discharge of duties.
- Presides at meetings in the absence of the president and is prepared to assume the duties and responsibilities of the president if the need should arise.
- Oversees all committee work and the management of assignments.
- Serves as an ex-officio member of chapter committees.
- Prepares the Local Chapter Annual Business Report.

Secretary

- Prepares the program of work once it has been approved by the local chapter adviser. **REFERENCE: Program of Work LOCAL-5.**
- Prepares and reads the minutes of each meeting. **REFERENCE: Minutes LOCAL-14.**
- Prepares the monthly chapter report and submits it to the president, vice president, and adviser. Keeps one copy for chapter records. This report helps the vice president prepare the Local Chapter Annual Report at the end of the year. **REFERENCE: Local Chapter Montly Report Form LOCAL-15.**
- Provides the president with an agenda for each meeting. **REFERENCE: Agenda LOCAL-8.**
- Counts and records votes when taken.
- Coordinates and keeps track of the local chapter point system.
- Reads correspondence at local chapter meetings.
- Prepares correspondence for the chapter president.
 - Make sure that letters are easy to read—short sentences, three paragraphs, logical sequence of ideas.
 - Make sure that your letter sounds sincere, friendly, and positive.
 - Use chapter letterhead if you have it.
 - Proofread—always have your local chapter adviser proofread and approve any correspondence before it is sent.

Treasurer

- Prepares the chapter budget for the year.
 - A budget is necessary in the operation of an FBLA chapter.
 - There are two different areas of the budget: income and expenses.
- Keeps an accurate count and roster of the chapter membership.
- Writes receipts for all members when they pay their dues.
- Receives and acts as custodian of chapter funds.
- Collects all state and national dues and is responsible for their disbursement by the appropriate deadlines.
- Keeps financial records neat and current.
- Plans, with the assistance of the members and the adviser, appropriate fund-raising activities.
- Handles the chapter's accounts receivable and accounts payable.
- Encourages efficient money management.
- Prepares monthly financial reports for each meeting. **REFERENCE: Sample Monthly Financial Report LOCAL-14.**

Reporter

- Develops media lists for chapter meetings.
- Plans public relations activities for the chapter.
- Gathers and classifies chapter news. Sends chapter news and photos for the FBLA-PBL national Web site to communications@fbla.org.
- Prepares new releases and articles for publication in school and local newspapers and in state and national FBLA-PBL publications. **REFERENCE: Sample Press Releases RECRUIT-12.** Remember to include the facts of your story.
- Submits news releases when your chapter shows success at a conference or other events.
- Assists with the planning and arranging of chapter exhibits/booths.
- Prepares a local chapter newsletter at least twice a year for members.
- Helps the vice president with the Local Chapter Annual Business Report.
- Prepares and updates the chapter Web site.

Historian

- Files paper and electronic clippings and pictures of the chapter's activities in the chapter files, and keeps all chapter files updated on an ongoing basis.
- Keeps a chapter publicity and activity scrapbook, and prepares an electronic slide show presentation for the end-of-the-year meeting or awards banquet.
- Helps the vice president with the Local Chapter Annual Business Report.
- Prepares monthly bulletin boards with chapter photos, minutes, and projects.

Parliamentarian

- Assists chapter members in understanding the basic purpose of parliamentary procedure.
- Is prepared to advise the president and other chapter members on parliamentary procedure.
- Has reference materials pertaining to parliamentary procedure available for each meeting.
- Watches for significant irregularities in parliamentary procedure and calls them to the attention of the chair.
- Encourages participation in and prepares a team for the parliamentary procedure competitive event.



PROGRAM OF WORK

Successful businesses could not operate without careful planning. They must develop business plans that incorporate well-defined goals and objectives with the necessary action steps and costs; they must then follow effective operational plans to maintain success. A successful FBLA chapter imitates the successful business by taking the time and effort to develop a written plan of action. This plan becomes the chapter's program of work. The program of work consists of all the activities planned by the chapter's standing committees. Since members support what they help create, each chapter member should serve on at least one standing committee and assist in the program of work development.

Planning Process

Establishing an effective program of work requires planning. Planning activities and the achievement of goals requires thoughtful consideration, time, and an orderly process. The following steps are one approach chapters can apply to their process.

Set long- and short-term goals for the chapter with the local officers. Goals are specific, realistic, and reminders of the accomplishments that you visualize for the officers and the chapter. Brainstorm what your group wants to do.

- What is the mission of FBLA-PBL?
- What are the expectations of the chapter from the perspective of the members, the officers, adviser, and supporters?

Project and Activity Purpose

What is the intended goal or outcome of the project or activity? What do you want to achieve? For instance, if you want to do a fund-raiser, why are you doing that fund-raiser? The answer is not to "raise funds." The answer is to "raise X amount of funds with X activity." Make your goals specific and quantify them where appropriate (e.g. recruit ten Professional Division members by November).

Project Definition

Once you have a goal, you need a project—a strategy—that will accomplish it. Sit down with your group and brainstorm. Share, define, and refine your ideas. Think of ways you can meet your goal, no matter how unlikely the ideas initially appear. During this brainstorming session, do not try to discuss the workability of the individual ideas; just get them all down. Later, you'll pick which one(s) will work.

Resource Identification

What resources do you have available, or could you make available, to help you with your project? These resources include people, money, time, supplies, materials, and facilities. Think through your project carefully and make a list of all the things you have and all the things you will need. Ask questions like:

- Who can help inside and outside the chapter?
- Do you need any special facilities or supplies?
- Can any of your supply, material, or facility needs be donated; or must they be purchased?

Task Assignment

Break goals into smaller, manageable component tasks. Use these questions to separate the tasks in your project:

- What jobs need to be done to meet the goal?
- In what order do things need to happen?
- What are the interim and final deadlines for goal achievement?

Write down the tasks that need to be finished. Divide the larger ones into several smaller pieces. Next, assign committees or individuals to each task. Don't leave any task unassigned, thinking you'll get to them later. There is no "later" in planning.

To determine the value or feasibility of suggested activities, consider the following:

- Which FBLA-PBL goal(s) does this activity reinforce?
- Will it be a business learning experience?
- What are the risks and costs involved?
- Can the majority of members participate?
- Has it been well thought out and carefully planned?
- Has it been tried in the past? What were the results?
- How will the activity be funded? Will it make money?
- Will it provide for business community involvement?
- Who outside the organization might be of assistance?
- Have the school administration and business advisory council been informed?
- How will the activity be publicized, both before and after?

Deadlines

Give each task a date for completion. You can, and probably will, modify these dates later; but get them down for now, so people will have something to work toward.

Follow-up

Check with each individual or committee regularly to determine their status and progress. Identify potential problems early and they will be easier to address and overcome. Don't wait for the due date to find out that something isn't going to get done. Stay in touch.

Evaluation

Evaluation, like planning itself, is a tool to use in improving your performance and your projects. It should be tied directly to your goals. Make sure your evaluation is detailed enough to capture all aspects of your project. Evaluation of the project should also address the processes and intermediate steps as well.

SUGGESTED ACTIVITIES

Below are suggested activities that could be included in your program of work. Encourage your officers to be creative and develop activities that work for your chapter.

August

- Hold a local chapter officer training and program of work planning session
- Prepare an FBLA recruitment board

September

- Plan a membership recruitment activity
- Publicize FBLA with flyers to business students and incoming freshmen

October

- Submit initial dues by the October 20 membership deadline
- Sponsor a community service project
- Conduct officer and new member installation ceremonies **REFERENCE: Ceremonies LOCAL 10-13.**
- Submit an article to *Tomorrow's Business Leader*

November

- Plan a fund-raising project
- Celebrate American Enterprise Day on November 15 **REFERENCE: American Enterprise Day PROGRAMS-17.**
- Attend the National Fall Leadership Conference

December

- Plan a holiday party for members
- Urge community business people to join the Professional Division
- Plan a canned food drive or toy drive

January

- Plan a second semester recruitment drive
- Attend district/regional competition and begin preparing for state competition
- Hold a midyear planning session with officers

February

- Celebrate FBLA-PBL Week **REFERENCE: FBLA-PBL Week PROGRAMS-17.**
- Plan a job shadowing activity or field trip to a business
- Invite a guest speaker to a chapter meeting

March

- Plan a second semester fund-raiser
- Invite faculty to a chapter activity

April

- Attend the State Leadership Conference
- Participate in March of Dimes March for Babies

May

- Elect new officers
- Sponsor an FBLA chapter awards banquet

June/July

- Attend the Institute for Leaders
- Attend the National Leadership Conference

SUGGESTED COMMITTEES

Committees are essential to the success of a local chapter. The committee chair should complete a project activity report for every project upon its completion.

Chapter activities should reinforce the FBLA-PBL goals. **REFERENCE: FBLA-PBL Goals PROGRAMS-4.** They should also be tailored to each local chapter. These activities are meant to facilitate intelligent career choices, enhance business skills, and teach the value of community responsibility. Chapter activities fall into five functional areas: professional development, community service, social, fund-raising, and public relations. Chapters should strive for an appropriate balance between these categories in their activities.

Professional Development

These activities increase knowledge of various business careers, providing valuable career orientation and goal-setting opportunities. Guest speakers, panel discussions, and business-related DVDs can be used as instructional programs at chapter meetings. Field trips and business tours demonstrate firsthand what has been discussed in the classroom or at a meeting.

The free enterprise system makes an excellent discussion topic. Since members will eventually obtain jobs within this system, it is important to understand its principles. Collect informative material on the subject; invite business speakers to address the topic of free enterprise and how it affects their business; and conduct debates, forums, fairs, and surveys. Many chapters develop special events to observe American Enterprise Day. Other possible professional development activities include job shadowing programs, mock interview experiences, special recognition programs, and the competitive events program.

CHAPTER MEETINGS

Meetings are the forum in which ideas are brainstormed, decisions are made, and events planned. Always have clear objectives. Well planned and regularly scheduled meetings maintain member interest, ensure participation, and promote the general welfare of FBLA. They are held to conduct business

Community Service

Community service activities help the chapter get involved and contribute directly to the community. Members recognize the importance of being responsible citizens and form networks with business and community leaders. They also gain the experience of managing a project outside the school environment. Many chapters sponsor activities to benefit social and service organizations like the FBLA-PBL national service partner, the March of Dimes. **REFERENCE: March of Dimes PROGRAMS-18.**

Civic activities provide a public relations vehicle for the chapter by informing the community about business, education, and FBLA-PBL. Chapters often enter floats in parades, sponsor booths and exhibits, or write articles that tell the FBLA-PBL story.

Chapter members need not leave the school grounds to engage in civic activities. They can help in school-wide activities such as clean-up drives and citizenship campaigns. They may take on projects such as publishing a school directory, managing a concession stand at sports or social events, or preparing the printed program for special events.

Social

Members work hard and need time for recreational, fun events. Social events can be used to acquaint prospective members with the chapter or as a reward for an especially challenging or successful project. Chapter morale and camaraderie is enhanced through social activities.

Fund-raising

Fund-raising is important in any FBLA chapter. Revenues above and beyond dues income are needed to support the local chapter's needs. The educational value of conducting a fund-raising event is an important incentive and benefit. Committee members should review the FBLA-PBL partners for fund-raising opportunities. **REFERENCE: Fund-raising Partners FUND-RAISING-4.**

Public Relations

Public relations activities are crucial to getting the word out about your chapter. Other potential members will not know about your activities and the opportunities of FBLA unless you spread the word through posters, flyers, and bulletin boards.

or to present a specific program; however, they should be organized so that they are not for information only, but are also opportunities for members to become involved and to share their thoughts. In the fall, many chapters install their officers and have a guest speaker. Remember to maintain a balance between business and social activities. Because FBLA is a cocurricular organization, information can be shared before or during business classes.

The following checklist should be kept in mind:

- Do we hold regular meetings?
- Do we have a written agenda for each meeting?
- Are minutes recorded and read at our meetings?
- Do we allow adequate time for our meetings?
- Do we make assignments during meetings?
- Do all participants at our meetings have equal opportunity?
- Do we encourage new members of our group to participate?
- Do we teach and demonstrate correct leadership principles?
- Do we assume our responsibility?
- Do we conduct progress reviews to check our accomplishments?
- Do we recognize and compliment others for their efforts?
- Do we actively seek the general membership opinion?
- Do we communicate our goals and activities to the membership?
- Do we start and end our meetings on time?
- Do we hold an officer meeting before every general meeting?
- Do we prepare in advance of the meeting any motions that are known to be necessary?

The Agenda

An agenda should be prepared for every meeting and distributed to all in attendance. It provides a framework for discussion. First, determine an overall objective for the meeting. If there is no purpose there should not be a meeting. Then, brainstorm specific items of business that need to be covered. Referring to the previous meeting's agenda, minutes, and suggested order of business is an organized way of determining those specifics. Clarify, combine, and prioritize, keeping in mind the time limit. Follow a set order of business in determining the placement of each of the items on the agenda.

Near the end, review important dates and decisions made. Always remember to thank those present for attending and participating and tell them that you look forward to seeing them at the next meeting.

The meeting agenda should include:

- Call to Order—the president signals the meeting will begin. It is followed by one rap of the gavel.
- Opening Ceremony—recite the FBLA-PBL Pledge, the FBLA-PBL Creed, or hold one of the ceremonies. **REFERENCE: FBLA-PBL Pledge and FBLA-PBL Creed PROGRAMS-4. REFERENCE: FBLA-PBL Ceremonies LOCAL 10-13.**
- Roll Call of Members
- Approval of Previous Meeting's Minutes—read by the secretary
 - Distribute minutes before the meeting for members to review.
 - Read minutes to group.
 - The president will ask for corrections or additions, and the Secretary will note the necessary corrections.
- Financial Report—treasurer reads report to group. **REFERENCE: Sample Monthly Financial Report LOCAL-14.**
- Officers' Reports—given by the officers in the order that they are listed in the bylaws.
- Committee Reports
 - Standing committees—committees that are listed in the local bylaws.
 - Special committees—committees that were given one specific topic to investigate.
 - Committee chairman gives the report and may make a recommendation or motion on behalf of the committee.
- Unfinished Business and General Orders
 - Pending questions from the last meeting
 - Questions postponed to this meeting
- New Business—itemize new topics brought up for the first time.
- Announcements—anyone with any announcements may make them.
- Adjournment—signal by the presiding officer that the meeting is over, followed by final rap of the gavel.

Minutes

The record of the proceedings in a regular business meeting is called the minutes. The secretary should always record what was done at the meetings and what was said. The following should be included:

- The wording of each motion
- The disposition of each motion
- The name of the person making the motion
- Points of order and appeals sustained or lost (including the reasons given by the chair for the ruling)

REFERENCE: Sample Minutes LOCAL-14.

The first paragraph of your minutes should be one sentence and include the following in this order.

- The type of meeting—whether regular or special (most chapter meetings are regular meetings)
- Name of organization
- Time, date, and place of meeting
- Whether the president and secretary were present; if not, name(s) or person(s) who substituted for them
- Whether the minutes were approved as read or corrected

The last paragraph of the minutes contains only the time of adjournment.

Each paragraph of the minutes should contain a separate subject. Keep them concise and easy to understand. Here are some tips in preparing the minutes:

- Include the name of the person who made the motion.
- Record the motions exactly as how they were stated.
- Remember to sign the minutes after they have been approved.
- Include the exact results of a counted or ballot vote.
- Don't include the name of the person who seconded the motion.
- Don't write down who debated or what they said.
- Remember not to include your personal opinions.
- Don't summarize a guest speaker's topic; just list the name and the subject.



PARLIAMENTARY PROCEDURES

Parliamentary procedure is a formal system of rules and practices that balances the rights of individuals and subgroups with an organization's membership. Application of parliamentary procedure enables organizations to accomplish the following:

- Maintain orderly meetings
- Protect the rights of the absentee, individual, minority, and majority
- Allow every opinion to be heard and considered
- Enable the majority to rule
- Determine the general will on a maximum of question in the minimum of time

Below are general parliamentary procedure rules:

The presiding official must recognize a member before he or she may speak.

A member should rise to be recognized and remain standing while speaking.

All remarks made from the floor should be addressed to the presiding official instead of to another member. Do not use a previous speaker's name but refer to him or her as the previous speaker.

Only one motion may be made on the floor at one time. It must be disposed of before another main motion is made.

A main motion must be seconded and stated by the presiding official before it may be discussed.

The maker of the motion has the first right to debate.

In debate, each member has the right to speak twice on the same motion, but cannot make a second speech on the same motion as long as any member who has not spoken on that motion desires to speak.

Debate must be limited to the immediately pending motion. If an amendment is pending, the main motion cannot be discussed; all discussion must be about the amendment.

In case of a tie vote, the motion is lost.

The presiding official may vote to break a tie. The presiding official always votes in case of a ballot vote.

A majority is over half of the members present and voting.

A plurality is the largest number of votes to be given any candidate or proposition when three or more choices are possible.

FBLA-PBL CEREMONIES

FBLA-PBL Emblem Ceremony

This ceremony works well for an open house or even the first meeting of the FBLA-PBL year. It may also be used with either the officer installation, new chapter installation, or new member induction ceremony.

FBLA chapters should use the FBLA crest. Many chapters make a large emblem on construction or tag board and then cut out the different pieces. Leave the top of the eagle on the background as the base or starting piece. As an officer speaks about each part, they place the “puzzle” of the emblem on a large piece of tag board or felt (with Velcro if you are using felt). You can also use the same concept with a PowerPoint® presentation. Once the ceremony is done, you will have a completed emblem.



FBLA Crest

President: Welcome to the FBLA-PBL Emblem Ceremony. Our emblem or shield illustrates the importance of our mission, to bring business and education together in a positive working relationship through innovative leadership and career development programs.

Service: the word “service” denotes the idea that every individual should be interested in and take responsibility for promoting a better social, political, and family life. (Place the service cutout on the emblem or in PowerPoint® “service” is displayed)

Vice President: *Education:* the word “education” is symbolic of the idea that education is the right of every individual. (Education is placed or displayed.)

Secretary: *Progress:* the word “progress” represents the challenge of tomorrow, which depends on mutual understanding and cooperation of business, industry, labor, religious, family, and educational institutions and by people of our own and other lands. (Progress is placed or displayed.)

Treasurer (or other officer): *Future:* the word “future” reminds us that the future of the world depends upon the quality of leadership that we are able to produce, and with FBLA-PBL we will be the business leaders of the future. We must learn to recognize the situation in which our individual talents will be useful. (Future is placed or displayed.)

Reporter (or other officer): *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. (Business is placed or displayed.)

Historian (or other officer): *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 ahead. (Leaders is placed or displayed.)

Parliamentarian (or other officer): *America:* Finally, we think about America. The future of America depends on our generation. We should pledge ourselves to use the abilities that we have to make America a better place for everyone. (America is placed or displayed.)

President: All the words together stand for Future Business Leaders of America. The emblem stands for our organization, which provides opportunities for each member to become a leader of tomorrow.

Chapter Installation

Whenever possible, the installation ceremony should take place before a large group such as a school assembly, group 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. Materials needed (may substitute color ribbons or flowers):

- Tall candle
- Candles: white, gray, green, violet, blue, yellow, orange, and red
- Official charter
- Names of charter members

Installing Official: (standing) FBLA-PBL is a national organization for business students who are preparing for careers in business or business education. I have been authorized to conduct the installation of (school name), into the national chapter of Future Business Leaders of America-Phi Beta Lambda, Inc. FBLA-PBL is designed to promote future business leaders. It is fitting, as we begin this new chapter, that we consider what these words represent to 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-PBL, we will find the tools to prepare for the future. We will 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 will 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-PBL, 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, intelligent young men and women are needed to guide our country by studying America's past and analyzing her present. The initiative and success of leaders in business will help shape the future of America. Through FBLA-PBL, we will strive for leadership in the field of business, thereby helping to strengthen America.

(At this point in the ceremony, it may be helpful to provide a brief history of FBLA-PBL. **REFERENCE: FBLA-PBL History PROGRAMS-6.**)

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. **REFERENCE: FBLA-PBL Goals PROGRAMS-4.**

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

You have been chosen from among the 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 (school) 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-PBL, Inc.*

(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 (school) chapter of FBLA for the year 20____.

(Speaking to officers and members, and particularly to chapter president) By authority of FBLA-PBL, Inc., I 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 the responsibility of operating under the name Future Business Leaders of America, and as a part of the state chapter and the national organization. The responsibility of making the (school) chapter a success rests with its members and officers.

Installing Official: The FBLA 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 (school) 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 do solemnly promise to uphold the aims and responsibilities of FBLA-PBL and, as an active charter member, 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 the (school) 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 members in reciting in unison the FBLA-PBL Creed. **REFERENCE: FBLA-PBL Creed PROGRAMS-4.**

Officer Installation

Installing Official: Will the newly elected officers of the (school) 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.

FBLA LOCAL CHAPTER ORGANIZATION

(Name of parliamentarian), parliamentarian. (Parliamentarian comes forward.) You have been named parliamentarian of the (school) 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 FBLA, the parliamentarian (gray candle is lit by white candle). This gray candle symbolizes the achievements possible when chapter meetings are conducted in an orderly fashion.

(Name of historian), historian. (Historian comes forward.) You have been elected historian of the (school) 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 FBLA, the historian (green candle is lit by 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.) You have been elected reporter of the (school) chapter of FBLA. 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 FBLA, the reporter. (Reporter selects violet candle from table, and installing official lights it with white candle.) This violet candle symbolizes the inspiration and enlightenment that can be brought by reporting the activities of the FBLA chapter of (school).

(Name of treasurer), treasurer. (Treasurer comes forward.) You have been elected treasurer of the (school) 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 FBLA, the treasurer. (Treasurer selects blue candle from the table and installing official lights it with white candle.) This lighted blue candle symbolizes the trust and confidence that the members have in your ability to safeguard all funds.

(Name of secretary), secretary. (Secretary comes forward.) You have been elected secretary of the (school) 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 FBLA, the secretary. (Secretary selects yellow candle from table, and installing official lights it with 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 (school) 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 do.

Installing Official: I now declare you in the name 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 that should characterize your efforts in working with the president to carry out the ideals of the chapter.

(Name of president), president. (President comes forward.) The members of the (school) chapter of FBLA have bestowed upon you a great honor in electing you the president. Your major responsibilities are 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?



LOCAL CHAPTER MONTHLY REPORT FORM

The Secretary should complete the report below with a brief description of the activities in each area and submit to:

- FBLA Adviser
- FBLA President
- FBLA Vice President
- FBLA Reporter
- FBLA Secretary Notebook

Chapter Name:

Report for the Month of:

Recruitment and Public Relations Activities:

Leadership Activities:

Community and School Service Activities:

State and National Projects and Conferences:

Monthly Chapter Success Story:

Other:



POINT SYSTEM

A point system is helpful in the analysis and evaluation of the participation of each member. It will be used as the basis for attendance at the leadership conferences, awards, and other activities. The following is a list of activities and suggested points for each:

• Attendance at General Meetings	20	• Holding an Elected Office	20
• Contestant in Competitive Events	20	• Committee Chair	20
• Fund-raising Activities	20	• Recruit a New Member	10
• Assistance with Committee Work	20	• Attendance at Special and Social Events	10
		• FBLA-PBL Activities, Field Trips, Guest Speakers	10
		• Attendance at Regional/District State Conferences	10
		• Attendance at Workshops	10
		• Attendance at State Executive Board Meetings	10
		• Attendance at National Conferences	10
		• Recruiting a Professional Division Member	10