



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

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 post-marked 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

FBLA PRINCIPLES AND PROCEDURES

Overview

This event provides recognition for FBLA members who are interested in learning about the background and current information of FBLA-PBL.

This is an individual objective test and is only for members in grades 9 and 10.

Competencies

<http://www.fbla-pbl.org/docs/ct/FBLA/FBLAPRINCIPLESANDPROCEDURES.pdf>

Web Site Resources

- FBLA-PBL
www.fbla-pbl.org
- National Association of Parliamentarians
<http://www.parliamentarians.org/>

FBLA PRINCIPLES & PROCEDURES SAMPLE QUESTIONS

1. Nomination forms for the Adviser Wall of Fame must:
 - a. be postmarked by April 1
 - b. include a picture of the nominee
 - c. be verified by the state chair
 - d. be verified by the local school board
2. All participants who enter a competitive event must have paid their national dues by _____ of the current school year.
 - a. January 1
 - b. March 1
 - c. February 1
 - d. April 1
3. The FBLA-PBL Code of Ethics consists of _____ "I will" statements.
 - a. 7
 - b. 9
 - c. 8
 - d. 6
4. There are _____ sections to Article III of the bylaws
 - a. two
 - b. five
 - c. four
 - d. three
5. The M&M Game is a motivational activity with peanut butter and jelly highlighting:
 - a. cooperative skills
 - b. speaking skills
 - c. listening skills
 - d. team skills

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6. In the Job Interview event you must provide a:
 - a. letter of application, résumé, job application, and interview
 - b. letter of application, résumé, job application, and taped interview
 - c. résumé, job application, and interview
 - d. résumé, job application, and taped interview
 7. A chapter budget should be made:
 - a. whenever a new fundraising activity is attempted
 - b. at the beginning of the fiscal year
 - c. only on July 1
 - d. at the same time the chapter's program of work developed
 8. Individual test events guidelines state that ties will be broken by comparing the performance of affected members on the:
 - a. last fifteen questions of the exam, and then broken by time
 - b. first ten questions of the exam, and then broken by time
 - c. last five questions of the exam, and then broken by time
 - d. last ten questions of the exam, and then broken by time
 9. The last word of the FBLA-PBL pledge is:
 - a. "leader"
 - b. "everyone"
 - c. "occupation"
 - d. "program"
 10. A memory-assisting technique using letters of the alphabet to represent numbers when focusing on remembering a formula is called:
 - a. mnemonics
 - b. chunking
 - c. attack
 - d. take control
 11. The National Leadership Conference (NLC) Internship Program allows a _____ stipend plus complimentary NLC registration to selected interns.
 - a. \$100
 - b. \$200
 - c. \$150
 - d. \$50
 12. The Edward D. Miller Award is which chapter project?
 - a. American Enterprise Project
 - b. Business Plan
 - c. Community Service Project
 - d. Business Ethics
 13. FBLA-PBL sets aside the following week as FBLA-PBL week:
 - a. the first week of February
 - b. the second week of February
 - c. the second week of March
 - d. the third week of February
 14. How many goals does FBLA-PBL have?
 - a. 9
 - b. 8
 - c. 12
 - d. 10

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15. In the officer installation ceremony there is one white candle and how many colored candles?
- 8
 - 6
 - 5
 - 7
16. Which one of the following is accepted under the FBLA dress code?
- hats or flannel fabric clothing
 - denim pants
 - bolo ties
 - women's two-piece pant suit that is designed not to have a blouse
17. Where will the NLC be held in 2014?
- St. Louis, MO
 - Nashville, TN
 - Chicago, IL
 - Kansas City, MO
18. _____ must be worn for all conference functions.
- Name badges
 - Watches
 - Name plates
 - FBLA pins
19. The following is a definition of which term: Generally used to send a pending question to a relatively small group of selected persons, a committee, so the question can be carefully investigated and put into better condition for the assembly to consider.
- Lay on the Table
 - Question for Review
 - Committee Review
 - Commit
20. The FBLA-PBL Creed states "I believe that every person should prepare for a useful _____ and carry on the _____ in a manner that brings the greatest good to the greatest number. (Both blanks are the same word)
- occupation
 - resume
 - understanding
 - work ethic
21. The national association of FBLA-PBL is:
- a limited liability company
 - a partnership
 - incorporated
 - a proprietorship
22. The national Web site URL is:
- www.FBLA-PBL.net
 - www.FBLA-PBL.web
 - www.FBLA-PBL.com
 - www.FBLA-PBL.org

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23. To be eligible for chapter awards and to compete, national dues receipt deadline is:
- November 1
 - March 1
 - October 20
 - December 1
24. Proposals for new events or for the retirement of current competitive events must be submitted by the first Friday in:
- February
 - January
 - March
 - May
25. Any changes made for event participation must be made by the first:
- Friday in June
 - Monday in June
 - Friday in May
 - Monday in July
26. November 15 is recognized as:
- American Enterprise Day
 - Community Service Day
 - Entry day for Mission LIFT
 - Adviser Recognition Day
27. According to the FBLA Goals, money management should be:
- established
 - understood
 - practiced efficiently
 - budgeted
28. *Robert's Rules of Order Newly Revised* shall govern in all cases which they apply and in which they are:
- consistent
 - not consistent
 - not common
 - common
29. The national officers will be president, _____ vice presidents, secretary and treasurer.
- five
 - four
 - six
 - two
30. The increasing use of the Internet in all phases of life around the world has led to the addition of _____ as a competitive event.
- Intrusion Security
 - Cryptography
 - Cyber Security
 - Forensics Security

FBLA Principles & Procedures Answer Key

1) C	11) A	21) C
2) B	12) A	22) D
3) C	13) B	23) B
4) A	14) A	24) D
5) C	15) D	25) A
6) A	16) D	26) A
7) D	17) B	27) C
8) D	18) A	28) B
9) A	19) D	29) A
10) A	20) A	30) C

Overview

This event provides recognition for FBLA members who are interested in learning about the background and current information of FBLA-PBL.

This event is only for members in grades 9 and 10.

Competencies

The topics listed below are prioritized, listing first the most important content areas of the tests.

- General information about the FBLA-PBL organization
- Other facts found in the FBLA-PBL *CMH*
- Official FBLA-PBL publications (*Tomorrow's Business Leader*, *FBLA Advisers' Hotline*, and any other official publication)
- FBLA-PBL Goals, Creed, and Bylaws

Procedures/Tips

- Review the Competitive Events Tips in the front of the book.

Web Site Resources

- www.fbla-pbl.org
- <http://www.parliamentarians.org/>

FBLA Principles & Procedures Sample Questions

1. A local chapter of over 100 members is allowed ___ voting delegates to the national conference.
 - a. 4
 - b. 2
 - c. 1
 - d. 3

2. The Gold Seal Chapter of Merit is also known as the:
 - a. Hamden L. Forkner Award
 - b. Edward D. Miller Award
 - c. Hollis and Kitty Guy Award
 - d. Dorothy L. Travis Award

3. Iowa became the first FBLA state chapter in
 - a. 1942.
 - b. 1937.
 - c. 1958.
 - d. 1947.

4. _____ is considered the founder of FBLA.
 - a. Lorraine Missling
 - b. Hamden L. Forkner
 - c. Edward D. Miller
 - d. Dorothy Travis

5. All remarks and debate on a motion must be germane to the issue, meaning
 - a. transferable.
 - b. involve.
 - c. pertinent.
 - d. original.

6. The fiscal year for FBLA-PBL is
 - a. January 1-December 31.
 - b. July 1-June 30.
 - c. June 1-May 31.
 - d. August 1-July 31.

7. Which team event **does not** have team members take a collaborative online test?
 - a. Entrepreneurship
 - b. Parliamentary Procedure
 - c. Management Decision Making
 - d. Global Business

8. Chapter activities fall into five functional areas:
 - a. training, evaluation, goals, civic, and service
 - b. evaluation, goals, civic, service, and social
 - c. professional development, civic, service, social, and financial
 - d. professional development, community service, social, fund raising, and public relations.

9. National eligibility requirements must be followed by all competitors. Which of the following is **not** a requirement?
 - a. students must take tests in sequence (Word Processing I & II)
 - b. competitors must have paid their national dues by December 1 of the year they participate.
 - c. Business Math is for students in grades 9 and 10 only.
 - d. member may not participate in more than one individual event.

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10. When preparing the Local Chapter Annual Business Report, all of the following except _____ should be included.
- service projects
 - calendar of events
 - financial report
 - equipment used
11. The official emblem and insignia item designs are described and protected from infringement by registration in the U.S. Patent Office under Trademark Act of
- 1947.
 - 1948.
 - 1949.
 - 1946.
12. The topic for Emerging Business Issues
- is selected by each team.
 - changes between state and national competitions.
 - changes between the regional/sectional and state conferences.
 - remains the same through national competition.
13. At the national level, ties on the written events will be broken
- by a predetermined sequence of questions.
 - by the time each student takes to finish the test.
 - by comparing performance on the last 10 questions and then time.
 - by comparing performance on the last 10 questions.
14. An event that allows students to go online to compete is:
- Virtual Business Challenge
 - Mission LIFT
 - Visual Basic Programming
 - Network Design
15. At the national center, a "Wall of Fame" has been created to honor
- national FBLA officers.
 - advisers and state chairs with at least 20 years of experience and outstanding service.
 - chapters giving the top three monetary donations to the March of Dimes.
 - FBLA national scholarship winners.
16. There are three categories of competitive events available to members:
- individual, group, and chapter
 - chapter, member, and team
 - group, member, and team
 - individual, team, and chapter
17. The dress code must be followed at all national conferences by:
- members and advisers only
 - members, advisers, and guests only
 - members only
 - members, advisers, guests, and hotel staff only
18. This competition uses the Internet and related technologies to communicate ideas and concepts and to deliver value to customers.
- Technology Concepts
 - Business Presentation
 - Web Site Development
 - Network Design

-
19. FBLA members can participate in Mission LIFT, which encourages fund-raising for the prevention of
- diabetes.
 - cancer.
 - world hunger.
 - birth defects.
20. The newsletter for FBLA Advisers is
- Today's Leader*.
 - Hotline*.
 - Chapter Leader*.
 - Hotnews*.
21. Business of the national executive council may be conducted by mail and requires a
- majority vote.
 - 2/3 vote.
 - unanimous vote.
 - 3/4 vote.
22. Year-round discounts for FBLA are provided by
- Alamo.
 - Avis.
 - Hertz.
 - Enterprise.
23. In order for a meeting to be conducted, which two officers must be in attendance?
- president and parliamentarian
 - president and secretary
 - president and treasurer
 - president and vice president
24. When a member of the meeting at the back of the room can't hear debate, they can use the following motion:
- privileged
 - subsidiary
 - main
 - incidental
25. I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest _____ to the greatest _____.
- reward, number
 - good, number
 - success society
 - good, people
26. The last "I believe" paragraph begins with: "I believe I have the _____"
- hope
 - respect
 - honesty
 - responsibility
27. "Encourage _____ and promote school loyalty" is one of the goals of FBLA.
- academics
 - professionalism
 - citizenship
 - scholarship

-
28. The FBLA organization strives through one of its goals to “_____ students in the establishment of occupational goals.”
- a. help
 - b. aide
 - c. encourage
 - d. assist
29. Complete the following goal: Encourage members in the development of individual projects that contribute to the improvement of
- a. environment, business, and community.
 - b. community, school, and family.
 - c. business community, and world.
 - d. home, business, and community.
30. According to the FBLA goals, students will “Strengthen the confidence of students in themselves and their
- a. projects.”
 - b. work.”
 - c. skills.”
 - d. leadership.”

FBLA Principles & Procedure Answer Key

- 1) A
- 2) C
- 3) D
- 4) B
- 5) C
- 6) B
- 7) B
- 8) C
- 9) B
- 10) D

- 11) D
- 12) D
- 13) C
- 14) A
- 15) B
- 16) D
- 17) B
- 18) C
- 19) D
- 20) B

- 21) D
- 22) A
- 23) B
- 24) A
- 25) B
- 26) D
- 27) D
- 28) D
- 29) D
- 30) B

FBLA PRINCIPLES AND PROCEDURES

FBLA members should be knowledgeable about the association and the information found in official publications. This event provides recognition for members who are interested in learning about the background and current information of FBLA-PBL.

This event is only for members in grades 9 and 10.

Competencies

Test will focus on general information about FBLA-PBL. The topics listed below are prioritized, listing first the most important content areas of the test; grouped topics are equal.

- FBLA organization, bylaws, and *Chapter Management Handbook*
- FBLA national awards program, FBLA national publications
- FBLA creed and national goals

Written Test Procedures/Tips

1. Review the guidelines for this event found in the Competitive Events section of the current edition of the *Chapter Management Handbook*. You should have a copy of the guidelines and review them carefully. This test is only open to FBLA 9th and 10th grade students. Middle school 9th graders are not eligible for this test.
2. Study the *Chapter Management Handbook* especially the competitive events, programs, and Bylaws sections. In addition look at *Tomorrow's Business Leader*, *Adviser Hotlin*, and to go the FBLA Web site at www.fbla-pbl.org.
3. Dress according to the established dress code. If dress code is not followed, participant will be disqualified.
4. Check the location of your test well before the time of competition. Plan to arrive 15 minutes before the scheduled time for the test. Remember the elevators can be slow and hallways crowded.
5. Bring several sharpened No. 2 pencils with erasers. A calculator will be provided.
6. Check the event signs to be certain you are in the correct room or section of the room. More than one event may be tested in one room at the same time.
7. Listen carefully to instructions given by the event administrator. One hour is allowed for the actual test. Carefully read the instructions on the cover page of the test. Pace yourself during the testing to allow time to work quickly but accurately. Try to answer all the questions.
8. Make certain your answers are clearly marked and all stray marks are erased.
9. Turn in your test as soon as you are finished. A tiebreaker is resolved by evaluating the students' performance on the final ten questions of the exam and then by the time.
10. Take pride in your accomplishments and share the excitement of the awards program.

FBLA PRINCIPLES & PROCEDURES SAMPLE QUESTIONS

Multiple Choice

1. What amount of each FBLA member's dues pays for a subscription to *Tomorrow's Business Leader*?
 - a. \$1.25
 - b. \$3.00
 - c. \$2.25
 - d. \$1.75
2. The conference held annually to select a state's representatives for national competition is the
 - a. Institute for Leaders.
 - b. National Fall Leadership Conference.
 - c. Regional Spring Conference.
 - d. State Leadership Conference.
3. What is the amount of the non-recurring fee for chartering a new FBLA chapter or reactivating an already chartered chapter?
 - a. \$23
 - b. \$20
 - c. \$25
 - d. \$30
4. What are the membership divisions of FBLA-PBL, Inc.?
 - a. FBLA, FBLA-Middle Level, PBL, Alumni
 - b. FBLA, FBLA-Middle Level, PBL, Professional
 - c. Active, Honorary, Honorary Life, Professional
 - d. FBLA, FBLA-Middle Level, PBL, Honorary
5. The FBLA National Center is located in which region?
 - a. Atlantic Coast Region
 - b. Mid-Atlantic Region
 - c. Eastern Region
 - d. Southern Region
6. Chapter activities are classified into what five functional areas?
 - a. Leadership, promotion, community service, business skills, financial
 - b. School service, community service, leadership, promotion, social
 - c. Professional development, civic, service, social, financial
 - d. Professional development, business skills, service, financial, social
7. The name "Future Business Leaders of America" was chosen in
 - a. 1940.
 - b. 1942.
 - c. 1945.
 - d. 1950.
8. An experimental chapter was chartered on February 3, 1942, in what city and state?
 - a. St. Albans, West Virginia
 - b. Johnson City, Tennessee
 - c. Reston, Virginia
 - d. Nashville, Tennessee
9. FBLA-PBL is divided into how many administrative regions?
 - a. 3
 - b. 4
 - c. 5
 - d. 9
10. Which group is responsible for the general oversight and policy of FBLA-PBL?
 - a. National Business Advisory Council
 - b. National Center Staff
 - c. National Board of Directors
 - d. National Executive Council
11. What state became the first FBLA state chapter?
 - a. Tennessee
 - b. West Virginia
 - c. Virginia
 - d. Iowa
12. What is the minimum number of active chapters required in order for a state to be issued an FBLA state chapter charter?
 - a. 5
 - b. 8
 - c. 10
 - d. 12
13. The official FBLA colors are
 - a. blue and white.
 - b. blue and gold.
 - c. red, white, and blue.
 - d. blue and beige.

14. Who developed the concept of FBLA?
 - a. Dr. Hamden L. Forkner
 - b. Dr. Harold L. Folks
 - c. Dr. Edward D. Miller
 - d. Dr. Hollis Forkner
15. The term of office for national officers begins
 - a. immediately upon election.
 - b. at the beginning of the school year.
 - c. during the National Fall Leadership Conference.
 - d. at the close of the National Leadership Conference at which he or she was selected.
16. FBLA is one of ten CTSOs recognized by the U. S. Department of Education. For what does CTSO stand?
 - a. Career and Technical Services Organization
 - b. Career and Technical Student Organization
 - c. Computer Technology Student Organization
 - d. Community and Technology Services Organization
17. The FBLA-Middle Level Division was established in
 - a. 1989.
 - b. 1994.
 - c. 1991.
 - d. 1999.
18. What is the address of the FBLA-PBL Web site?
 - a. www.fbla-pbl.edu
 - b. www.fblapbl.net
 - c. www.fbla.org
 - d. www.fbla-pbl.org
19. In the March of Dimes Mission LIFT program, LIFT stands for
 - a. Leadership, Integrity, Fairness, Trust.
 - b. Leading Into the Future, Team.
 - c. Leading Into the Future, Together.
 - d. Leadership Incentives for Teams.
20. What is the certificate leadership program held in conjunction with the National Leadership Conference that equips members and advisers with essential career and business management skills?
 - a. Institute for Leaders
 - b. Incentives for Leaders
 - c. Leadership Institute
 - d. Management Series
21. Phi Beta Lambda was created in
 - a. 1950.
 - b. 1958.
 - c. 1960.
 - d. 1964.
22. Each state chapter is entitled to send how many voting delegates to the National Leadership Conference?
 - a. 2
 - b. 2 and 1 alternate
 - c. 2 and 2 alternates
 - d. 3
23. How is a state committee chairman selected?
 - a. Recommended by the National Center staff and approved by the Board of Directors
 - b. Recommended by the National Center staff and approved by the National Executive Council
 - c. Recommended by the National Executive Council and approved by the Board of Directors
 - d. Recommended by the FBLA-PBL President/CEO and approved by the Board of Directors
24. Who is responsible for submitting FBLA's annual budget to the Board of Directors?
 - a. Chairman of the Board of Directors
 - b. FBLA-PBL President/CEO
 - c. FBLA National Treasurer
 - d. FBLA National President
25. Proposed amendments to the FBLA national bylaws are to be submitted in writing to the President/CEO no later than
 - a. April 1.
 - b. May 1.
 - c. May 15.
 - d. June 1.

26. The vote required for adoption of amendments to the national bylaws is a
- majority vote of the state voting delegates attending the National Leadership Conference.
 - two-thirds vote of the state voting delegates present and voting at the National Leadership Conference.
 - majority vote of all members of the Board of Directors.
 - two-thirds vote of all members of the Board of Directors.
27. In a standard order of business, new business comes
- at the discretion of the presiding officer.
 - immediately after reports of officers.
 - after unfinished business and general orders.
 - after calling the meeting to order.
28. A member makes a motion, in most cases, by saying
- "I move that . . ."
 - "I motion that . . ."
 - "This member moves that . . ."
 - "I wish to move that . . ."
29. In the Officer Installation ceremony, the tall white candle symbolizes
- all chapter officers.
 - the national organization.
 - the community in which the chapter is located.
 - the entire chapter with all members working together.
30. Which of the following is **not** an FBLA-PBL goal?
- Create more interest in the American enterprise system
 - Promote growth and development through social activities
 - Encourage and practice efficient money management
 - Encourage scholarship and promote school loyalty
31. FBLA-PBL's mission is to
- prepare students for successful careers in business through support for curriculum development and innovative assessment tools.
 - bring business and education together in a positive working relationship through innovative leadership and career development programs.
 - develop competent business leaders through innovative programming.
 - ensure that students are prepared for leadership experiences by establishing occupational goals.
32. What are the first two words of each stanza of the FBLA-PBL Creed?
- I believe
 - I promise
 - I will
 - I do
33. Which competitive event is named for Hollis and Kitty Guy?
- Parliamentary Procedure
 - Gold Seal Chapter Award of Merit
 - American Enterprise Project
 - Local Chapter Annual Business Report
34. What group is responsible for administering the competitive events program?
- Events Series Program Committee
 - National Recognition Committee
 - National Events Administration Committee
 - National Awards Program Committee
35. To be eligible for national competition, FBLA members must have paid dues on or before
- January 31.
 - February 15.
 - March 1.
 - December 1

36. What are the lengths of the speeches for the Public Speaking I, Public Speaking II, and Impromptu Speaking events?
- Public Speaking I, Public Speaking II, Impromptu Speaking, 5 minutes
 - Impromptu Speaking and Public Speaking I, 4 minutes; Public Speaking II, 5 minutes
 - Impromptu Speaking and Public Speaking I, 5 minutes; Public Speaking II, 4 minutes
 - Public Speaking I, Public Speaking II, 5 minutes; Impromptu Speaking, 4 minutes
37. What is the method for breaking tie scores in objective, machine-graded events?
- Determine the order in which tests were submitted
 - Design a rubric format to determine if students met expectations
 - Evaluate students' performance on the final ten questions of the exam
 - Eliminate the final ten questions of the exam and re-score
38. Which FBLA events are classified as "skill events"?
- Computer Applications, Desktop Publishing, Multimedia Presentation
 - Computer Applications, Multimedia Presentation, Network Design
 - Web site Design, Word Processing, Desktop Publishing
 - Computer Applications, Desktop Publishing, Word Processing
39. Which of the following statements about competitive event eligibility is **not** true?
- A member may represent his or her chapter in any number of chapter events.
 - A member taking the National Parliamentary selection test may compete in another event.
 - A member who participates in a pilot event cannot compete in that same event when it becomes an official competition.
 - A member representing his or her chapter in the oral portion of the Community Service Project may compete in an individual event.
40. If there are no applications for a particular national office by the May 15 deadline, then the deadline for that office will be extended to
- June 1.
 - June 10.
 - June 15.
 - June 15, or 10 days prior to the National Leadership Conference, whichever comes first.

FBLA Principles & Procedures

	ANSWER		ANSWER		ANSWER		ANSWER
1.	A	11.	D	21.	B	31.	B
2.	D	12.	A	22.	B	32.	A
3.	B	13.	B	23.	D	33.	B
4.	A	14.	A	24.	B	34.	D
5.	D	15.	D	25.	A	35.	C
6.	C	16.	B	26.	A	36.	B
7.	A	17.	B	27.	C	37.	C
8.	B	18.	D	28.	A	38.	D
9.	C	19.	C	29.	D	39.	C
10.	C	20.	A	30.	B	40.	C

FBLA PRINCIPLES & PROCEDURES

Overview

This event provides recognition for FBLA members who are interested in learning about the background and current information of FBLA-PBL.

This is an individual objective test and is only for members in grades 9 and 10.

Website Resources

- FBLA-PBL
www.fbla-pbl.org
- National Association of Parliamentarians
<http://www.parliamentarians.org/>

FBLA PRINCIPLES & PROCEDURES SAMPLE QUESTIONS

1. The third FBLA-PBL Goal is:
 - a. Create more interest in and understanding of American business enterprise.
 - b. Create more interest in American business enterprise.
 - c. Create more interest in and understanding of the free enterprise system.
 - d. Create more understanding of American business enterprise.

Competency: FBLA Creed and National Goals

2. The second FBLA-PBL Goal is:
 - a. Strengthen the confidence of students in their work.
 - b. Strengthen the confidence of students in themselves.
 - c. Strengthen the confidence of students.
 - d. Strengthen the confidence of students in themselves and their work.

Competency: FBLA Creed and National Goals

3. The eighth FBLA-PBL Goal is:
 - a. Assist students in the establishment of occupational goals.
 - b. Establish occupational goals.
 - c. Encourage scholarship and promote school loyalty.
 - d. Encourage scholarship.

Competency: FBLA Creed and National Goals

4. The ninth FBLA-PBL Goal is:
 - a. Facilitate the transition to work.
 - b. Facilitate the conversion from school to work.
 - c. Facilitate the transition from school to work.
 - d. Facilitate the transition from high school to work.

Competency: FBLA Creed and National Goals

-
5. Which one of the following is the first tenet of the Creed?
- a. I believe the future depends on mutual understanding...and cooperation among all of these groups.
 - b. I believe every person should...bring the greatest good to the greatest number.
 - c. I believe education is the right of every person.
 - d. I believe every person should actively work toward improving social...and family life.

Competency: FBLA Creed and National Goals

6. Which one of the following is the second tenet of the Creed?
- a. I believe every person should actively work toward improving social...and family life.
 - b. I believe the future depends on mutual understanding...and cooperation among all of these groups.
 - c. I believe education is the right of every person.
 - d. I believe every person should...bring the greatest good to the greatest number.

Competency: FBLA Creed and National Goals

7. Which one of the following is the fifth tenet of the Creed?
- a. I believe I have the responsibility to work efficiently...to make the world a better place for everyone.
 - b. I believe every person should actively work toward improving social...and family life.
 - c. I believe every person has the right to earn a living at a useful occupation.
 - d. I believe every person should take responsibility for carrying out assigned tasks....

Competency: FBLA Creed and National Goals

8. The correct wording for this tenet of the FBLA-PBL Creed is:
- a. I believe the future depends on mutual understanding and cooperation among business, labor, industry, family, religious, 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.
 - b. I believe the future depends on 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.
 - c. 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.
 - d. 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.

Competency: FBLA Creed and National Goals

-
9. The correct wording for this tenet of the FBLA-PBL Creed is:
- 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.
 - I believe I have the responsibility to work efficiently and to think clearly.
 - I believe I have the responsibility to think clearly and to work efficiently. I promise to use my abilities to make the world a better place.
 - I believe I have the responsibility to work and think clearly. I promise to use my abilities to make the world a better place for everyone.

Competency: FBLA Creed and National Goals

10. How many copies of the résumé must be submitted for national competition?
- three
 - one
 - four
 - six

Competency: FBLA Creed and National Goals

11. Which one of the following competitive events has **not** been retired or modified?
- Cyber Security
 - Internet Application Programming
 - Hospitality Management
 - Marketing

Competency: FBLA National Awards Program

12. Which one of the following all have objective tests taken online at the NLC?
- Computer Problem Solving, Help Desk, and Electronic Career Portfolio
 - Website Design, Job Interview, and Introduction to Business
 - Management Decision Making, Public Speaking I, and Public Speaking II
 - Business Law, FBLA Principles and Procedures, and Spreadsheet Applications

Competency: FBLA National Awards Program

13. Which one of the following requires a report or project submitted prior to the NLC?
- Website Design
 - Global Business
 - Client Service
 - Personal Finance

Competency: FBLA National Awards Program

14. Which event requires a presentation before judges at a conference?
- Digital Video Production
 - Local Chapter Annual Business Report
 - Desktop Publishing
 - Computer Problem Solving

Competency: FBLA National Awards Program

-
15. National pre-published topics are provided for which events?
- Business Presentation and Computer Applications
 - Desktop Application Programming and Entrepreneurship
 - Computer Applications and Computer Game & Simulation Programming
 - Business Financial Plan and E-Business

Competency: FBLA National Awards Program

16. Each year at the NLC, a variety of events are offered where members can participate in one event without any prerequisites. These events are called:
- option events
 - open events
 - competitor option events
 - competitive events

Competency: FBLA National Awards Program

17. Each NFLC schedule includes:
- an opening session Friday evening, workshops and a social on Saturday, followed by a closing session Sunday morning
 - an opening session Friday evening followed by a social, with workshops and a closing session on Saturday
 - workshops and an opening session on Friday followed by workshops, a closing session, and a social on Saturday
 - an opening session on Friday evening followed by workshops, a closing session, and a social on Saturday

Competency: FBLA National Publications

18. Inappropriate attire for conferences, as listed in the Conference Guide include:
- denim clothing and t-shirts
 - denim clothing and open collared shirts
 - dress slacks with an untucked blouse or shirt
 - sneakers or sling-back shoes

Competency: FBLA National Publications

19. The National Leadership Conference Official Guide includes all but:
- a list of plane fares from major cities
 - a conference schedule
 - an introduction of conference guest speakers
 - a list of area tours

Competency: FBLA National Publications

20. The *Adviser's Hotline* has issues published for which one of the following?
- national and state officers and their advisers
 - FBLA and PBL advisers
 - Professional members
 - FBLA, Middle Level, and PBL advisers

Competency: FBLA National Publications

21. The *Chapter Management Handbook* is:

- a. available in print only
- b. available on-line to advisers and state key contacts
- c. available on-line to anyone
- d. available for purchase from The MarketPlace

Competency: FBLA National Publications

22. The MarketPlace Catalog offers all but:

- a. winning second place reports
- b. winning first place reports
- c. competitive event topics for the current year
- d. competitive event study guides

Competency: FBLA National Publications

23. Which membership award is **not** announced at the National Leadership Conference?

- a. Largest Local Chapter Membership
- b. Largest State Chapter Membership Professional Division
- c. Largest Percent Increase in State Chapter Membership
- d. Local Chapter Market Share Award

Competency: FBLA Organization, Bylaws, and Handbook

24. A complete *Chapter Management Handbook* is:

- a. supplied for a cost of \$50
- b. updated each semester
- c. supplied only to state key contacts
- d. mailed to a chapter when the chapter is chartered

Competency: FBLA Organization, Bylaws, and Handbook

25. A dress code is instituted in order to:

- a. develop an awareness of the image one projects
- b. ensure safety at conferences
- c. differentiate between this organization and others
- d. make everyone in the organization appear unified

Competency: FBLA Organization, Bylaws, and Handbook

26. When did FBLA-PBL top 200,000 members for the first time?

- a. 1975
- b. 1987
- c. 2001
- d. 1990

Competency: FBLA Organization, Bylaws, and Handbook

27. Who is the current president and CEO of FBLA-PBL?

- a. Jeannie C. Buckley
- b. Jeannie Butler
- c. Jean Baker
- d. Jean Buckley

Competency: FBLA Organization, Bylaws, and Handbook

28. Membership Madness honors:

- a. individual members who recruit at least five new members
- b. individual members who recruit at least ten new members
- c. chapters who increase membership by at least 25 percent
- d. chapters who increase membership by twenty-five members

Competency: FBLA Organization, Bylaws, and Handbook

29. The most important resource of any organization is its:

- a. membership
- b. leadership
- c. money for operations
- d. program of work

Competency: FBLA Organization, Bylaws, and Handbook

30. A brief summary of a newsworthy event is called a:

- a. a media blitz
- b. a LinkedIn account
- c. a press release
- d. a periodical publication

Competency: FBLA Organization, Bylaws, and Handbook

FBLA Principles & Procedures Answer Key

1)	A	11)	A	21)	B
2)	D	12)	D	22)	C
3)	A	13)	A	23)	C
4)	C	14)	A	24)	D
5)	C	15)	D	25)	A
6)	B	16)	B	26)	B
7)	C	17)	C	27)	D
8)	C	18)	A	28)	A
9)	A	19)	A	29)	A
10)	D	20)	D	30)	C