



CHAPTER ONE

FBLA Facts

Future Business Leaders of America-Middle Level is the national organization for all students who accept the purpose of the association, subscribe to its creed, and demonstrate a willingness to contribute to good school-community relations. Middle level chapters in Arkansas operate as an integral part of the education program under the guidance of a business teacher, the FBLA state committee, school administrators, and business persons.

Local and state chapters of FBLA operate under charters granted by FBLA-PBL, Inc. Each chapter, with its own bylaws, adopt projects and programs within the framework of the National association. The FBLA plan of organization includes local chapters, state chapters and the FBLA national association.

The local chapter consist of you men and women in local schools who are organized and officially chartered in accordance with the guiding principles of FBLA-PBL, Inc.

State chapters are composed of local FBLA chapters within the state. Delegates representing local chapters meet several times within their geographical districts to elect district officers, practice leadership skills, learn more about the state and national projects, and participate in the competitive events program.

The FBLA-PBL national association is composed of local and state chapters and each individual FBLA member. A headquarters is maintained in Reston, VA. The FBLA-PBL Board of Directors establishes policies in line with the career and technical needs of business education students.

The purpose of FBLA-Middle Level Division is to provide, as an integral part of the instructional program, additional opportunities for students to explore, encounter, and experience positive leadership skills for their present lifestyles, as well as their future work.

FBLA serves as an effective means of bringing students together to deal with career preparation, national problems, community improvements, and worthwhile relationships with local, state, and national groups interested in the welfare of youth.

FBLA-PBL PLEDGE

I solemnly promise to uphold the aims and responsibilities of the 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-PBL 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.

FBLA-MIDDLE LEVEL GOALS

Strengthen the confidence of students in themselves and their work.

Create more interest in and understanding of entrepreneurial careers and American business enterprise.

Encourage members in the development of individual projects which contribute to the improvement of home, business, and community.

Develop character, prepare for useful citizenship, and foster patriotism.

Encourage and practice efficient money management.

Encourage scholarship and promote school loyalty.

Assist students in the establishment of occupational goals.

Facilitate the transition from school to work.

FBLA-PBL COLORS

The official FBLA-PBL colors are blue and gold.

FBLA-PBL CODE OF ETHICS

I will be honest and sincere.

I will approach each task with confidence in my ability to perform my work at a high standard.

I will willingly accept responsibilities and duties.

I will seek to profit by my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work.

I will abide by the rules and regulations of my school.

I will exercise initiative and responsibility and will cooperate with my employer and fellow worker.

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.

MEMBERSHIP DUES

A student must pay local, state, and national dues to become a member of FBLA. Dues are paid as one fee to the local chapter treasurer or chapter adviser. The treasurer/adviser is responsible for sending state and national dues to the appropriate person. National and state dues should be paid by October 20. Those chapters who report initial membership by October 20 ensure their chapters' eligibility for the Outstanding Chapter Award of Merit and will receive the first mailing of the national membership publication, *Tomorrow's Business Leader*. Membership dues may be paid throughout the school year; however, to receive the full benefits of membership, dues should be paid early in the school year. **For participation in district competitive events, dues must be postmarked to the national FBLA office on or before February 15.**

State dues are \$2.00 and national dues are \$4.00. **National and state dues (in one check)**, with appropriate forms, should be mailed to:

FBLA Membership
Lockbox P. O. Box 79063
Baltimore, MD 21279-0063

The amount of local dues is decided by the local chapter members and stays in the local treasury.

HISTORY OF ARKANSAS FBLA

On May 1, 1954, Arkansas held its first state conference at the Marion Hotel in Little Rock, Arkansas, to adopt a constitution, elect state officers, and petition for a state charter. Miss Dorothy Frazier of

Little Rock was elected the first state president. The Arkansas Chapter of FBLA was chartered June 14, 1954, with 18 local chapters. In 1958, Mr. Frederick Basco was named State Chairman of FBLA and an extensive campaign was launched to increase the number of chapters in the state.

Fort Smith High School was the first known Arkansas chapter to receive a national charter and was assigned the number 222. Arkansas Polytechnic College (now Arkansas Tech University) was the first college in Arkansas to affiliate with the FBLA national organization and was assigned charter number 1417.

In 1958, the national office approved a division of the high school and college members, and the collegiate division was officially designated as Phi Beta Lambda. Arkansas State Teacher's College (now the University of Central Arkansas) was the first Arkansas chapter to receive its new name of Phi Beta Lambda in 1959. However, the two groups continued to hold their state conferences together.

At the 1962 FBLA State Conference, the college chapters voted to hold their conference for the following year separately from the high school chapters. Under the leadership of William Hopper, the Phi Beta Lambda State President from the College of the Ozarks (now University of the Ozarks), plans were made for the first Phi Beta Lambda State Conference which was held March 22-23, 1963.

In 1970, State Departments of Education staff members were appointed as state advisers. The state advisers were assigned to work with the state officers to help plan and direct activities of the FBLA-PBL State Chapter. The State Advisers are on the State Board of Directors along with the President of FBLA and the President of PBL and one District Coordinator.

FBLA STATE ADVISERS

1971-1976	Tommie Butler
1976-1977	Linda Beene
1977-1979	Jean McEntire
1979-1985	Marsha Brown
1986-1987	Carolyn Osborne
1988-1994	Hettie Lou Martin
1994-1995	Renee Perry
1995-1996	Bill Wooley
1997-Present	Hettie Lou Martin

FBLA STATE CHAIRMEN

1965-1972	Mildred Brading
1973-1976	Amanda Copeland
1977-1996	Tommie Butler
1996-2000	Kay Baker
2001-2004	Linda Shock
2004-Present	Sandra Porter

District Division. By 1971, the state membership had grown to the point that it was necessary to divide into districts just as the nation is divided into regions. Five districts were originally created. District workshops and conferences were then held to elect officers and participate in competitive events. The top five winners in each district event would then be eligible to compete on the state level. An officer was elected from each district to serve as a district president as well as a vice president on the state level. The State Vice Presidents for each district are elected prior to the State Conference at their District Spring Leadership Conference. The State President, Secretary, Treasurer, and Reporter are then elected at the State Conference. The underclassman filing an application and scoring the highest on the Parliamentary Procedure written test is also appointed Parliamentarian at the State Leadership Conference.

During the 1983-1984 school year, the districts were expanded to allow for the further growth of the state chapter. The boundaries of the districts were adjusted to create a sixth district.

In the 1988-1989 school year, the district boundaries were once again adjusted to accommodate the growth in membership. The new district officers for Districts VII and VIII were elected at the State Leadership Conference in April 1989, so that the officers would be able to take advantage of the training opportunities offered at the state and national levels. The addition of the new districts increased the number of state officers from 11 to 13.

In addition to the eight senior high districts, there are five junior high districts in the state organization. The first junior high district was established in 1978 for junior high business programs in the central part of the state. Then in 1990, another district was added in Northwest Arkansas to accommodate the growth of junior high business education programs. In 1991, two additional junior high districts were established--one in South Arkansas and one in Northeast Arkansas. In 1998, a fifth district was added in Southeast to accommodate the growth of FBLA in that areas of the state.

Districts by Counties

District I– Baxter, Benton, Boone, Carroll, Crawford, Franklin, Logan, Madison, Marion, Newton, Sebastian, Scott, and Washington.

District II–Clay, Craighead, Crittenden, Cross, Fulton, Greene, Izard, Jackson, Lawrence, Mississippi, Poinsett, Randolph, Sharp, St. Francis, and Woodruff.

District III–Arkansas, Ashley, Bradley, Calhoun, Chicot, Cleveland, Desha, Drew, Jefferson, Lee, Lincoln, Phillips, and Union.

District IV–Clark, Columbia, Dallas, Garland, Grant, Hempstead, Hot Spring, Howard, Lafayette, Little River, Miller, Montgomery, Nevada, Ouachita, Pike, Polk, Saline, Scott, Sevier.

District V–Cleburne, Conway, Faulkner, Independence, Johnson, Lonoke, Monroe, Perry, Pope, Priarie, Pulaski, Searcy, Stone, Van Buren, White, and Yell.



CHAPTER TWO

Constitution and Bylaws

FUTURE BUSINESS LEADERS OF AMERICA

ARTICLE I. NAME

The name of this division of Arkansas FBLA-PBL, Inc., shall be the Arkansas State Chapter of Future Business Leaders of America-Middle Level Division and may be referred to as “FBLA-Middle Level Division.”

ARTICLE II. PURPOSE

Section 1. The purpose of the FBLA-Middle Level Division shall be to further the goals of FBLA within the state of Arkansas. The Division shall provide as an integral part of the instructional program, additional opportunities for students to explore, encounter, and experience positive leadership skills for their lifestyles, as well as their future work styles.

Section 2. The specific goals of FBLA-Middle Level Division are to:

- Strengthen the confidence of students in themselves and their work.
- Create more interest in and understanding of entrepreneurial careers and 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 awareness of occupational goals.
- Facilitate the transition from school to work.

ARTICLE III. MEMBERSHIP

Section 1. The grade levels encompassed in this program shall be grades 7-8, with 9th grade being optional. Ninth grade students may elect to join middle level or senior high level; however, they may not hold membership in both divisions at the same time. Membership is open to students in middle level/junior high grades where business subjects are offered.

Section 2. FBLA-Middle Level/Junior High Division Membership shall consist of members residing within the State of Arkansas and a member of chartered local chapters.

ARTICLE IV. DUES AND FINANCE

Section 1. The State FBLA-Middle Level/Junior High Division may assess dues from the members in addition to dues assessed by FBLA-PBL, Inc.

Section 2. No part of the net earnings of the Division shall inure to the benefit of any member, sponsor, donor, creator, director, officer, or employee; by lending any part of its income or corpus without receipt of adequate security and a reasonable rate of interest; by paying any compensation in excess of reasonable allowance for salaries, or other compensation for personal services actually rendered; by making any purchase of security or other property for more than adequate consideration of money's worth; by selling any substantial part of its securities or other property for less than adequate consideration for money or money's worth; or by engaging in any other transaction which either directly or indirectly, results in such diversion of its income or corpus.

The Division shall not make any accumulation of its income unreasonable in amount or duration.

Section 3. The Division shall not use any income for purposes other than the objectives set forth in this Constitution or invest any income in any manner which might jeopardize the fulfillment or carrying out of its objectives. The Division shall not devote a substantial portion of its activities to carrying on propaganda or otherwise attempting to influence legislation, and in no event shall the Division engage in any legislative activities other than those in direct furtherance of the Division's stated objectives. The Division shall not participate in or intervene in any political campaign on behalf of any candidate for public office. In general, the Division shall not act in any way or engage in activity which might affect its right or the right of FBLA-PBL, Inc., to full tax exemption or the right of donors to the Division of FBLA-PBL, Inc., and the Division shall be so operated as to be entitled to and receive all tax exemptions, federal or local, which may be granted charitable, scientific, or educational association or foundations.

ARTICLE V. ORGANIZATION

Section 1. FBLA-Middle Level/Junior High Division is a subsidiary of the Future Business Leaders of America-Phi Beta Lambda, Inc. As an integral part of the FBLA-PBL, Inc. The Division shall have goals and engage in activities consistent with the organization's status as a charitable and educational organization as defined in Section 501 (c) (3) of the Internal Revenue Code of 1954. Reports shall be submitted to FBLA-PBL, Inc., as requested. Only chapters which have received charters and numbers issued by FBLA-PBL, Inc. and which are currently in good standing, shall be referred to as "Future Business Leaders of America-Middle Level Division" or "FBLA-Middle Level Division."

Section 2. The Division shall be governed by a Board of Directors which shall serve as the policymaking body for the Division, which shall be subject to the Constitution, the FBLA Bylaws, and the Board of Directors of FBLA-PBL, Inc.

Section 3. The Division shall adopt a set of Bylaws consistent with this constitution, which shall include the powers and duties of the Board of Directors, officers and elections, meetings of the Division, and any other provisions necessary for the orderly administration of the Division.

Section 4. The Division shall maintain such relations with FBLA local chapters within the state of Arkansas as shall be approved by the Board of Directors. The Division may apply to the Internal Revenue Service for group tax exemption on behalf of the local chapters within the state.

Section 5. Under dissolution, all assets of the Division shall be and remain the assets of Arkansas FBLA.

Section 6. Each local chapter shall have an adviser, who shall be a member of the business education faculty.

ARTICLE VI. EMBLEMS AND COLORS

Section 1. The official and insignia items design 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 displaying of the emblem shall be governed by the National Board of Directors.

Section 2. Emblems and insignia shall be uniform in all local chapters. Only members in good standing may use official emblems and insignia.

Section 3. The official colors of the FBLA-Middle Level Division shall be blue and gold.

ARTICLE VII. PARLIAMENTARY PROCEDURE

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

ARTICLE VIII. AMENDMENTS

This Constitution is a mandatory Constitution drafted by FBLA-PBL, Inc., for adoption by its state chapters and shall be unamendable without the written consent of FBLA-PBL, Inc. Should amendments be required for the purpose of qualifying or retaining qualifications under Section 501 (c) (3) of the Internal Revenue Code of 1954 or any successor provision thereto, such amendments as approved by the Board of Directors of FBLA-PBL, Inc. shall become a part of this Constitution with or without the consent of the Chapter.

BYLAWS

(Revised 1999)

ARTICLE I - CLASSES OF MEMBERSHIP

Section 1. Membership of the Arkansas Middle Level/Junior High Division shall consist of the total members of chartered local chapters and these members shall hold membership in their national and state chapters and their respective local chapters.

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

Active members shall be middle level students who become members, who accept the purpose of FBLA-Middle level Division, subscribe to its creed and demonstrate willingness to contribute to good school-community relations. Active members shall pay dues as established by the National Board of Directors, state chapter, and local chapters and may represent their state and local chapters as approved by their respective state and local advisers.

Active middle level student membership shall be limited to students from Arkansas Activities Association member schools except as prohibited by Federal and State Law and/or State Board of Education requirements. (Adopted April 1977)

Honorary Life Members may be elected to a state or local chapter by a majority vote. They shall be persons who are rendering outstanding service to FBLA-PBL, Inc. Honorary Life Members shall not vote or 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 education and/or to the growth and development of FBLA-PBL, Inc. National Honorary Life Members shall not vote or be required to pay dues.

ARTICLE II - FINANCES

Section 1. Dues. National dues shall be determined by a majority vote of the national Board of Directors based on fiscal reports by the national office. National and state dues of members shall be forwarded directly to the FBLA-PBL, Inc., national office.

Section 2. Dues for state membership shall be determined by the State Executive Council and approved by a majority vote of local voting delegates present at the District Fall Leadership Conferences.

Section 3. Any person eligible for membership, who has paid the annual membership fee of \$4.00 for national dues and \$2.00 for state dues, shall be a FBLA-Middle Level/Junior High Division member for a period corresponding with the membership year.

Section 4. National and state dues of members shall be forwarded to the national office by October 20. Recruitment for new members may continue all year; however, dues must be parkmarked on or before **February 15** for members to be eligible to enter competitive events at the District Spring Leadership Conferences. (Adopted June 1997)

Section 5. All disbursements will be made by check, and the check will be signed first by the State Adviser and co-signed by the State Chairman or state committee member. (Adopted April 1981)

Section 6. An annual report of finances will be submitted to the delegates at the District Spring Leadership Conferences.

Section 7. An annual audit of the financial records of the State Chapter will be conducted each year by an outside accountant.

Section 8. The fiscal year of FBLA-Middle Level/Junior High Division shall be July 1 through June 30.

ARTICLE III - GOVERNING BOARD

Section 1. The governing body of the Future Business Leaders of America-Middle Level Division shall be the FBLA-PBL State Board of Directors which is composed of the State Chairman, FBLA State Adviser, PBL State Adviser, one District Coordinator, and the State Presidents of FBLA and PBL divisions. (Adopted April 1998)

ARTICLE IV - OFFICERS

Section 1. The officers of FBLA-Middle Level/Junior High Division shall consist of a president, a vice president, a secretary, a treasurer, and a reporter for each of the middle level/junior high districts.

Section 2. These officers shall be elected annually at the District Fall Leadership Conferences by a majority vote of local chapter voting delegates. Voting shall be by use of voting machine or ballot. In case a majority is not reached on the first ballot, the two candidates receiving the largest number of votes will go into a run-off election, to be voted upon by use of voting machine or ballot. Each local chapter within the geographic boundaries of the district may be represented by two voting delegates.

A majority of registered delegates present at each District Leadership Conference shall constitute a quorum. (Adopted April 1979)

Section 3. To be eligible for nomination for a district office, a person must be a member in good standing in a recognized FBLA-Middle Level/Junior High Division chapter in Arkansas and must submit a notice of intent (officer application) to seek a district office to the District Coordinator by the stated deadlines prior to the District Fall Leadership Conferences. No two officers may be elected from the same chapter. No chapter shall hold the same elected office for two years in succession.

Section 4. Should the office of president become vacant, the vice president shall assume the duties of president. Any vacancy in an office other than that of president shall be filled by appointment of the president with the approval of the District Executive Council. (Adopted April 1988)

Section 5. The District Executive Council shall consist of the five elected officers and their advisers. (One adviser per officer). The District Coordinator shall serve as an ex-officio member of the Executive Council.

ARTICLE V - DUTIES OF DISTRICT OFFICERS

The duties of the officers shall be as follows and as set forth in the State Handbook.

Section 1. The district president shall preside at the District Leadership Conferences and the Executive Council meetings and assume all other duties common to this office.

Section 2. The district vice president shall accept the responsibilities of the president as occasion may demand and assume other duties at the discretion of the District Executive Council.

Section 3. The district secretary is responsible for recording the minutes of all executive council meetings and making those copies available to the district membership.

Section 4. The district treasurer is responsible for presenting financial and membership reports as requested by the president or district coordinator.

Section 5. The district reporter is responsible for publishing the district newsletter and distributing it to the local chapters within the district.

ARTICLE VI - DISTRICT MEETINGS

Annual District Fall and Spring Leadership Conferences shall be held in each of the Middle Level/Junior High districts.

ARTICLE VII - AMENDMENTS

Section 1. Proposed amendments to these Bylaws shall be submitted in writing not later than September 1 to the state adviser. Notice of proposed amendments shall be sent to local chapters in the District Fall Leadership Conference packets. Proposed amendments shall be reviewed and approved by the State Board of Directors before they can be submitted to the local voting delegates. Voting on proposed amendments will take place at the District Fall Leadership Conferences. A two-third vote of the voting delegates present and voting is required for adoption.

Section 2. No amendments shall be in conflict with the ethics or rules of FBLA-PBL, Inc. Amendments required to qualify or retain qualifications as an educational and charitable organization as defined in the Internal Revenue Code of 1954, or any successor thereto, shall automatically become part of these Bylaws.



CHAPTER THREE

District Officers

ELECTION OF DISTRICT OFFICERS

The election of five district officers: President, Vice President, Secretary, Treasurer, and Reporter, is held at the District Fall Leadership Conferences. Any member is eligible to run for district office with approval of the local chapter adviser.

The officers from the previous year will preside at the Fall Leadership Conference. It is the responsibility of the local chapter adviser to contact the officer from the previous year. If these officers cannot preside, the officer's school will select a representative to act in that capacity.

Each local chapter may run one candidate for one office. Applications must be submitted by the stated deadline stated in the Fall Leadership Conference packet.

DUTIES OF DISTRICT OFFICERS

PRESIDENT	Presides at all meetings including Executive Council meetings; promotes the growth and development of the association.
VICE PRESIDENT	Accepts the responsibilities of the president as occasion may demand; promotes the growth and development of the association.
SECRETARY	Records the proceedings of all business and Executive Council meetings; accumulates the minutes and/or proceedings of all meetings and conferences and presents the accumulated records to the newly elected secretary at the Fall Leadership Conference; promotes the growth and development of the association.
TREASURER	Presents any financial and membership records necessary and submits to the Secretary for inclusion in the minutes; promotes the growth and development of the association; handles details of registration at the district conferences.
REPORTER	Works closely with the president and Executive Council to encourage maximum publicity by all chapters; accepts the responsibility of producing two issues of the district newsletter annual; promotes the growth and development of the association.

