

**Future Business Leaders of America- Collegiate at UNC-Chapel Hill**  
**CONSTITUTION**  
**Revised 2 October 2022**

**ARTICLE I - NAME**

*Section 1: Title*

The name of this organization shall be "Future Business Leaders of America- Collegiate (FBLA-C) at UNC-Chapel Hill". Alternative titles include "Future Business Leaders of America" or "FBLA."

*Section 2: Affiliation*

This organization is affiliated with Future Business Leaders of America (FBLA) on the statewide and national levels.

**ARTICLE II - PURPOSE**

The purpose of FBLA-C is to support individuals by providing them with leadership and professional development opportunities to improve business and the community. The primary goal of our chapter at UNC is to provide undergraduates with the resume-building opportunities needed to be competitive applicants to the Undergraduate Business Program, graduate school, and the workplace. Members may serve on committees as well as local, statewide, and national officer teams.

**ARTICLE III - MEMBERSHIP**

*Section 1: Active Members*

Only currently enrolled UNC-CH students can be active members with the right to vote and hold office.

*Section 2: Associate Members*

Professional Division Members shall be persons associated with or participating in the professional development of FBLA-C. Such members may include alumni, chapter advisors, other instructors, advisory council members, businesspersons, and other persons contributing to or interested in the growth and development of FBLA-C. Professional Division Members shall pay dues as established by the state and national Professional Divisions and as established by the local chapter but shall not be afforded the privileges of active members such as participating in events, serving as voting delegates or holding office.

*Section 3: Non-Discrimination Statement*

The organization abides by the University of North Carolina at Chapel Hill's Non-Discrimination Policy for Student Organizations, which states the following:

- A. Membership and participation in the organization must be open to all students without regard to age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, gender identity, or gender expression. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.
- B. Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, gender identity, gender expression, or, unless exempt under Title IX, gender.

*Section 4: Membership Rules of Order and Duties*

Any part or full-time University of North Carolina at Chapel Hill student of the FBLA-C Chapter at UNC-CH that wants to be considered an active member must maintain the enclosed descriptions: 1) expresses an

interest in the activities of the organization and has paid organization membership dues on the due date, 2) attends a minimum of two General Body Meetings and one event during the academic year concerning FBLA-C at UNC-CH, 3) reads the bylaws and any other document that gives governance for the organization, 4) maintains good academic standing as upheld by UNC-CH academic policy (2.0 GPA minimum).

#### *Section 5: Dues*

Active members of FBLA shall pay dues annually. National dues are based on fiscal reports by the national office, and on recommendations by the National Executive Council and the Board of Directors, shall be determined by a majority vote of the local chapter-voting delegates at the National Leadership Conference. State Chapter dues are automatically consistent with national dues. National and state dues of members shall be forwarded directly to the FBLA-C state office. Membership dues are unified on the local, state, and national levels; membership is not available at each level separately.

#### *Section 6: Removal of Members*

To remove a member or officer, adequate written notice to that person (7 days minimum) is required before officially removing them from the organization. Grounds for removing a member from the organization include non-attendance, dereliction of duties, failure to meet membership expectations, and violation of university policy and/or code of conduct.

The procedure for removing members is as follows: the accused person must be provided with written charges and an opportunity to defend themselves in front of the Executive Committee to take action in the organization. To cancel a member's membership terms, 2/3 of members within the Executive Committee must be in attendance to make a motion and have the motion approved stating the terms of the membership cancellation. Dues will not be returned if motion is approved.

### **ARTICLE IV - ELECTED OFFICERS**

#### *Section 1: Officers*

Officers of the Chapter shall be President, Vice President of Internal Affairs, Vice President of External Affairs, Secretary, Treasurer, Social Media Coordinator, and Membership Officer(s). These officers along with the advisors as ex-officio members shall constitute the Executive Committee.

In the event that the local chapter increases in membership and therefore an increase in officer responsibilities, additional officer positions can be created to meet the needs and demands of the organization. The creation of officer positions is the duty of the President and must be approved by the entire Executive Committee. Current advisor(s) duly have the ability to appoint officer positions as needed in any membership year that the local chapter has gone inactive.

#### *Section 2: Duties of Officers*

The duties of elected officers of FBLA-C are as follows:

- 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, and (c) promote the growth and development of FBLA-C.
- The **Vice President of Internal Affairs** shall (a) preside in the absence of the President, (b) act as project manager for the Chapter, and (c) oversee chapter committees.
- The **Vice President of External Affairs** shall (a) preside in the absence of the Vice President of Internal Affairs, (b) maintain contact with external FBLA officers and advisors, and (c) act as public relations officer for the Chapter.

- The **Secretary** shall (a) keep an accurate record of the Chapter and Executive Committee meetings, (b) submit the required reports to the State Chapter and the National Office, (c) serve in any capacity as directed by the President, and (d) advise the President or presiding officer on points of parliamentary procedure.
- The **Treasurer** shall (a) maintain financial oversight over the Chapter's financial accounts (b) complete annual and semesterly funding requests (c) present regular financial reports to the Executive Committee.
- The **Social Media Coordinator** shall (a) represent the Chapter on all official UNC FBLA-C social media pages, and (b) assist the Vice President of External Affairs. The officer shall serve on the Executive Committee and perform such duties as directed by the President and the Advisor which are not inconsistent with these Bylaws or other rules adopted by the Chapter.
- The **Membership Officer(s)** shall (a) act as recruitment officer for the Chapter, and (b) assist the Vice President of Internal Affairs.
- If any officer is vacant in their officer positions during any time of the FBLA-C year, the lower rank officer under the vacant officer will assume the duties and responsibilities till the vacant officer returns or the position is filled by election.

### *Section 3: Election of Officers*

All major officers of FBLA-C must be full-time, registered students of The University of North Carolina at Chapel Hill with a minimum of a 2.5 cumulative GPA both during elections and while holding office. Officers shall be elected via online ballot at the annual meeting in April 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 are elected.

### *Section 4: Removal of Officers*

For an officer to be removed, the following conditions must be met: the offending officer must be presented with a written charge by the President or Advisor of all circumstances that would subject them for removal. The officer will then have a personal session with the President and/or Advisor to give their reasoning for the behavior; if the President or Advisor decides to give the offending officer another chance to resolve their behavior, then that officer will be placed on probation till the President sees significant improvement in conduct and responsibilities. If the offending officer does not resolve the offending issues, then the officer will be removed from their title, but will be able to keep a membership status. To remove a member or officer, adequate written notice to that person (7 days minimum) is required before officially removing them from the organization.

## **ARTICLE V - MEETINGS**

### *Section 1: General Body Meetings*

There must be at least one regular general body meeting per month during the school year. The presence of 25% of active chapter membership shall constitute a quorum. The annual April general body meeting shall be designated as the annual meeting for the purpose of electing officers. Every general body meeting will consist of 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 Executive Committee.

### *Section 2: Executive Committee Meetings*

Executive Committee meetings may be arranged by any presiding officer. It is the duty of the President to ensure that the Executive Committee meets at a minimum of once per month.

## **ARTICLE VI - COMMITTEES**

### *Section 1: Creation of Committees*

The President, in consultation with the Chapter advisor, may appoint committees deemed fit for the Chapter. The President shall appoint additional committees as authorized by the Executive Committee. The Executive Committee and the adopted parliamentary authority shall determine duties of committees.

## **ARTICLE VII - ADVISOR**

### *Section 1: Qualifications*

Advisors of FBLA-C must be a full-time faculty or staff member of UNC-Chapel Hill, UNC Hospitals, or an affiliated department; an emeritus UNC-Chapel Hill faculty or staff member; or a campus minister. The advisor does not have the right to vote.

### *Section 2: Duties*

The advisor must accept the email invitation and elect to be seen on Heel Life to be visually shown on the RSO's Heel Life page. The advisor shall maintain contact with the President in order to be informed about the organization's proceedings. Beyond the duties outlined the extent of involvement of the advisor is up to their discretion.

## **ARTICLE VIII - FINANCIAL STRUCTURE**

### *Section 1: Fiscal Year*

The fiscal year of FBLA-C shall be July 1 through June 30.

### *Section 2: Financial Review*

A financial review may be made annually by the Executive Committee which shall report at the annual closing executive meeting.

### *Section 3: Funding*

Funds may be generated from Student Government Association, other departments/colleges at UNC-CH, and/or the FBLA-C Fundraising Committee. Funds not utilized during the current academic year will be stored in a third-party bank account for future Executive Committee members to access.

### *Section 4: Miscellaneous Fees*

Local fees for regional, state, or national conferences will be determined by the local chapter Executive Committee. The fees must include, but not limited to, hotel registration and expenses, conference registration and expenses, transportation accommodation cost, emergency medical back up fund, and other necessary expenses to ensure conference participants a safe and reliable means of attending a conference.

## **ARTICLE X – RATIFICATION**

Executive members shall vote on bylaws annually in the Fall while the organization is in the process of re-registering with the University. Bylaws may be proposed by any active member or advisor of the organization.

## **ARTICLE XI – AMENDMENTS**

The constitution may be amended at any regular business meeting of the organization by a two-thirds vote of active membership, provided the amendment has been submitted to members in writing at least one week prior to the business meeting.