KS-FBLA BYLAWS

(2026 Edition)

KANSAS FUTURE BUSINESS LEADERS OF AMERICA

ARTICLE I. NAME

The name of this organization shall be the "Kansas Chapter of Future Business Leaders of America" and may be referred to as "Kansas FBLA High School Division" or "Kansas FBLA Middle School Division".

ARTICLE II. PURPOSE

The purpose of FBLA High School Division or Middle School Division

Section 1. High School Division
is to provide, as an integral part of the instructional program, additional opportunities for students in business and/or business-related fields to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

Section 2. Middle School 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.

Section 3. The goals of the FBLA High School and Middle School Divisions 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 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; and
- facilitate the transition from school to work.

ARTICLE III. MEMBERSHIP

Kansas FBLA membership shall consist of members of chartered local chapters. These members shall hold membership in their local, state, and the national chapter.

Active Members shall be students (grades 6-12) who become members while enrolled in business or business-related classes who accept the purposes of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school-community relations, and possess qualities for employment. Active members shall pay dues as established by FBLA. Active members in grades 9-12 may participate in state events in accordance with the State Leadership Conference guidelines, serve as voting delegates to the State Leadership Conference, hold state office in accordance with Article VI, and otherwise represent their local chapters as approved by their respective local advisers. Active middle school members (6-8) may participate in state events in accordance with state guidelines, serve as voting delegates to the State Leadership Conference, and represent their local chapters as approved by their local advisers.

Honorary Life Members may be elected to the state chapter by a majority vote of the State Executive Board. They shall be people who are assisting in the advancement of business education and/or who are rendering outstanding service to FBLA. Honorary Life Members shall not vote or hold office and shall not be required to pay dues.

ARTICLE IV. DUES AND FINANCE

Section 1. The membership dues in the Kansas FBLA Chapter shall be $5 per year. In addition, members shall pay national and local FBLA dues as required.

Section 2. The state dues shall be remitted to the national FBLA headquarters by October 20 for a member to be considered an 'active' member and have access to all national programs and materials.

Section 3. The fiscal year of Kansas FBLA shall be May 1 through April 30.

Section 4. An audit report shall be made annually by an Auditing Committee or Auditor. A report on the Audit will be given by the newly elected Treasurer at the Spring Executive Board meeting.

Section 5. The state and national dues shall be remitted to the National FBLA headquarters by January 31 for a member to participate in the FBLA State Leadership Conference.

ARTICLE V. ORGANIZATION

Section 1. FBLA shall be an association of local chapters, each operating in accordance with a charter granted by FBLA Inc. Only chapters which have received charters and numbers issued by FBLA Inc. in good standing and having paid dues shall be referred to as "Future Business Leaders of America."

Section 2. The State Executive Board shall serve as the Board of Directors of Kansas FBLA and as the policy-making body of the organization. The Board shall conduct the business of the organization during the time between annual meetings of the state association.

Section 3. The administration of Kansas FBLA shall be vested in the Kansas FBLA State Adviser.

Section 4. The state officers shall be elected in accordance with Article VI, Section 3, Part B.

Section 5. Each local chapter shall have one adviser (an employee of the local chapter district) designated to serve as the liaison between the local and state chapters.

ARTICLE VI. OFFICERS AND ELECTIONS

Section 1. State Officers.

A. The state elected officers of FBLA shall be a President, an Executive Vice-President, a Secretary, a Treasurer, a Public Relations, and District Vice Presidents.
B. A state parliamentarian shall also be appointed according to the procedures described in these bylaws.

Section 2. Qualifications for State Elected Office.

A. Only active members are eligible to hold state office.
B. Only those candidates who are present at the State Leadership Conference and have been approved by the State Executive Board shall be eligible for election. A majority vote of the delegates present at the voting session shall be required for election. If no candidate for an office receives a

majority vote on the third ballot, the candidate receiving the lowest number of votes shall be dropped from each subsequent ballot until one candidate receives a majority. If the state or district electors will not elect a slated candidate for an office, then the State Adviser or a suitable representative shall convene a meeting of the involved electors. During this meeting, the State Adviser shall hear the grievances of the electorate and the responses of the candidate(s). If the electorate is unable to elect a candidate on a second ballot, then the current president will be given power to appoint a suitable candidate to the position.

C. All candidates applying for positions on the Kansas FBLA State Officer team must have completed the first level of the BAAs (Business Achievement Awards) by the application deadline.

D. To be considered for an office in FBLA, a candidate…
1. shall have at least one full year remaining in his/her high school program;
2. shall be recommended by the local chapter adviser and endorsed by their chapter;
3. shall file an official application with the Kansas State Adviser at least 90 days prior to the State Leadership Conference;
4. will be interviewed and approved by the State Executive Board or a committee of Board members at least 60 days prior to the State Leadership Conference;
5. for President shall hold or have held a local or State Board office;
6. for Secretary, must have knowledge in note taking and preparing minutes;
7. for Public Relations, must have knowledge in photography, photo editing, graphic design, multimedia, social media~~;~~
8. must have completed the FIRST Level of the BAAs (Business Achievement Awards) before officer interviews in January

Section 3. Elections

A. The President, Executive Vice President, Secretary, Treasurer, and Public Relations shall be elected annually at a general session of the State Leadership Conference by the voting delegates.
B. These state officers shall be elected by a electronic vote of the voting delegates. A majority vote of the delegates present at the voting session shall be required for election. If no candidate for an office receives a majority vote on the third ballot, the candidate receiving the lowest number of votes shall be dropped from each subsequent ballot until one candidate receives a majority.
C. No candidate shall apply for the office of Executive Vice President. After the President is elected, all remaining candidates for President shall automatically become candidates for Executive Vice President. The election of the Executive Vice President shall then follow.
D. District Vice Presidents shall be elected only by the voting delegation at their District Conference.
1. Each chapter within the respective district can have up to three voting delegates in the election of District Vice President. This includes Middle School chapters.
2. All other election procedures outlined for state officers and state officer voting delegates in sections 1-8 will apply to district officers and the district voting delegation.

Section 4. Term of Office. State 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 State Leadership Conference at which they are elected.

Section 5. Transfer of Treasurer's Books. Transfer of the Treasurer's books of the organization shall take place at or before the April Board meeting.

Section 6. Vacancy in Office. A vacancy in any office, other than that of the President, shall be filled by appointment by the State Executive Board. Should the office of President become vacant, the Executive Vice President shall automatically become President.

Section 7. Appointment of Parliamentarian. The person, other than a newly elected state officer, scoring 75% or higher on the Parliamentary Procedure online test at the State Leadership Conference

and expressing written consent to hold the office by completing a state officer application form by the December 15 deadline, shall be appointed by the current state President to serve as Parliamentarian. This individual shall have at least one year remaining before graduation from a secondary high school.

ARTICLE VII. DUTIES OF STATE OFFICERS

Section 1. The President shall:
A. serve as Adviser of the State Executive Board;
B. preside over the State Executive Board meetings and State Leadership Conference sessions;
C. appoint the Parliamentarian;
D. appoint appropriate committees and committee chairmen;
E. serve as an ex-officio, non-voting member of all committees;
F. establish State Executive Board meeting agendas in cooperation with the State Adviser;
G. email a tentative agenda to the state Adviser at least two weeks prior to the meeting, and then after it has been edited and approved by the State Adviser, send it to the State Executive Board and their advisers immediately;
H. communicate with the National Central Region Vice President on a regular basis;
I. be responsible for overseeing the progress of the Chapter Mentoring Program, if adopted by the current state officer board;
J. perform other duties for the promotion and development of local, state and national FBLA;
K. prepare a tentative Program of Work prior to the Spring Executive Board meeting; and
L. carry out duties and programs set forth in the Program of Work.

Section 2. The Executive Vice President shall:
A. assist the President in the promotion and development of FBLA in Kansas;
B. assume the duties of the President in his/her absence;
C. automatically become the President should the office become vacant;
D. share with the State Parliamentarian OR the State Treasurer (if a State Parliamentarian is not appointed) all responsibility for planning and conducting the Summer Leadership Seminar;
E. Work with District Vice Presidents to review and revise district boundaries by the September Board meeting of every odd year;
F. update district/chapter map annually;
G. send out information to all local chapters about the upcoming selection of the Active Membership Advisory Council each year, appoint the council members with the directions of the State Adviser and State President, and keep in contact with all council members about their general duties and responsibilities as outlined when applying, i.e. Voting procedures for District Vice Presidents.

Section 3. District Vice Presidents shall:

A. assist the President and Executive Vice Presidents in the promotion and development of FBLA in their district;
B. promote membership in their district;
C. make efforts to reactivate inactive chapters and charter new high school and middle school chapters in their districts;
D. host the district conferences at their school or arrange for them to be hosted at another site.
E. maintain communication among schools with their district (Example, emails, phone calls, personal visits, social media, websites, etc.).
F. report their activities to the State Executive Board;
G. review district boundaries with district chapters every odd year (starting with the 2018-2019) to determine if changes in the boundaries should occur for the next two-year cycle; and
H. help the Executive Vice President update the chapter map annually by providing them with a list of new chapters as well as chapters that need to be removed by the September Board meeting ~~of odd years.~~

Section 4. The Secretary shall:

A. keep an accurate record of all sessions of the State Leadership Conference and meetings of the State Executive Board;
B. email one copy of the minutes and substantiating reports to the State Adviser within two weeks of the completed meeting for proofreading;
C. email the State Executive Board the finalized minutes within one month of the completed meeting;
D. reserve seating for voting delegates at the Business session of the State Leadership Conference;
E. take the roll call of the chapter voting delegates before each voting session during the Business Session of the State Leadership Conference.
F. scan and digitally organize the previous Secretary's minutes and agendas by the January meeting.

Section 5. The Treasurer shall:

A. give a presentation of annual financial reports at the State Leadership Conference;
B. prepare a name tag database and state registration packets for the state conference;
C. collect all Chapter of the Month applications on the tenth of each month, consult the Chapter of the Month Committee, and decide the winning chapter. Then send an electronic certificate to all the Honorary Chapters of the Month along with an official certificate on cardstock to the Chapter of the Month winner;
D. oversee the Member of the Month submissions on the tenth of each month and keep a written record of all schools who have submitted members in order to distribute the correct number of Member of the Month ribbons at the State Leadership Conference;
E. the newly elected Treasurer and their adviser will communicate with previous treasurer to secure the materials for treasurer by the time of the first Board meeting.
F. scan and digitally organize the previous Treasurer's Financial Reports by the January meeting;
G. share with the State Executive Vice President, if a State Parliamentarian is not appointed, all responsibility for planning and conducting the Summer Leadership Seminar.

Section 7. The Public Relations shall:

A. stay in continuous contact with the Kansas FBLA Collegiate President and State Adviser about the Quality Member Award;
B. be responsible for taking pictures at all Kansas FBLA events;
C. use the official Kansas FBLA Facebook, Twitter, Instagram, and any other social media sites that Kansas FBLA utilizes to keep in contact with members;
D. assist State Executive Board officers on communicating with media outlets (TV, Radio, etc.) to advertise state FBLA events;
E. maintain and update the Kansas FBLA website as needed to stay current with up-to-date information by understanding the basic operations (not the design) of the WIX software program;
F. be responsible for the transportation and maintenance of the Kansas Sunflowers to all national conferences;
G. and assist the other officers of the State Executive Board.

Section 7. The Parliamentarian shall:

A. see that all meetings are conducted according to correct parliamentary procedures;
B. advise the president and others on questions regarding parliamentary procedures;
C. oversee and facilitate all amendments to the Bylaws and Policies; and,
D. share, with the Executive Vice President, all responsibilities for planning and conducting the Summer Leadership Seminar.

ARTICLE VIII. STATE LEADERSHIP CONFERENCE

Section 1. A State Leadership Conference shall be held each year. A date and location shall be

recommended by the Kansas FBLA State Adviser and the State Conference Committee and approved by the State Executive Board.

Section 2. Each local chapter in good standing shall be entitled to certify from its active membership voting delegates according to the following ratio:

1 member- one voting delegate
2 to 25 members - two voting delegates
26 to 50 members -three voting delegates
51 to 75 members- four voting delegates
76 to 100 members- five voting delegates
101 + members - six voting delegates

Active membership shall consist of those members who have paid dues by January 31 to participate at the State Leadership Conference.

Section 3. Each chapter may also certify one alternate for each voting delegate at the State Leadership Conference.

Section 4. Quorum. The quorum for all business meetings at the State Leadership Conference shall be a majority of the voting delegates present during a roll call.

Section 5. State Leadership Conference Director. The State Executive Board, upon recommendation of the Kansas FBLA State Adviser, shall appoint a State Leadership Conference Director. This Director shall be responsible for planning and arranging the State Leadership Conference in accordance with the directives of the State Executive Board. The Director shall serve a two-year term, appoint individuals to serve as Conference Coordinators, and shall approve all expenditures from the State Conference Fund.

ARTICLE IX. THE STATE EXECUTIVE BOARD

Section 1. The President, Executive Vice President, District Vice Presidents, Secretary, Treasurer, Public Relations, Parliamentarian, the local adviser of each state officer, State Leadership Conference Director, and the FBLA State Adviser shall be members of the State Executive Board.

Section 2. Duties. The State Executive Board shall:
A. serve as the Board of Directors of the organization;
B. adopt policies regarding the operation of FBLA as deemed necessary;
C. approve committee appointments and creation of new committees by the President;
D. make appointments to fill vacancies in offices;
E. review all proposed amendments to the Bylaws;
F. present to the voting delegates at the State Leadership Conference, with recommendations for all proposed amendments to the Bylaws;
G. conduct the business of the organization between annual meetings;
H. carry out the duties and programs set forth in the program of work;
I. 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 State Executive Board, upon approval of the Kansas FBLA State Adviser. There shall be the following six meetings:

A. The Spring Meeting--a meeting of the incoming board members for evaluating the past year and planning for the next year. (Held in late April)

B. CTSO Officer Training--finalize the Program of Work and workshops for Summer Leadership Seminar. (Held the first Monday of June)

C. The Summer Meeting--to be scheduled in conjunction with the Summer Leadership Seminar. The Board shall provide orientation and leadership training for its members if not done so previously and conduct all necessary business. (Held in late July)
D. The Fall Meeting--to be scheduled to conduct necessary business. (Held the third Saturday in September)
E. The Officer Candidate Interviews--to be scheduled at least 60 days prior to the State Leadership Conference for interviewing candidates for state offices and conducting other necessary business. (Held usually the first Saturday in January; unless it falls on New Year's)
F. The State Leadership Conference Meeting--to be scheduled for the evening prior to the State Leadership Conference to conduct necessary business and make last-minute plans for the conference.

ARTICLE X. COMMITTEES

Section 1. An advisory committee or advisory board may be appointed to assist in the growth and development of FBLA. Recommendations of people for such appointments shall be requested of local chapters.

Section 2. The President of FBLA shall, with the approval of the State Executive Board, appoint an audit committee, establish other committees, such as the active membership advisory council, and appoint their members for a period not to exceed his/her term of office, and assist these committees in their activities.

ARTICLE XI. EMBLEMS AND COLORS

Section 1. Emblems and insignia shall be uniform in all local chapters. Only members in good standing may use official emblems and insignia.

Section 2. The official colors of FBLA shall be blue and gold.

ARTICLE XII. PARLIAMENTARY AUTHORITY

The rules set forth in the current edition of Robert's Rules of Order Newly Revised shall govern the FBLA in all cases in which they are applicable and in which they are not inconsistent with the rules of FBLA Inc., the Bylaws, or any special rules of order the FBLA might adopt.

ARTICLE XIII. AMENDMENTS TO THE BYLAWS

Section 1. Proposed amendments to the Bylaws shall be submitted in writing to the Kansas FBLA State Adviser no later than 90 days prior to the State Leadership Conference. Proposed amendments must be endorsed by a local chapter or a State Executive Board member.

Section 2. The State Executive Board shall, at its Officer Candidate Interviews Meeting, review each amendment submitted and make recommendations regarding them.

Section 3. Each amendment, along with the State Executive Board's recommendations, shall be posted at least 30 days prior to the State Leadership Conference.

Section 4. Each amendment shall be voted upon by the voting delegates at the State Leadership Conference. A two-thirds vote of the voting delegates present and voting at the State Leadership conference is required for adoption.

**These Bylaws were written by a committee, appointed by President Randy Worcester, consisting of:

Patty Holroyd, Kevin Reed, Windy Clement, Jay Larsen, Jeff Bailey, Reg Oesterhaus, Nancy Blew, and Norman Gentry on January 20, 1980.

**The Bylaws were subsequently revised by delegates at the 1984, 1987-1989, 1991-1993, 1996, 1998-2019, 2022, 2023, 2025, and 2026 KS-FBLA State Leadership Conferences. This copy reflects all those revisions.