

Future Business Leaders of America Collegiate at Iowa State University Constitution



Article I Name:

The name of this organization shall be Future Business Leaders of America Collegiate at Iowa State University.

Article II Purpose:

Section 1. The purpose of this organization is to build and promote the leadership styles and potentials of current and future leaders, in all degree programs across all colleges. FBLA Collegiate is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility, with the organization's three core values being Service, Education, and Progress.

Section 2. The specific goals of FBLA Collegiate are to:

- develop competent leadership
- strengthen the confidence of students in themselves and their work
- encourage members in the development of individual projects, which contribute to the improvement of home, business, and community
- develop character and prepare for useful citizenship
- encourage and practice efficient money management and financial literacy
- encourage scholarship and promote school loyalty
- assist students in the awareness of occupational goals; and
- facilitate the transition from school to work

Article III Statement of Compliance:

Future Business Leaders of America-Phi Beta Lambda abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Future Business Leaders of America-Phi Beta Lambda agrees to annually complete President's Training, Treasurer's Training and Adviser Training.

Article IV Non-Discrimination Statement:

Iowa State University Future Business Leaders of America-Phi Beta Lambda do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

Article V Membership:

Section 1. FBLA Collegiate Membership shall be open to all registered students in good standing at Iowa State University.

Section 2. FBLA Collegiate Members must subscribe to the FBLA Creed, demonstrate willingness to contribute to good school-community relations, and possess qualities for employment. Active members shall pay dues as established by FBLA Collegiate, 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 VII, and otherwise represent their state and local chapters as approved by their respective state and local advisors.

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Article VI: Risk Management:

All recognized student organizations at Iowa State University must identify a risk management officer and state the officer's duties in their constitution.

The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to Future Business Leaders of America-Phi Beta Lambda, [c] to submit documentation to ISU's Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization's events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events.

Article VII Officers and Elections:

Section 1. Officers of the Chapter shall be: president, vice president, secretary, treasurer, reporter, historian, parliamentarian, and LAS Council Representative. These officers with the advisor as ex-officio member shall constitute the Executive Committee.

Section 2. The officers of this organization must meet the following requirements:

[a] Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

[b] Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. For this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

[c] Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in [a] and [b].

Section 3. Officers shall be elected at an annual election meeting and shall hold office for a term of one year or until their successors are elected. Officers shall assume their duties at the close of the meeting at which they were elected.

Section 4. Officers shall be elected by a majority vote of the ISU FBLA Chapter membership. In the event of a tie, the Chapter Advisor shall cast a vote to determine the final result.

Section 5. Elections shall occur within the first three weeks of the fall semester.

Article VIII. Duties of FBLA Officers:

Section 1. The President shall [a] preside over all meetings of the Chapter. [b] appoint all committees and serve as an ex-officio member of these committees, [c] be the primary point of contact between the Chapter and the Adviser, and [d] promote the growth and development of the FBLA Collegiate Iowa State University Chapter.

Section 2. The Vice President shall [a] preside in the absence of the President, and [b] assist the President

Section 3. The Secretary shall [a] keep an accurate record of the chapter and executive committee meetings, and [b] submit the required reports to the presiding officer and the Chapter Faculty Advisor.

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Section 4. The Treasurer shall [a] act as custodian of the funds of the organization, collect dues, and give financial reports, and [b] send the membership list with dues to the appropriate state and national offices.

Section 5. The Historian shall [a] maintain records of the Chapter, including an annual reporter of its activities, awards, and publicity, and [b] preside over the duties of the Reporter should they be absent or otherwise unable to properly perform their duties as outlined in Section 7.

Section 6. The Parliamentarian shall [a] serve in any capacity as directed by the President, and [b] advise the president or presiding officer on points of parliamentary procedure.

Section 7. The Reporter shall [a] act as public relations officer for the Chapter, [b] see that all news stories and photographs are delivered to their appropriate sources of disbursement, [c] ensure all public appearances of the chapter in photographs or in otherwise documented material are in keeping with Article II, and [c] consistently update and monitor chapter social media.

Section 8. The LAS Council Representative shall [a] attend all Iowa State University LAS Student Council meetings, [b] act as a representative of the ISU FBLA Collegiate Chapter in keeping with Article II, and [c] update the Chapter President of any and all updates regarding the standing of the Chapter within the LAS Student Council.

Article IX. Impeachment/Removal of Officers:

Section 1. Impeachment is considered a valid course of action under the following offenses, in addition to other offenses deemed actionable by the Advisor:

- An officer who deviates from Articles II and/or III this constitution.
- An officer who fails to fulfill one or more of their duties as prescribed in VIII of this constitution.

Section 2. Impeachment requires the motion of the Advisor and a second from a general non-officer member. A hearing meeting with attendance of at least half the total membership must take place. The member proposed to be impeached may speak this hearing. The hearing ends with a majority vote from the membership in attendance to determine whether the officer in question shall be removed from office.

Article X. Replacement of Officers:

Vacancies not filled during elections shall be filled by appointment by the Advisor in keeping with Article XII, Section 2.

Article XI. Adviser:

Section 1. The Adviser is responsible for the oversight of an ethical chapter and must be knowledgeable of local and state initiatives and events.

Section 2. Advisers are elected by simple majority of general membership.

Section 3. The Adviser's length of service is at their discretion.

Section 4. Impeachment requires the motion of the President and a second from a general non-officer member. A hearing meeting with attendance of at least half the total membership must take place. The Adviser proposed to be impeached may speak at this hearing. The hearing ends with a majority vote from the membership in attendance to determine whether the Adviser in question shall be removed from their position.

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Section 5. A vacant Adviser position is filled by a simple majority vote of the general membership.

Article XII. Meetings:

There must be at least one regular meeting a month during the school year. A meeting shall be designed as the annual meeting for the purpose of electing officers, receiving reports of officers and committees, and for any other business which may arise. Other meetings may be held as deemed necessary by the President with the approval of the entire Executive Committee.

Article XIII. Committees

The President should they see fit, on consultation with the Advisor, shall have the option to appoint the following committees: [a] Social, [b] Finance and Fundraising, and [c] Ways and Means. The President shall appoint additional committees as authorized by the Executive Committee. Duties of committees shall be determined by the Executive Committee and the adopted parliamentary authority.

Article XIV. Finances:

Section 1. The finances of FBLA COLLEGIATE will be contained in a bank account established for this organization specifically. Dues will be collected at the time of joining by a member and at the start of each semester. In the case of dissolution of Iowa State University's FBLA Collegiate Chapter, remaining funds will be deposited into a not-for-profit account under the discretion of the Adviser.

Section 2. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

Section 3. Dues will be no more than the current amount that the FBLA Collegiate National Office and the state of Iowa charge, as stated on the national website each fiscal year.

Article XV. Parliamentary Authority:

The rules contained in Robert's Rules of Order Newly Revised shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with the rules of Future Business Leaders of America Collegiate, or this constitution.

Article XVI. Emblems, Insignia, & Colors:

Section 1. The Chapter emblems shall be the emblems of the national organization

Section 2. The official emblem and insignia items and 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 directions.

Section 3. Emblems and insignia shall be uniform in the ISU FBLA Collegiate Chapter.

Section 4. The official colors of the ISU FBLA Collegiate Chapter shall be the colors of the national organization.

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Article XVII. Amendments & Ratification:

Section 1. The constitution may be amended by call of order by any officer member. Amendments must be submitted for review by the officer members no more than 10 days in advanced to a special amendment hearing meeting, where a minimum of one-half the general membership must attend to proceed. Amendments are passed by a simple majority vote.

Section 2. Amended or ratified constitution should be submitted within 10 days to Student Activities Center for approval.