



# Career and Technical Student Organizations

## Policies and Procedures



**Division of Career and College Readiness**  
Office of Leadership Development and School Improvement



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## Maryland Career and Technical Education

Career and technical education (CTE) pairs academic knowledge with technical skills to prepare students for in-demand, high-skilled, and high-waged careers. The Maryland State Department of Education (MSDE) partners with the Governor’s Workforce Development Board (GWDB) and representatives from industry, local school systems, and postsecondary institutions to ensure that CTE will prepare students to meet Maryland’s workforce needs.

The Maryland model for CTE includes the following:

- [K-16 Career Development Framework](#) – The Career Development Framework provides a structured and developmental approach for teaching students about the world of work. There are six career development standards: Self Awareness, Career Awareness, Career Exploration, Career Preparation, Job Seeking and Advancement, and Career Satisfaction and Transition. The standards are designed to equip students and with employability skills necessary for successful transition into careers.
- [Career Clusters](#) – A career cluster is a group of occupations that require similar knowledge and skills. The Division of Career and College Readiness in partnership with statewide industry advisory groups identified ten career clusters that represent key workforce areas in Maryland. Each cluster contains [career programs of study](#) that allow students to apply academic content and technical skills to specific careers. CTE programs of study provide the opportunity for students to earn industry-recognized certificates, acquire college credit, and/or gain work experience.
- Career-Based Learning Experiences – CTE provides the opportunity for students to apply academic, technical, and employability skills in a work setting. Each CTE program of study provides the opportunity for students to gain career-based learning experiences through [apprenticeships](#), internships, job-shadowing or other career-based learning experiences.
- Integrated Instruction – CTE programs of study provide students the opportunity for real-world application of academic content knowledge and technical skills learned from a variety of courses. CTE instructors engage in rigorous professional learning experiences that supports effective pedagogical practices paired with workplace learning experiences. As a result, students engage in a holistic learning experiences that will prepare them for career and postsecondary success.
- [Career and Technical Student Organization \(CTSO\)](#) – CTSOs are co-curricular learning experiences that allow students to build on CTE instructional and technical content learned during the school day. Students expand their career awareness and development through participation and leadership in a CTSO.
- [Accountability](#) - The Division of Career and College Readiness monitors student performance and teacher effectiveness in all CTE programs of study. Data is used to inform decisions to improve CTE in Maryland.

## Vision for Career and Technical Education in Maryland

Each student has access and the opportunity to engage in career programs of study that:

- 
 Align to high-skill, high-wage, and/or in-demand careers;
- 
 Lead to earning industry-recognized and/or postsecondary credentials that will allow entrance and/or advancement in a specific career cluster; and
- 
 Provide career-based learning experiences that require the application of academic and technical knowledge and skills in a work setting.




Division of Career and College Readiness

## Alignment of Career and Technical Student Organizations to Maryland Career and Technical Education

The [\*Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act\*](#) defines a CTSO as, “an organization for individuals enrolled in a CTE program that engages in career and technical education learning experiences as an integral part of the instructional program.” CTSO are co-curricular experiences that build upon content learned during the instructional day. CTSO learning experiences must directly correlate to what is taught in the classroom and must provide the opportunity for students to apply academic and technical content to career experiences.

Local school systems are expected to incorporate CTSOs as a component of a comprehensive CTE program of study. Through co-curricular activities in CTSOs, students have opportunities to participate in career development experiences, demonstrate and refine technical skills required in the CTE program of study, and exhibit leadership abilities. As such, student participation in a CTSO enhances the overall success of CTE students.

The Division of Career and College Readiness provides support for the implementation of effective CTSOs through the leadership of a CTSO State Director. The MSDE State CTSO Director serves as a liaison to the Maryland CTSO Association, which is comprised of the Board of Directors, Chapter Advisors and student membership. The State CTSO Director is responsible for coordinating MSDE-sponsored professional learning opportunities for CTSO Chapter Advisor and student leaders. The Division of Career and College Readiness in partnership with local school systems provides direct support for CTSO Teachers/Advisors and CTSO Student Officers as they work to enhance CTE student achievement. The state CTSO Director provides collaborative and administrative support for CTSOs.



In Maryland, all CTSO Associations must operate in alignment with the state policy of CTE programs. State support is provided for CTSO functions in alignment with the corresponding national CTSO and the Maryland CTSO Association. Additionally, students and teachers must adhere to the policies of their local school system as they manage a CTSO chapter and participate in school-related learning experiences.

Maryland CTSOs share the mission and purpose of the respective [National Career and Technical Student Organizations](#). Each Maryland CTSO will be recognized or “chartered” through the Maryland State Department of Education by the respective National CTSO. As such, the national policies and guidelines are used as a framework in developing Maryland CTSO policies and procedures.

## Career and Technical Student Organizations

Currently, the Division of Career and College Readiness partners with three CTSOs. The list of Maryland’s CTSO State Directors is included in [Appendix A](#). The bylaws of each CTSO are provided in [Appendix B](#).



[Future Business Leaders of America-Phi Beta Lambda, Inc. \(FBLA-PBL\)](#) is the premier student business association. FBLA-PBL inspires and prepares students to become community-minded business leaders in a global society through rigorous career preparation and leadership experiences.



[FFA](#) makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education.



[SkillsUSA](#) is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel.

## Maryland Criteria for Recognizing CTSOs

MSDE will only consider new CTSOs if they provide unique experiences and competitions for students that are not already available through Maryland’s existing, state-supported CTSOs. Documentation must be submitted to MSDE that shows that the CTSO:

1. Has a state director or equivalent that is supported either at MSDE or in coordination through an



affiliate organization;

2. Has 501(c)(3) status independent from the parent organization, articles of incorporation, and state by-laws;
3. Has a board of directors and a student state officer team that include the following positions: Chair, Vice Chair, Secretary, and Treasurer. A student representative from the state officer team serves as a voting member of the Board, and the state director serves as a non-voting, ex-officio member;
4. Has a minimum of 10 CTSO chapters, representing at least five school systems. Chapters must develop an annual program of work;
5. Works toward building an infrastructure that allows and encourages students to participate in regional, state, and national competitions; and
6. Meets the criteria outlined in this document, including schools offering CTE programs that align to the CTSO chapter as well as membership comprised of CTE students.

## Career and Technical Student Organizations Partner Contributions

The successful operation of a Maryland CTSO includes a three-way partnership between the Maryland CTSO Association, the Division of Career and College Readiness (MSDE), and the National CTSO Association. Each partner contributes to the success of CTE students as they advance their understanding of career opportunities and increase their academic and technical preparation for careers. The unique contribution of each partner is detailed below.

The **Division of Career and College Readiness (MSDE)** State CTSO Director - provides leadership and guidance to the CTSO Associations through direct, collaborative support for professional development, student leadership and competitive conferences, and coordination with local school system CTE programs;

- The **Maryland CTSO Associations** (Board of Directors, Chapter Advisors and student membership) - provide collaborative support in conjunction with the MSDE State CTSO Director through functions and learning experiences for student members, student leadership and skill development related to a student's CTE program of study; and
- The **National CTSO Association** - provides guidelines and resources to organizations for competitive events and student leadership development.

## Operation and Oversight Requirements for Career and Technical Student Associations

### Operation Requirements

To ensure that all state approved programs and resources are aligned to the desired outcomes, a recognized Maryland CTSO Association agrees to:

1. File Articles of Incorporation with the Maryland Department of Assessments and Taxation (and the Secretary of State if required by the Maryland Solicitations Act) as a non-profit organization and comply



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with state regulations regarding operations and financial reporting for Maryland non-profit organizations.

2. Establish a CTSO Association Board of Directors (CTSO Board) to provide guidance for developing the vision and general operating policies and procedures of the organization as well as ensuring the state charter is in accordance with the national bylaws and state requirements. The CTSO Board also provides fiscal oversight and management for dues, fundraising, and scholarships.

The CTSO Board will include members from Maryland business and industry, secondary education as well as postsecondary education representing the career areas corresponding to students' CTE programs of study. The Board, directly, or through a committee structure, agrees to take an active role in planning and conducting the organizations' events throughout the year. It is recommended that the Board include seven to fifteen members, with at least 50 percent of members representing business, industry, and postsecondary partners. The MSDE CTSO State Director shall serve as a non-voting ex-officio member. It is recommended that the Board shall develop procedures for electing and appointing members as well as procedures for the rotation and removal of board members, with the chair of the CTSO Board of Directors to serve for a maximum of two consecutive terms. For continuity, it is strongly recommended that these procedures contain a staggered term system (see Bylaws of each CTSO in [Appendix B](#)) and to add a hiatus for past members which will allow the Board to appoint new members in an effort to bring new ideas and resources to the Board. CTSO Board of Directors agrees to have a Core Team which includes at a minimum, a President, Vice-President, Secretary, and Treasurer responsible for managing all finances and furnishing an annual audit if required by the Maryland Solicitations Act with a copy of the audit provided to the Executive Team, the Board, and the State CTSO Director on behalf of MSDE.

3. Provide to the MSDE State CTSO Director a copy of the articles of incorporation as a Maryland non-profit organization, a current list of CTSO Board members, and the Board Executive Team contact information. Register and hold a charter in good standing with the corresponding National CTSO and meet the standards and reporting requirements of that organization. All Maryland CTSO Associations will maintain membership in the corresponding national organization to be recognized by the Division of Career and College Readiness. The Maryland CTSO Board Association is responsible for the collection of membership dues and will file annual financial and membership reports as required by the national association, with a copy submitted to the Division of Career and College Readiness.
4. Coordinate learning experiences with the national organization and local school systems with the MSDE State CTSO Director and the CTSO Board. The CTSO Board and the MSDE State CTSO Director further agree to provide guidance to State Officers, CTSO Teachers/Advisors and business partners in participation of national events and fundraising activities.

The MSDE State CTSO Director, will work in conjunction with the national CTSO Organization to confirm membership status of participants as a requirement for competition at the state and national level. The MSDE State CTSO Director will also work with the Board to communicate to the local school systems an annual events calendar including regional and state events.

5. Ensure alignment of CTSO learning experiences with Maryland approved CTE programs of study and local school system requirements for student participation in a CTE program and CTSO activities.



The State CTSO Director will ensure CTSOs aligns with CTE programs of study as co-curricular support for CTE student achievement. The State CTSO Director provides guidelines and support for chapters to prepare students for competition at the national level (in areas related to the student’s program of study). Student participation in events sponsored by the Maryland CTSO Association are coordinated through the local school system in accordance with district guidelines. To ensure alignment, each local CTSO chapter must have an advisor who is a faculty member/teacher in an approved CTE program of study related to the CTSO career cluster.

The State CTSO Director coordinates chapter membership through the local school system, including the participation of non-public school students in CTE programs of study, as per the policies of the local school system.

As a student organization, the election of Student Officers and Chapter Leadership are essential components of a CTSO. As students prepare for State and National-level competition, preparation at the Chapter and Regional levels are key to student success. To ensure students are given opportunities for leadership and competition, in alignment with the National CTSO guidelines, at least ten CTSO chapters, representing at least five local school systems are recommended for state-level competition.

The MSDE State CTSO Director, working with the Board and local school system CTE Director, will promote membership in CTSOs related to a student’s CTE program of study. The MSDE State CTSO Director will also work with local school systems in providing technical assistance and professional development for CTSO Teachers/Advisors.

6. Recommend advisors to serve as the *State Officer Advisor* to manage/guide the work of State Officers, including the annual plan of work and chapter management support and assignments at the state leadership conference. Each CTSO Board will designate the State Officer Advisor based on each organization’s practice.

The CTSO Board provides leadership to the elected student officers through a *State Officer Advisor*. The state officers are responsible for providing leadership to local chapters and responding to requirements of the State and National Associations as requested. Guidelines for CTSO Teachers/Advisors and student participation in school-related learning experiences are determined by the local school system.

Contact information for the State Officer Advisor and current State Officers for each CTSO will be provided to the MSDE State CTSO Director on an annual basis.

**Oversight Requirements**

In partnership with the Division of Career and College Readiness and the National CTSO, the approved Maryland CTSO Association provides oversight to local CTSO chapters and sponsors statewide CTSO events. The Division of Career and College Readiness supports high school level CTSO learning experiences only. This section provides guidelines for monitoring local chapters and an overview of statewide events sponsored by the Division of Career and College Readiness and the State CTSO Association.

1. CTSO Chapter Requirements: The State CTSO Board of Directors, in cooperation with the State CTSO Director, establishes policies and procedures for the operation of local chapters. In alignment with state and national



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requirements, these will address the following minimum requirements:

- A. A local chapter must be in good standing with the state association in order to participate in state events and activities, as well as National events. The State CTSO Association in consultation with MSDE establishes guidelines for the chapters.
- B. Active members shall pay all prescribed national, state, and local dues by deadlines determined by each CTSO (where applicable) and be students who are currently or have been enrolled in a course which is part of a state approved CTE program of study aligned with the respective CTSO.
- C. The student officers of the state CTSO shall be current students (or former students for FFA as required by the National Association) with a GPA of at least 2.5 or higher and must have active membership in the state and national organizations.
- D. The local CTSO chapters must have a responsible advisor or designated adult accompany students to state and/or national conferences.

### 2. Competitive Events Requirements:

- A. Competitive events shall be aligned to the standards in state-approved CTE programs of study to support academic and technical preparation.
- B. A local chapter must have active and paid membership in the state association in order to participate in state events and activities, as well as National events.
- C. The events offered at the national level are aligned at the state and chapter/regional level, and are aligned to Maryland CTE Programs of Study. MSDE supports activities aligned to national CTSO events.
- D. A member shall progress from winning at the chapter/regional level, to the state level, to the national level. Competition at any of these levels shall not be skipped in order for advancement to the next level, as required by the National CTSO. For events that are offered only at the state level, there are no required qualifying events.
- E. Judges for competitive events shall be individuals from the career field for which they are assigned to judge. They shall possess the expertise and experience necessary to fairly evaluate the competition.

3. On an annual basis, the MSDE State CTSO Director will confirm the list of active chapters, teachers/advisors, and student officers for each Maryland CTSO. The State CTSO Director, in collaboration with the CTSO Board, will also provide updates for each chapter concerning the national events and specific events to be held at the state conference.

### 4. Division of Career and College Readiness Sponsored Events:

**Joint CTSO Officer Training** –The MSDE State CTSO Director is responsible for coordinating leadership training for the student state officer teams representing all state-recognized CTSOs. This annual event prepares state officers for their roles as student leaders and facilitators of chapter development and



planning. During this event, all student officers are provided guidance on the development of a state-wide plan of work, chapter management and strategies to support successful chapters. All CTSO state officer teams are required to attend this training. Registration of CTSO state officers is coordinated by the State CTSO Director and the local School system CTE Director.

The CTSO Association provides guidance and supervision to the student officers through the State Officer Advisor, designated by the CTSO Board. In partnership with the MSDE State CTSO Director, the State Officer Advisor also works with these student officers to develop workshop topics for the annual CTSO Fall Conference and other local events.

**Joint CTSO Advisor Training** –The MSDE State CTSO Director is responsible for providing professional development for all Maryland CTSO Teachers/Advisors. This annual event is held early in the school year to provide an orientation for new advisors, updates for current advisors and opportunities for chapter support. This event includes specific topic sessions as well as sessions for the respective organizations. Registration of CTSO Teachers/Advisors is coordinated by the MSDE State CTSO Director and the local school system CTE Director.

The CTSO Association provides guidance and support to teachers/advisors through sessions conducted by current CTSO members and CTSO Board sessions.

5. CTSO Association Sponsored Events:

**Fall Leadership Conference** – At the start of each school year, the CTSO Association and the Division of Career and College Readiness sponsors a conference for its current and prospective (new) student members. The conference includes CTSO Officer-facilitated workshops designed to promote leadership development and serves as a recruitment tool for local chapters. Business partners and college representatives also support and participate in the career development opportunities provided through the Fall Conference. As a result of this conference, students develop leadership skills, advance their understanding of career opportunities, and learn about CTSO membership opportunities.

The MSDE State CTSO Director provides guidance and support to the State Officer Advisor and the CTSO Board in working with teacher-advisors and business and postsecondary partners to deliver the program.

**Spring State Conference** – Near the end of each school year, the CTSO Association sponsors a conference for its current, dues-paying student members. The conference provides additional opportunities for career development, leadership skill development and competitive events related to the student’s CTE program of study. Students must compete at the local and/or regional level to qualify for state competitive events. For events that are offered only at the state level, there are no required qualifying events. The annual state conference also allows the students to conduct the business of their respective organizations, such as election of officers and designation of student delegates to the national conference.

While the event is coordinated by the CTSO Association, the MSDE State CTSO Director provides guidance and support to the *State Officer Advisor* and the CTSO Board in working with teacher-advisors and business/postsecondary partners to deliver the program. Based on state competitive events, students who qualify for national competition are certified by the CTSO State Director to have current dues paid and meet eligibility to participate. A complete list of students eligible for national competition is forwarded to the national CTSO by the MSDE State CTSO Director.



**State Delegation to the National Conference** – Each National CTSO sponsors an annual conference of competitive events, career development events and career exhibitions. The Maryland delegation to the national conference includes student competitors, workshop attendees, state officers and delegates as well as teacher-advisors and chaperones as required by the local school system for students participating in off-campus activities. This delegation may also include a member from the CTSO’s Board of Directors.

The national conference is sponsored by the national CTSO with support from state associations and each MSDE State CTSO Director. The MSDE State CTSO Director serves as a liaison between the national association, state association and the local school systems to facilitate the registration of the Maryland delegation. The chart below shows a listing of Maryland and national CTSO Association events throughout the year. Individual organizations may hold additional events throughout the year. Please visit their respective websites for more information.

CTSO Organization	Fall Leadership Conference	Spring State Conference	National Conference
FFA	September	June	October
FBLA	October/November	March/April	June/July
SkillsUSA	November	April	June



## Career and Technical Organization Partner Responsibilities

The MSDE State CTSO Director shall be an employee of the Maryland State Department of Education (MSDE) or a representative of an MSDE contractor. Working in partnership with the CTSO Board, the MSDE State CTSO Director provides technical and administrative support for CTSO learning experiences. The charts below outline the responsibilities of each partner – MSDE State CTSO Director, the CTSO Board, and the Local Chapter for each major event. Responsibilities apply to all CTSOs unless duly noted.

Joint CTSO Officer Training			
MSDE State CTSO Director	Board of Directors (State Association)	State Officer Advisor	Local Chapter: (Student Officers and Teacher-Advisors)
<p>The MSDE State CTSO Director or their designated representative will coordinate all aspects of the conference. Specific functions include:</p> <ul style="list-style-type: none"> <li>• Contracting for facilities, equipment needs, food and beverage and related costs;</li> <li>• Communicating event requirements to all chapters and managing the registration process;</li> <li>• Coordinating the agenda and confirming all presenters and workshop needs; and</li> <li>• Providing on-site coordination of the event.</li> </ul>	<p>Although this event is sponsored by MSDE, the Board supports the MSDE State CTSO Director in an advisory capacity. Specifically, through the State Officer Advisor, the Board:</p> <ul style="list-style-type: none"> <li>• Develops and participates in portions of the program specific to the organization as requested;</li> <li>• May provide direct guidance or conduct a meeting with State Officers in preparation for the annual plan of work for the organization; and</li> <li>• Coordinates chaperone(s) as needed, for the state officers.</li> </ul>	<p>The Board’s designee to:</p> <ul style="list-style-type: none"> <li>• Chaperone State Officers;</li> <li>• Assist the Officer Team with developing the Program of Work; and -</li> <li>• May provide organization specific information and training to the Officers.</li> </ul>	<p>The CTSO Teacher/Advisor may coordinate the attendance of a State Officer according to the duties of an elected state officer as outlined at the time of election.</p> <p>State Officers are required and it is mandatory that they attend and participate in the development of the annual Program of Work.</p> <p>If State Officers cannot attend this training, they will be asked to step down from their position or provide valid documentation as to why he/she cannot attend.</p> <p><b>[BE SURE TO INCLUDE THIS TO THE STATE OFFICER APPLICATION PAGE]</b></p>



Joint CTSO State Advisor Training			
MSDE State CTSO Director	Board of Directors <i>(State Association)</i>	State Officer Advisor	Local Chapter: (Student Officers and Teacher-Advisors)
<p>The MSDE CTSO State Director or their designated representative will coordinate all aspects of the conference in partnership with all CTSO Boards. Specific functions include:</p> <ul style="list-style-type: none"> <li>• Contracting for facilities, equipment needs, food and beverage and related costs;</li> <li>• Communicating event requirements to all chapters and managing the registration process;</li> <li>• Coordinating the agenda and confirming all presenters and workshop needs; and</li> <li>• Providing on-site coordination of the event.</li> </ul>	<p>Although this event is sponsored by MSDE, specifically, the Board of Directors:</p> <p>May provide direct guidance or conduct a meeting with teachers/advisors to provide updates and to support the annual plan of work for the organization.</p>	<p>The State Officer Advisor has no responsibility in the activity.</p> <p>However, the CTSO officer president may be asked to join a Board of Directors meeting, if planned.</p>	<p>The attendance of CTSO teachers/advisors is coordinated by MSDE through the local school system Directors of CTE. Each local school system designates attendance of teachers and may provide additional support to the teacher and/or school.</p>



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Fall Leadership Conference			
MSDE State CTSO Director	Board of Directors (State Association)	State Officer Advisor	Local Chapter: (Student Officers and Teacher-Advisors)
<p>The MSDE State CTSO Director or their designated representative assists in the planning and coordination of the event and serves as a liaison to the local school system. Specifically, the MSDE State CTSO Director:</p> <ul style="list-style-type: none"> <li>• Attends and brings greetings and welcome as requested;</li> <li>• Coordinates with the Board regarding the planning of the event;</li> <li>• May coordinate the registration and the collection of fees*;</li> <li>• Distributes registration materials and coordinates attendance by local school system chapters*;</li> <li>• Assists the Board with planning the logistics of the event, securing the facilities, and handling registration*;</li> <li>• May Serve as on--site logistical coordinator and conference point contact*; and</li> <li>• Identifies and organizes workshop presenters, guest speakers, and topics as needed*.</li> </ul>	<p>As the sponsor of this event, the CTSO Board:</p> <ul style="list-style-type: none"> <li>• Contracts for the logistics of the event, including the facility, equipment and food and beverage as required*;</li> <li>• Provides assistance at conference as needed;</li> <li>• Coordinates registration and the collection of fees*;</li> <li>• Distributes registration materials;</li> <li>• Coordinates attendance by local school system chapters*;</li> <li>• Coordinates a chaperone(s) for State Officers, as required by the respective Local School System; and</li> <li>• Serves as on-site coordinator and conference point contact*.</li> </ul> <p style="text-align: center;">*Depends on the CTSO Board of Directors roles and functions as defined for this event.</p>	<p>The State Officer Advisor:</p> <ul style="list-style-type: none"> <li>• Provides oversight and guidance to the State Officers on workshop development and delivery;</li> <li>• Prepares Officers for General Sessions; and</li> <li>• Serves as chaperone(s) for State Officers, unless the local school system requires a local chapter advisor.</li> </ul>	<p>The State Officers and State Officer Advisor for each CTSO take a leadership role in the design and implementation of the Fall Conference, specifically they:</p> <ul style="list-style-type: none"> <li>• Develop the conference agenda and workshops for the event; and</li> <li>• In accordance with the CTSO Plan of Work, the CTSO Student Officers publicize and recruit chapter participation in partnership with the MSDE State CTSO Director.</li> </ul> <p>The Teacher-Advisors for each CTSO are responsible for preparing students for CTSO Fall Conference. Specifically they:</p> <ul style="list-style-type: none"> <li>• Coordinate local chapter registration, participation and chaperones as required by the school system;</li> <li>• Act as chaperones and proctors for social activities, workshops, and competitive events during the conference.</li> </ul> <p>The student officers for each CTSO take a leadership role in chapter events including by presiding over delegate meetings, award ceremonies, and conference sessions</p>



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Local/Regional Qualifying Events			
MSDE State CTSO Director	Board of Directors (State Association)	State Officer Advisor/ Officer Team or Regional Advisor	Local Chapter: (Student Officers and Teacher-Advisors)
<p>The MSDE State CTSO Director or their designated representative serves as a liaison to the local school system. Specifically, <i>the</i> MSDE State CTSO Director:</p> <ul style="list-style-type: none"> <li>Attends and brings greetings and welcome as requested; or, identified designee;</li> <li>Coordinates student registration in partnership with CTSO Board and national CTSO to ensure all student competitors are paid members in good standing;</li> <li>Provides exams and certificates as needed and required by the national CTSO*;</li> <li>Arranges for online exams and verifies results, as required by the National CTSO*;</li> <li>May coordinate performance events on site as needed*; and</li> <li>Provides a Regional Handbook, Time Line, and/or chart of responsibilities for the hosting Regional Advisors.*</li> </ul> <p>*Varies by CTSO.</p>	<p>The CTSO Board ensures compliance with the National guidelines for students to qualify for competition. These requirements are specified by each National CTSO Association.</p> <p>The Board coordinates the following:</p> <ul style="list-style-type: none"> <li>Assisting with conference planning as requested by local or regional advisor(s)*; and</li> <li>Working with local or regional advisors as requested to speak, judge, or present awards*.</li> </ul> <p>*Depends on the CTSO Board of Directors roles and functions as defined for this event.</p>	<p>The State Officer Advisor may coordinate travel to each Regional Conference. **</p> <ul style="list-style-type: none"> <li>State Officer Team and the Regional Advisor hosting the conference are responsible for planning the schedule, workshops, judges, and other logistics of the conference**.</li> <li>Send out letter of invitation to respective regional conferences and manage attendance**.</li> <li>Coordinate/Report to MSDE CTSO State Director the attendance and participation of the number of students competing in events**.</li> <li>Work in partnership with MSDE CTSO State Director to coordinate results of all events/competitions and submit them to MSDE by the end of the conference and as requested**.</li> </ul> <p>**Varies by CTSO.</p>	<p>The Local Chapter Advisor may coordinate travel to each Regional Conference.**</p> <p>The Teachers/Advisors for each CTSO are responsible for preparing students for CTSO events and competition. Specifically they:</p> <ul style="list-style-type: none"> <li>If permissible or required by national CTSO, local advisors or proctors administer exams and production events;</li> <li>If testing is required by national CTSO, proctor or local advisor arranges for and verifies completion of exams as appropriate;</li> <li>Ensure students are aware of the national and state guidelines for participation in CTSO events;</li> <li>Assists with conference planning as requested by local or regional advisor(s);</li> <li>Teachers or advisors may speak, judge if there is no conflict of interest with students in own chapter, or present awards as approved by the state CTSO; and</li> <li>Coordinate with other local advisors to plan and facilitate the local/regional events to determine students' eligibility for participation in state events.</li> </ul>



Spring State Conference & Competitions			
MSDE State CTSO Director	Board of Directors (State Association)	State Officer Advisor and Team	Local Chapter: (Student Officers and Teacher- Advisors)
<p>The MSDE State CTSO Director or their designated representative:</p> <ul style="list-style-type: none"> <li>• Assists in the planning and coordination of the event and serves as a liaison to the local school system*;</li> <li>• Assists in identifying industry and postsecondary partners to serve as event judges or workshop presenters and key note speakers as requested in alignment with the CTE programs*;</li> <li>• Coordinates an individual (other than the Director) to bring greetings on behalf of the Division of Career and College Readiness*;</li> <li>• Works in collaboration with the Board of Directors with planning the logistics of the event, securing the facilities, and handling registration*;</li> <li>• In collaboration with the Board of Directors coordinates registration and the collection of fees*;</li> <li>• Provides event updates and registration materials to local chapters and the CTE Directors for each local school system*;</li> <li>• Coordinates onsite chaperones for competitions and social activities*; and</li> <li>• Serves as on-site logistical coordinator and conference point of contact as requested by the CTSO Board of Directors*.</li> </ul>	<p>As the sponsor of this event, the CTSO Board:</p> <ul style="list-style-type: none"> <li>• Contracts for the logistics of the event, including the facility, equipment and food and beverages as required*;</li> <li>• In collaboration with the MSDE State CTSO Director, develops a committee structure for the planning and implementation of the event;</li> <li>• May assist in identifying industry and postsecondary partners to serve as workshop presenters in alignment with the CTE programs when requested;</li> <li>• In collaboration with MSDE coordinates registration and the collection of fees*;</li> <li>• Provides oversight and guidance to the State</li> <li>• Officers in planning and conducting leadership and chapter events;</li> <li>• Coordinates the State Officer Advisor as chaperone(s) for State Officers, as required by the respective Local School System*;</li> <li>• Coordinates with the MSDE State CTSO Director to identify judges for competitive events*;</li> <li>• Designates a Board member as an on-site competition event coordinator and hotel point of contact**;</li> <li>• Serves as on-site logistical coordinator and conference point of contact *; and</li> <li>• Works with delegate assembly and state parliamentarian to coordinate campaign events.</li> </ul> <p>**Depends on the CTSO Board of Directors roles and functions for the event.</p>	<p>The Board’s designee:</p> <ul style="list-style-type: none"> <li>• Provides oversight and guidance to the State Officers in planning and conducting leadership and chapter events;</li> <li>• Prepares State Officers for all sessions; and</li> <li>• The State Officer Advisor may chaperone state officers to the State Conference as determined by the respective state CTSO.</li> </ul>	<p>The Teacher-Advisors for each CTSO are responsible for preparing students for CTSO events. Specifically they:</p> <ul style="list-style-type: none"> <li>• Ensure students are aware of the national and state guidelines for participation in CTSO events;</li> <li>• Coordinate local chapter registration, participation and chaperones as required by the school system;</li> <li>• Ensure delegates are present in attendance; and</li> <li>• Act as chaperones and proctors for social activities, workshops, and competitive events during the conference.</li> </ul> <p>The student officers for each CTSO take a leadership role in chapter events including by presiding over delegate meetings, award ceremonies, and conference sessions.</p>



Policies and Procedures for Career and Technical Student Organizations in Maryland

CTSO National Conference			
MSDE State CTSO Director	Board of Directors ( <i>State Association</i> )	State Officer Advisor	Local Chapter: (Student Officers and Teacher-Advisors)
<p>The MSDE State CTSO Director or their designated representative assists in the coordination of the state delegation and serves as a liaison to the local school system. Specifically, the MSDE State CTSO Director or their designated representative:</p> <ul style="list-style-type: none"> <li>• Attends the National Conference and specific events/meetings as required by the National CTSO in collaboration with State CTSO Association.</li> <li>• Serves as key contact for Teachers/Advisors and students during the event;</li> <li>• Certifies National competitors and distributes registration materials and information regarding conference logistics (including hotel block information coordinated through the National CTSO);* and</li> <li>• Ensures students are registered for competitive events and event participation by the due date. Ensures online information received in a timely manner and forwarded to national headquarters by due date*</li> </ul>	<p>The CTSO Board ensures compliance with the National guidelines for students to qualify for competition. These requirements are specified by each National CTSO Association. The Board coordinates the following:</p> <ul style="list-style-type: none"> <li>• Coordinates the logistics for the Maryland delegation (including the hotel rooms, travel, and registration);*</li> <li>• Coordinates with the State CTSO Director to confirm participation of the Maryland delegation – competitors, officers and voting delegates;</li> <li>• May sponsor specific events or students in attending the national conference; and</li> <li>• May sponsor one Board Member to Attend Nationals.</li> </ul> <p style="text-align: center;">*Depends on the CTSO Board of Directors roles and functions at the event.</p>	<ul style="list-style-type: none"> <li>• The State Officer Advisor provides supervision of state officers at Nationals, and</li> <li>• Coordinates to ensure state voting delegates are in attendance as required by the state CTSO.</li> <li>• The student officers for each CTSO may attend and participate in Officer functions as coordinated by the <i>State Officer Advisor</i>.</li> </ul>	<p>The Teacher-Advisors for each CTSO are responsible for preparing students for CTSO events, specifically they:</p> <ul style="list-style-type: none"> <li>• Coordinate the registration and logistics for chapter members;</li> <li>• Ensure that members attend all required Maryland sessions;</li> <li>• Identify chaperones as needed and required by the local school system;</li> <li>• Assist when requested by nationals to volunteer to proctor or chaperone; and</li> <li>• If Advisors have voting delegates at the conference, ensure delegates are in attendance at appropriate meetings.</li> </ul>



## Appendix A: Career and Technical Organization State Directors

All written correspondence should be addressed as follows:

*Student Organization Directors Name*

Maryland State Department of Education Division of Career and College Readiness  
200 West Baltimore Street  
Baltimore MD 21201

### **FBLA**

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## **Appendix B: Maryland Career and Technical Student Organization Bylaws**

### **Future Business Leaders of America Maryland Bylaws**

**Revised: April 11, 2014**

#### **CONSTITUTION MARYLAND ASSOCIATION OF FUTURE BUSINESS LEADERS OF AMERICA-PHI BETA LAMBDA**

##### **ARTICLE I – NAME**

The name of this organization shall be the Maryland Association of Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA-PBL), hereinafter referred to as “the association.”

##### **ARTICLE II – PURPOSE**

The purpose of this association shall be to further the goals of FBLA-PBL within the state of Maryland. The association shall provide as an integral part of the instructional program additional opportunities for secondary students (grades 5-12) and post-secondary students in business and/or business related fields to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

The specific goals of the association are to:

1. Develop competent, aggressive business leadership.
2. Strengthen the confidence of students in themselves and their work.
3. Create more interest in and understanding of American business enterprise.
4. Encourage members in the development of individual projects, which contribute to the improvement of home, business, and community.
5. Develop character, prepare for useful citizenship, and foster patriotism.
6. Encourage and practice efficient money management.
7. Encourage scholarship and promote school loyalty.
8. Assist students in the establishment of occupational goals.
9. Facilitate the transition from school to work.

The association shall not have any purpose nor engage in any activity inconsistent with the status of an educational and charitable organization as defined in Section 501(c)(3) of the Internal Revenue code of 1954 or any successor provision thereto and none of these goals shall at any time be deemed or construed to be other than the public benefit purposes and objectives consistent with such educational and charitable status nor shall the chapter adopt goals or engage in any activity inconsistent with the goals and policies of FBLA-PBL, Inc.



**ARTICLE III – MEMBERSHIP**

**The membership of the association shall consist of FBLA Middle Level and FBLA members residing within the state of Maryland and Phi Beta Lambda members enrolled in post-secondary programs within the state of Maryland, and Professional Division Members affiliated with Maryland FBLA- PBL. Classes of membership identical to those established by FBLA-PBL, Inc., shall be established by the association’s chapters. Such classes, together with the voting and rights of each, may be more specifically set forth in the bylaws.**

**ARTICLE IV – DUES AND FINANCE**

Section 1. The association 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 chapter shall inure to the benefit of any member, sponsor, donor, creator, director, officer, employee, or any other private individual or to the benefit of any corporation or organization, any part of the net earnings of which inure to the benefit of any private individual; provided, this shall not prevent payment of reasonable compensation for services annually rendered the chapter in effecting its goals.

The association shall not divert any part of its income or corpus to 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 responsible 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 for money or 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 division of its income or corpus.

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

Section 3. The association shall not use any income for purposes other than the objects in this Constitution set forth or invest any income in any manner which might jeopardize the fulfillment or carrying out if its objects. The association 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 association engage in any legislative activities other than those in direct furtherance of the association’s stated objectives. The chapter shall not participate in or intervene in any political campaign on behalf of any candidate for public office. In general the association shall not act in any way or engage in any activity which might affect its right or right of FBLA-PBL, to full tax exemption or the rights of donors to the association of FBLA-PBL, Inc., and the association shall be so operated as to be entitled to and receive all tax exemptions, federal or local, which may be granted to charitable, scientific, or educational associations or foundations.



**ARTICLE V – ORGANIZATION**

Section 1. This association is a subsidiary of the Future Business Leaders of America-Phi Beta Lambda, Inc. As an integral part of FBLA-PBL, Inc., the chapter 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.

Section 2. The association shall be governed by a board of directors which shall serve as the policymaking body for the chapter, and which shall be subject to this Constitution, the FBLA bylaws, and the board of directors of FBLA-PBL, Inc.

Section 3. The board of directors shall develop operating policies of the board of directors which address the board composition, term of office, officers, officer responsibilities, election and appointment of officers, meetings, finance guidelines for the association’s chapters, and other policies as needed.

Section 4. The association’s state chapters shall adopt sets of bylaws consistent with this Constitution, which shall include the powers and duties of the board of directors, officers and elections, meetings of the chapter, and any other provisions necessary for the orderly administration of the chapter.

*ARTICLE VI – EMBLEMS AND INSIGNIA*

The association emblems shall be emblems of the national organization. Only members in good standing may use official emblems and insignia. The official colors of the association shall be blue and gold.

*ARTICLE VII – AMENDMENTS*

The Constitution is a mandatory Constitution drafted by FBLA-PBL, Inc., for adoption by its state chapters and shall not be amendable without the written consent of FBLA-PBL, Inc. Should amendments be required for the purpose of qualifying or retaining qualification 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.

Adopted: April 1957



**BYLAWS**

**MARYLAND ASSOCIATION OF FUTURE BUSINESS LEADERS OF AMERICA-PHI BETA LAMBDA, INC. (FBLA-PBL)  
FUTURE BUSINESS LEADERS OF AMERICA DIVISION**

***ARTICLE I – ORGANIZATION***

Section 1. The Maryland Association of Future Business Leaders of America-Phi Beta Lambda, Inc.(FBLA-PBL), herein after referred to as “the chapter,” shall be Maryland’s representative body in the national organization of FBLA-PBL, Inc.

Section 2. The chapter is organized into regions approved by the board of directors, each with several local chapters.

Section 3. The chapter shall be governed by a board of directors, an executive committee, and delegates at the state leadership conference. The board of directors is the governing authority.

Section 4. Local chapters may elect members to the office of president, vice president, secretary, treasurer, historian, reporter, parliamentarian, and webmaster. Local chapter officers shall serve under the direction of the local chapter advisors to assist in the promotion and development of FBLA activities.

Section 5. Regions may elect members to the offices of secretary, treasurer, historian, reporter, and webmaster. The regional vice-president may appoint a regional parliamentarian. If a region elects officers, the state regional vice-president shall chair their respective regional officer team.

Section 6. A local advisor of the regional vice-president shall serve as the regional advisor. Should there be no regional vice-president the Board of Directors shall appoint an interim regional advisor to fill the vacancy.

Section 7. Each local chapter shall have an advisor who shall be a faculty member who is teaching a business or business-related course.

***ARTICLE II – MEMBERSHIP***

Section 1. Membership Class.

Membership in the chapter shall be active and honorary life.

Section 2. 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 chapters and shall be eligible to participate in state chapter events, serve as voting delegates to the state leadership conference, hold state office, and represent their local chapter as approved by their respective local advisors.



## Policies and Procedures for Career and Technical Student Organizations in Maryland

Section 3. Honorary Local Chapter Life Members may be elected to a local chapter by a majority vote of the members. 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 Local Chapter Life Members shall not vote or hold office and shall not be required to pay dues. Honorary Local Chapter Life Members shall not be included in the local chapter's membership total reported to the state director.

Section 4. Honorary State Chapter Life Members may be recommended by the membership and shall be accepted upon approval by the board of directors. 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 State Chapter Life Members shall not vote or hold office and shall not be required to pay dues.

Section 5. Membership Year.

The membership year shall be from August 1 through July 31.

### **ARTICLE III – DUES**

Section 1. State dues based on fiscal reports by the board of directors, and on recommendation by the board of directors, shall be determined by a majority vote of the voting delegates present at the state leadership conference.

Section 2. Annual dues shall be \$6.00.

Section 3. Initial dues shall be remitted by October 20 of the current school year. Dues for additional members shall be received by March 1 or prior to the date of registration for the member's regional leadership conference if earlier than March 1.

Section 4. Newly created chapters shall remit dues when the application for the chapter charter is submitted.

### **ARTICLE IV – FINANCES**

Section 1. The board of directors shall administer all finances.

Section 2. Operating Budget.

A budget shall be prepared by the chair of the board of directors, with input from other members of the board of directors and executive committee as necessary, and shall be approved by the board of directors annually. The chair shall present the budget to the board of directors at the first meeting that occurs after the fiscal year end.

Section 3. Payment of Expenses.

The board treasurer shall make payments out of the chapter's bank account for expenses and obligations of the chapter as prescribed by guidelines established by the board of directors.



Section 4. An external review or audit of the financial records of the organization shall be performed annually by a professional accounting firm if required by the Maryland Solicitations Act. If an external review or audit of the financial records is not required, the board shall examine the financial records of the organization for the prior fiscal year at the first board of directors meeting that occurs after the fiscal year end.

Section 5. The fiscal year of the chapter shall be July 1 through June 30.

### **ARTICLE V – OFFICERS AND ELECTIONS**

#### Section 1. State Officers.

The state elected officers of the chapter shall be a president, an executive vice-president, a vice-president from each region, a secretary-treasurer, and a reporter-historian.

#### Section 2. Qualifications for State Office.

1. Only active members are eligible to hold state office.
2. Not more than two candidates for state office may campaign from a local chapter.
3. Only those applicants who are present at the state leadership conference and officially certified by the candidate screening committee shall be eligible for nomination.
4. To be considered for an office in the chapter, a candidate shall:
  - have at least one full year remaining in his/her business program,
  - hold or have held an elective office in his/her local chapter,
5. The state president and Board of Directors may appoint a student as a state officer if a vacancy exists after elections are held at the state leadership conference.

#### Section 3. Elections.

The president, executive vice-president, secretary-treasurer, and reporter-historian shall be elected by a ballot vote of the voting delegates. The regional vice-presidents shall be elected by a ballot vote by the local voting delegates of respective regions. A majority vote shall be required for election to office. Voting delegates may vote not to elect a candidate. If a candidate or the no vote option does not receive a majority vote on the third vote for an office, 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 or the no vote option receives a majority of the votes. No more than two state officers shall be elected from the same local chapter.

#### 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 were elected.

#### Section 5. Vacancy in Office.

A vacancy in any office, other than that of president, may be filled by appointment by the president and Board of Directors. Should the office of president become vacant, the executive vice-president shall automatically become president.



Section 6. Appointment of Parliamentarian.

The person scoring highest on the state officer parliamentary procedure written test shall be appointed to serve as parliamentarian. This individual shall have at least one year remaining before being graduated from a secondary school.

**ARTICLE VI – DUTIES OF OFFICERS**

Section 1. The President shall:

1. Serve as a member of the Board of Directors;
2. Serve as chair of the Executive Committee;
3. Preside over the committee meetings and delegate assemblies of the chapter;
4. Maintain a close and continuing relationship with the State Director;
5. Perform other duties for the promotion and development of local, regional, and state activities; and
6. Perform other duties as prescribed by the State Director or Board of Directors.

Section 2. The Executive Vice President shall:

1. Assist the President in duties assigned to him/her;
2. Preside over all chapter meetings and meetings of the Executive Committee in the President's absence; and
3. Perform other duties as prescribed by the President, State Director, or Board of Directors.

Section 3. The Regional Vice Presidents shall:

1. Assist in planning regional leadership conferences and meetings;
2. Coordinate the activities within their region; and
3. Perform duties assigned to them by the President, State Director, or Board of Directors.

Section 4. The Secretary-Treasurer shall:

1. Perform all duties common to this office, such as keeping an accurate record of the sessions of the state convention and of the Executive Committee;
2. Provide one copy of minutes and any substantiating reports to the State Director and Board of Directors for the permanent files within ten working days after the state conventions and Executive Committee meetings;
3. Assist the State Director in connection with financial matters, as directed by the Executive Committee; and
4. Perform other duties as directed by the President, the State Director, or Board of Directors.

Section 5. The Reporter-Historian shall:

1. Keep a record of the meetings and other activities of the chapter throughout the year and submit all records to the State Director and Board of Directors at the end of the term;
2. Organize a virtual document of historical records and keep it up to date with local, state, and national items of interest concerning FBLA;
3. Produce and post on the Maryland FBLA website a state newsletter following guidelines prescribed by the Board of Directors;
4. Submit articles to National FBLA-PBL, Inc. for publication in its member magazine and its website following guidelines prescribed by the Board of Directors;
5. Design, develop, maintain, and promote the chapter's official website following the guidelines prescribed by the Board of Directors, ensuring the website contains current information and is updated timely;



- 6. Ensure the website is functioning properly, including all e-mail addresses, links, video, and downloads; and
- 7. Perform other duties as prescribed by the President, State Director, or Board of Directors.

Section 6: The Parliamentarian shall:

- 1. Advise the President of the orderly conduct of business in accordance with chapter bylaws and
- 2. *Robert’s Rules of Order Newly Revised*;
- 3. Be responsible for the orderly conduct of business during meetings of the Executive Committee, delegate assemblies, and conventions;
- 4. Promote the work of the parliamentarian in local chapters; and
- 5. Perform other duties as prescribed by the President, State Director, or Board of Directors.

**ARTICLE VII – STATE OFFICER ADVISOR**

The state director shall recommend an advisor to serve as the state officer advisor to monitor the work of state officers, including the annual plan of work and chapter management support. The state officer advisor shall chaperone the student officers at meetings, conventions, and delegate assemblies of the chapter. The board of directors shall approve the state officer advisor.

**ARTICLE VIII – STATE LEADERSHIP CONFERENCE**

Section 1. A state leadership conference shall be held each year. A date and location will be recommended by the state director and approved by the board of directors.

Section 2. Each local chapter in good standing shall be entitled to send two voting delegates to the state leadership conference.

Section 3. Voting. Voting delegates shall be entitled to vote on all matters which come before the general session. There shall be no proxy voting.

Section 4. Quorum. The quorum for all business meetings of the state leadership conference shall be a majority of the voting delegates.

**ARTICLE IX – EXECUTIVE COMMITTEE**

Section 1. Purpose.

The executive committee shall:

- 1. Adopt policies of operation of the chapter as deemed necessary, by a three-fourths vote subject to the approval of the board of directors,
- 2. Approve committee appointments and the creation of new committees by the president, and
- 3. Perform such other duties as are prescribed by these bylaws.

Section 2. Composition.

The executive committee shall be comprised of (a) the state president, (b) the executive vice-president, (c) a vice-president from each region, (d) the state secretary-treasurer, (e) the state reporter-historian, and (f) the state parliamentarian. Local chapter advisors of the state officers, members of the board of directors, and the state director shall serve in a non-voting ex-officio capacity.



Section 3. Meetings.

Meetings shall be called by the president, or upon the written request of three voting members of the executive committee, upon approval by the state director. A majority of voting members shall constitute a quorum.

Section 4. Business by Alternative Methods.

Business of the executive committee may be conducted by mail, teleconferencing, and/or electronic conferencing at the discretion of the FBLA president upon the approval of the board of directors.

**ARTICLE X – COMMITTEES**

Section 1. Advisory committees to assist in the growth and development of the chapter may be appointed as deemed necessary by the board of directors.

Section 2. Local chapters may select advisory committees to assist in the growth and development of their chapters.

Section 3. A candidate screening committee shall consist of board members and may consist of state officers appointed by the board chair. The candidate screening committee shall, after careful consideration of applicants for officers of the chapter, approve or deny candidates for nomination.

**ARTICLE XI – BOARD OF DIRECTORS**

The board of directors shall serve as the policy making body of the chapter.

**ARTICLE XII – MARYLAND STATE HANDBOOK**

The publication that contains guidance for competitive events at the state leadership conference as well as other chapter management information shall be named the *Maryland State Handbook*. The *Maryland State Handbook* shall be updated at least annually by the state director and approved by the board of directors. Supplements to the *Maryland State Handbook* may be issued by the state director with approval of the board of directors.

**ARTICLE XIII – INDEMNIFICATION**

The chapter may indemnify its officers, directors, employees and agents to the greatest extent permitted by law. The chapter shall have power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee, or agent of the chapter against any liability asserted against such person and incurred by such person in any such capacity or arising out of any status as such, whether or not the chapter would have the power to indemnify such person against such liability under the provisions of this Article.



**ARTICLE XIV – PARLIAMENTARY AUTHORITY**

The rules contained in *Robert's Rules of Order Newly Revised* shall govern the chapter and board of directors 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 chapter or board of directors may adopt.

**ARTICLE XV – AMENDMENTS**

Section 1. Amendments.

Proposed amendments to these bylaws shall be submitted in writing to the chair of the board of directors at least 60 days prior to the state leadership conference by a member of the board of directors, a member of the executive committee, a regional officer or advisor, or a local chapter officer or advisor. Each chapter shall be notified of the proposed amendments approved by the board of directors at least 30 days prior to the state leadership conference. The proposed amendments approved by the board of directors shall be presented and discussed at a business meeting during the state leadership conference and shall be passed by a two-thirds vote of the voting delegates present.

Section 2. Effective Date of Amendments.

Amendments to these bylaws shall take effect at the adjournment of the meeting at which they are adopted unless otherwise provided.

Section 3. Minor Revisions.

The chair of the board of directors shall be authorized to revise these bylaws to correct punctuation, grammar, cross-references, article and section designations, and to make such other technical changes as may be necessary, where these changes shall be minor in detail and shall not alter the meaning or intent of the bylaws. Notice of changes made under this authority shall be communicated in writing to the board of directors and executive committee within 30 days.

**Adopted: April, 1957**  
**Revised: April 11, 2008**  
**Revised: March 27, 2009**  
**Revised: April 11, 2014**



## National FFA Organization Bylaws

**Maryland FFA Association, Inc. Official Constitution** *(adopted in April 29, 2005 and as proposed to be amended May 20, 2013. Will be voted on during the 86th Maryland State FFA Convention in June 2014)*

### ARTICLE I. NAME

The name of this Association shall be: The Maryland FFA Association Inc.; an affiliate of the National FFA Organization.

### ARTICLE II. OBJECTIVES OF THE ORGANIZATION

1. To develop competent and assertive agricultural leadership.
2. To develop an awareness of the global importance of agriculture and its contribution to our well-being.
3. To strengthen the confidence of agriculture students in themselves and their work. To promote the intelligent choice and establishment of an agricultural career.
4. To stimulate development and encourage achievement in individual agricultural experience programs.
5. To improve the economic, environmental, recreational and human resources of the community.
6. To develop competencies in communications, human relations and social abilities. To develop character, train for useful citizenship, and foster patriotism. To build cooperative attitudes among agriculture students. To encourage wise management of resources.
7. To encourage improvement in scholarship. To provide organized recreational activities for agriculture students.

### ARTICLE III. ORGANIZATION

#### SECTION A

The Maryland FFA Association, Inc. is a State Association.

#### SECTION B

It shall consist of four or more local chapters in schools where classes in agricultural Career and Technical education are offered. Such chapters shall operate as an integral part of the instructional program of agricultural education.

#### SECTION C

Local chapters may be organized in such schools by students under the direction of their agriculture teacher in agricultural education programs, by adopting a Constitution in harmony with the State FFA Constitution, electing officers, setting up a Program of Activities Budget, making an application to the State Association for chapter charter and paying the prescribed dues.

#### SECTION D

A chapter shall be in good standing with the Maryland State Association when the following conditions are met:

1. Annual, state and national dues have been paid by the date determined by the state association.
2. Financial obligations are met prior to participation in state/national events.
3. Reports have been submitted as requested by the state association.



4. Provisions of the chapter constitution do not conflict with the State or National FFA Constitutions and chapter activities are in harmony with the ideals and purposes of the National FFA Organization.

The governing body of the Maryland State Association shall have the power to suspend the charter of any chapter that violates the state or National FFA Constitution and Bylaws. A report on all suspensions shall be presented to the delegates at the next succeeding state convention. In the event a chapter is not in good standing with the state association at the time of the opening of a state convention, the delegates in session at that state convention shall have the power, upon recommendation of the state association governing body, to withdraw the charter and refuse such chapter official representation at the state convention. When such action is taken, the chapter in question and members thereof shall be denied the privileges of membership in the state association. Upon meeting the requirements for good standing, a chapter may be reinstated by action of the Maryland State Association governing body.

In the event a local department of agricultural education is discontinued, its chartered FFA chapter may officially operate for a period not to exceed three years (36 months) from the date of discontinuance, provided proper supervision is given by a person having the approval of the local school administrator and the Maryland State FFA Advisor. The chapter’s charter must be surrendered to the state advisor at the end of the three-year period if a local department of agricultural education is not in operation in the school at that time.

#### **ARTICLE IV. MEMBERSHIP**

##### **SECTION A**

Membership in the Maryland State FFA Association shall be of four kinds: active, alumni, collegiate and honorary.

##### **SECTION B**

Active Membership – To be eligible for active membership in a chartered FFA chapter, a student must be enrolled in a secondary agricultural education program. Maryland Association may consider “secondary agricultural education programs” to be grades seventh-12th.

To become an active member and retain membership, a student must:

1. While in school, be enrolled in at least one agricultural education course during the school year and/or follow a planned course of study; either course must include a supervised agricultural experience program, the objective of which is preparation for an agricultural career.
2. Show an interest in the affairs of the organization by attending meetings, striving for degrees of membership and participating in other organized activities of the chapter.
3. Pay all current state and national dues by the date determined by the chapter.
4. Display conduct consistent with the ideals and purposes of the National FFA Organization.

A member may retain active membership until November 30, following the fourth national FFA convention after graduation from high school.

A member in good standing at the time of induction into the armed forces of the United States of America or into the FFA international program shall be in good standing during the period of active service without further payment of dues or attendance at meetings. Time spent in the armed forces or FFA international program shall



not be considered as elapsed time in determining the maximum period of four conventions following graduation from high school or leaving high school. Members using this waiver of service time for the purpose of maintaining active membership for application for advanced degrees of membership must resume active participation within six months after having been honorably discharged from military service or completing their FFA international program and indicate such a desire by paying dues and attending meetings. Members participating in a six-month armed services program or participating in the FFA international program for six months shall be eligible for one full year of extended membership. No individual may retain active membership beyond his or her 23rd birthday.

#### SECTION C

Alumni Membership – Membership shall be open to former active members, collegiate and honorary members, present and former professional agricultural educators, parents of FFA members and others interested in and supportive of the FFA.

1. Annual Membership- members receive the National FFA Alumni New Visions newsletter, the opportunity to subscribe to FFA New Horizons magazine for and a voice in alumni business.
2. Lifetime Membership-A one-time payment, members receive a membership card, a membership certificate, a lifetime subscription to the New Visions newsletter and a lifetime subscription to FFA New Horizons magazine, and a voice in alumni business.
3. Collegiate Membership- Dues-paying Collegiate FFA members are eligible for a discounted annual membership fee. They receive all the benefits of a regular annual membership.
4. Associate Membership-Effective 2012/2013 membership year-The delegate body adopted an Associate membership for graduating high school FFA members at no cost to the member for a 5 year period.

#### SECTION D

Collegiate Membership – Collegiate membership shall be open to students who are enrolled in agricultural courses or who are pursuing career objectives in the industry of agriculture or have an interest in the future welfare of agriculture at a two- or four-year postsecondary institution having a collegiate FFA chapter.

#### SECTION E

Honorary Membership – Farmers, school superintendents, principals, members of boards of education, chapter advisors, teachers, staff members in agricultural education, business people and others who are helping to advance agricultural education and FFA and who have rendered outstanding service, may be elected to honorary membership by a majority vote of the members present at any regular meeting or convention.

Honorary membership shall be limited to the Honorary Chapter FFA Degree in the local chapter, Honorary State FFA Degree in the state association and the Honorary American FFA Degree in the national organization.

### **ARTICLE V. DEGREES AND PRIVILEGES OF ACTIVE MEMBERSHIP**

#### SECTION A. Degrees

There shall be five degrees of active membership based on individual achievement. These are the Discovery FFA Degree, Greenhand FFA Degree, the Chapter FFA Degree, the State FFA Degree and the American FFA Degree. The national organization shall set the minimum qualifications for each degree. The Discovery FFA Degree is intended for use in state associations and local chapters where middle school membership is offered.



Receipt of this degree is not necessary in order to obtain the Greenhand FFA Degree or subsequent degrees.

#### SECTION B. Discovery FFA Degree

To be eligible to receive the Discovery FFA Degree from a chapter, the member must meet the following minimum requirements:

1. Be enrolled in agricultural education class for at least a portion of the school year while in grades seventh – eighth.
2. Have become a dues-paying member of the FFA at local, state and national levels.
3. Participate in at least one local FFA chapter activity outside of scheduled class time.
4. Have knowledge of agriculturally related career, ownership and entrepreneurial opportunities.
5. Be familiar with the local FFA chapter program of activities.
6. Submit written application for the degree.

#### SECTION C. Greenhand FFA Degree

To be eligible to receive the Greenhand FFA Degree from the chapter, the member must meet the following minimum qualifications:

1. Be enrolled in agricultural education and have satisfactory plans for a supervised agricultural experience program.
2. Learn and explain the FFA Creed, motto, salute and FFA Mission Statement.
3. Describe and explain the meaning of the FFA emblem and colors.
4. Demonstrate knowledge of the FFA Code of Ethics and the proper use of the FFA jacket.
5. Demonstrate knowledge of the history of the organization, the chapter Constitution and Bylaws and the chapter Program of Activities.
6. Personally own or have access to the *Official FFA Manual* and the *FFA Student Handbook*.
7. Submit written application for the Greenhand FFA Degree.

#### SECTION D. Chapter FFA Degree

To be eligible to receive the Chapter FFA Degree from the chapter, the member must meet the following minimum qualifications:

1. Must have received the Greenhand FFA Degree.
2. Must have satisfactorily completed the equivalent of at least 180 hours of systematic school instruction in agricultural education at or above the ninth grade level, have in operation an approved supervised agricultural experience program and be enrolled in an agricultural education course.
3. Have participated in the planning and conducting of at least three official functions in the chapter Program of Activities.
4. Have earned and productively invested at least \$150 by the member's own efforts or worked at least 45 hours in excess of scheduled class time or a combination thereof and have developed plans for continued growth and improvement in a supervised agricultural experience program.
5. Have effectively led a group discussion for 15 minutes.
6. Have demonstrated five procedures of parliamentary law.
7. Show progress toward individual achievement in FFA award programs.
8. Have a satisfactory scholastic record.



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9. Have participated in at least 10 hours of community service activities. These hours are in addition to and cannot be duplicated as paid or unpaid supervised agricultural experience hours.
10. Submit a written application for the Chapter FFA Degree.

Other requirements may be established by the chapter and/or the state FFA association.

### SECTION E. State FFA Degree

To be eligible to receive the State FFA Degree from the state association, the member must meet the following minimum qualifications:

1. Have received the Chapter FFA Degree.
2. Have been an active FFA member for at least two years (24 months) at the time of receiving the State FFA Degree.
3. While in school, have completed the equivalent of at least two years (360 hours) of systematic school instruction in agricultural education at or above the ninth grade level, which includes a supervised agricultural experience program.
4. Have earned and productively invested at least \$1,000 or worked at least 300 hours in excess of scheduled class time, or a combination thereof, in a supervised agricultural experience program.
5. Demonstrate leadership ability by:
  - a. Performing 10 procedures of parliamentary law.
  - b. Giving a six-minute speech on a topic relating to agriculture or FFA.
  - c. Serving as an officer, committee chairperson or participating member of a chapter committee.
6. Have a satisfactory scholastic record as certified by the local agricultural education instructor and the principal or superintendent.
7. Have participated in the planning and completion of the chapter Program of Activities.
8. Have participated in at least five different FFA activities above the chapter level.
9. Have participated in at least 25 hours of community service, within at least two different community service activities. These hours are in addition to and cannot be duplicated as paid or unpaid supervised agricultural experience hours.

Written records of achievement of all requirements, verified by the chapter FFA advisor, shall be submitted to the state association by March 15<sup>th</sup> of the year in which the State FFA Degree is to be received. The state executive director shall provide for review of the records and submit a recommendation to the state association governing body, which shall nominate at the state FFA convention the candidates who have been found worthy to receive the honor. The State FFA Degree will be conferred upon the candidates subject to approval by the delegates at the state convention.

### SECTION F. American FFA Degree

To be eligible to receive the American FFA Degree from the National FFA Organization, the member must meet the following minimum qualifications:

1. Have received the State FFA Degree, have been an active member for the past three years (36 months) and have a record of satisfactory participation in the activities on the chapter and state levels.



2. Have satisfactorily completed the equivalent of at least three years (540 hours) of systematic secondary school instruction in an agricultural education program or to have completed at least the equivalent of 360 hours of systematic secondary school instruction in agricultural education and one full year of enrollment in a postsecondary agricultural program or have completed the program of agricultural education offered in the secondary school last attended.
3. Have graduated from high school at least 12 months prior to the national convention at which the degree is to be granted.
4. Have in operation and have maintained records to substantiate an outstanding supervised agricultural experience program through which a member has exhibited comprehensive planning, managerial and financial expertise.
5. Have earned and productively invested at least \$7,500 or have earned and productively invested at least \$1,500 and worked 2,250 hours in excess of scheduled class time. Any combination of hours times a factor of 3.33 plus dollars must be equal to or greater than the number 9,000. Hours used for the purpose of producing earnings reported as productively invested income shall not be duplicated as hours of credit to meet the minimum requirements for the degree.

**The following amendment replaced Section F item 5 effective January 1, 2015. Those members applying for their American Degree after January 1, 2015 must meet this requirement.**

5. A student after entering agricultural education must have:
  - a. Earned at least \$10,000 and productively invested at least \$7,500 or
  - b. Earned and productively invested \$2,000 and worked 2,250 hours in excess of scheduled class time. Any combination of hours, times a factor of 3.56, plus actual dollars earned and productively invested must be equal to or greater than the number 10,000. Hours used for the purpose of producing earnings reported as productively invested income shall not be duplicated as hours of credit to meet the minimum requirements for the degree.
6. Have a record of outstanding leadership abilities and community involvement and have achieved a high school scholastic record of "C" or better as certified by the principal or superintendent.
7. Have participated in at least 50 hours of community service, within at least three different community service activities. These hours are in addition to and cannot be duplicated as paid or unpaid supervised agricultural experience hours.

## **ARTICLE VI. STATE OFFICERS AND PROCEDURES FOR ELECTION**

### **SECTION A**

The officers of the Maryland FFA Association shall be a constitutional slate and consist of a: State President, State Vice President, State Secretary, State Reporter, State Treasurer and State Sentinel.

In the case of an officer not being able to fulfill his/her office, the State FFA Board of Directors may appoint another State Agriculturist to take his/her place.

### **SECTION B**

A qualifying applicant to be a State FFA Officer are members having the State FFA Degree, who have graduated



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from high school or successful candidates for the State Agriculturist Degree in the current year who will graduate from high school during the current convention year.

### SECTION C

The Nominating Committee shall consist of:

1. FFA members, who are chapter degree recipients obtaining a state degree, representing each of the five regions in the state as selected by the Regional Coordinators.
2. Two past state officers who served during different terms.
3. An agriculture teacher representing the MATA.
4. A representative from the MD FFA Alumni Association.
5. The current State FFA President or their designee who is a current State Officer.
6. Chairman of the FFA Board of Directors or other designated Board member.
7. The FFA Executive Director—Ex-Officio, non-voting advisory member to the committee.

### SECTION D

This committee shall nominate one person for each of the State Offices and shall report during the State Convention.

### SECTION E

Additional nominations may be made from the floor from those candidates who have been interviewed by the nominating committee.

### SECTION F

All State Officers shall be elected annually by a majority vote of the delegates present at the State Convention.

### SECTION G

A State FFA Officer may not serve more than one term in office. In extenuating circumstances, where there are not enough candidates to fill each available office, the Nominating Committee, in an attempt to fill a complete slate of officers, may call on an eligible past state officer to serve if he/she desires to do so.

## **ARTICLE VII. STATE OFFICER RESPONSIBILITIES AND DUTIES**

SECTION A. The officers of the State FFA Associations shall be:

1. President, Vice-President, Secretary, Treasurer, Reporter and Sentinel.
2. Other officers may be elected as deemed appropriate by the State Executive Director and the state FFA governing body.
3. The State FFA Executive Director shall serve as the State FFA Advisor.
4. An Executive Treasurer and/or other state FFA officials may be named by the State Advisor subject to the approval of the state FFA governing body.
5. State FFA officers shall be elected annually by a majority vote of the delegates present at any regular convention of the state association.

SECTION B. Duties of the Officers



1. The State President shall:
  - a. Preside over the State FFA Convention and over the meetings of the State Executive Committee. The President shall call at least one State Convention each year on such a date and at such a place as shall be fixed by the State Executive Director. The President shall appoint all committees and may serve as an Ex-Officio member of these committees.
  - b. Serve as a voting member of the Maryland FFA Association, Inc. Board of Directors.
  - c. Serve as the State FFA Association representative to the State FFA Alumni Association.
  - d. Carry out such duties vested in him/her by the State FFA Board of Directors.
2. The Vice President shall:
  - a. Perform those duties common to such an office and other duties as directed by the State Executive Director and State FFA Board of Directors.
  - b. Be prepared to preside over meetings in the absence of the President.
  - c. Serve as a voting member of the Maryland FFA Association, Inc. Board of Directors.
3. The State Secretary Shall:
  - a. Perform those duties common to such an office and other duties as directed by the State Executive Director and State FFA Board of Directors.
  - b. Have available for each meeting the following:
    - i. Records and minutes of previous meetings.
    - ii. A list of all committees and assignments.
    - iii. A copy of the Maryland FFA Association, Inc. Constitution and the Program of Activities.
4. The State Treasurer shall:
  - a. Perform those duties common to such an office and other duties as directed by the State Executive Director, FFA Executive Treasurer and State FFA Board of Directors.
  - b. Serve as a member of the Maryland FFA Association Auditing Committee.
5. The State Reporter shall:
  - a. Perform those duties common to such an office and other duties as directed by the State Executive Director and State FFA Board of Directors.
  - b. Keep current communications from the State FFA Association through the use of technology including but not limited to e-newsletters, website, Facebook, Twitter, blogs, etc.
  - c. Prepare appropriate news releases for State Association Activities.
  - d. Send articles for consideration to regional and national agricultural publications.
6. The Sentinel shall:
  - a. Perform those duties common to such an office and other duties as directed by the State Executive Director and State FFA Board of Directors.
  - b. Prepare the meeting room and care for the State FFA paraphernalia.
  - c. Attend the door and welcome all guests and friends of the FFA.
  - d. Keep the meeting room comfortable.
  - e. Take charge of all candidates and individuals receiving awards of recognition at State Association activities.
7. All State Officers shall:



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- a. Act under the direction of the State President and State Staff to care for the welfare of the State Association.
- b. Be prepared to preside at all meetings in the absence of the President.
- c. Serve, in rotation, as a voting member of the Maryland FFA Board of Directors.
- d. Make regular visits to local chapters.
- e. Attend all regularly scheduled Executive Committee meetings, special Executive Committee meetings, and all other state activities required of them.
- f. Read, agree to, sign and submit to the Executive Director the Code of Ethics form before being considered for serving as a Maryland FFA State officer.

### SECTION C. Dismissal from Office

The Board of Directors shall have the right and the responsibility to ask for and/or remove any State Officer from office by a two-thirds (2/3) vote of the Board of Directors present, on the following basis:

1. An officer missing two (2) Officer meetings without good reason.
2. Violation of any provision of the National FFA members or State Officer Code of Ethics.
3. Not performing adequately the duties of the office.
4. Missing other statewide activities which State Officers are expected to attend.
5. For any other reason agreed upon by all other members of the Board of Directors

## **ARTICLE VIII. EXECUTIVE DIRECTOR AND EXECUTIVE TREASURER**

### SECTION A. The State FFA Executive Director shall

1. Maintain an office for the State Association and perform the duties of the State Association in consultation with the State FFA Board of Directors.
2. Work with the Executive Treasurer to keep accurate records of receipts and disbursements for the State Association.
3. Send notice to members of the FFA Board of Directors of the upcoming meeting at least two weeks in advance of the quarterly meetings. (Feb, May, Aug, Oct)
4. Contact and secure business and industry representatives and FFA regional coordinators to serve on the Board of Directors annually.

### SECTION B. The Executive Treasurer shall

1. Be elected by the FFA Board of Directors.
2. Work with the Executive Director to keep accurate records of receipts and disbursements for the State Association.
3. Prepare a quarterly treasurer's report for the FFA Board of Directors, invoice Chapters for expenses due to the State Association and other duties as specified by the FFA Board of Directors of the current year.



### **ARTICLE IX. CHAPTER OFFICERS**

Section A. The officers of an FFA chapter shall be:

1. President, Vice-President, Secretary, Treasurer, Reporter and Sentinel.
2. Other officers may be elected as deemed appropriate by the local advisor and/or governing body.
3. The teacher(s) of agricultural education shall be the FFA advisor(s).
4. Chapter officers shall be elected annually or semi-annually by the members present at any regular meeting of the chapter.

### **ARTICLE X. MEETINGS AND CONVENTIONS**

SECTION A. Conventions

1. Except in case of an extreme emergency, a convention of the state FFA association shall be held annually prior to the national convention at a time and place to be determined by the governing body of the state FFA association.
2. The state association shall determine the number and method of selection of delegates to the state convention.

SECTION B. Delegates

1. Each local chapter may designate two qualified delegates to represent the chapter at the annual State Convention.
2. All members of the Association are invited to attend but official action will be restricted to authorized delegates.

SECTION C. Official representation

1. The State President and State Vice-President will attend the National FFA Convention as voting delegates for the state.
2. In an event that the State President and/or State Vice-President cannot attend the National Convention, the delegate(s) will be selected by the State FFA Executive Director from the State Officer Team.

### **ARTICLE XII. DUES**

SECTION A. National Dues

1. Annual membership dues of the National FFA Organization shall be established by a majority vote of the delegates at the national convention.
2. In the event the annual national convention is not held and/or the official delegates fail to set dues, the annual membership dues of the national organization will remain the same as the previous year.
3. The National FFA Board of Directors shall submit its recommendation concerning dues to each state association at least 45 days prior to the National FFA Convention.

SECTION B. Membership year

The membership year of the National FFA Organization shall be from September 1 to August 31.



SECTION C. State Dues

1. Annual membership dues of a state FFA association shall be established by a majority vote of the delegates present at the state FFA convention.
2. Changes in the amount of dues to the state association must be presented to the local chapters at least 45 days prior to the state convention.

SECTION D. Chapter Dues.

The annual membership dues of a chapter shall be established by a majority vote of the members at a regular chapter meeting.

**ARTICLE XIII. AMENDMENTS TO THE CONSTITUTION**

SECTION A. Amendments

1. Amendments to the Constitution must be submitted in writing to the FFA Executive Director sixty days prior to the FFA State Convention.
2. Proposed changes shall be posted to the Maryland FFA website and emailed to the chapter advisors within thirty days prior to the State Convention.

SECTION B. Voting

An amendment to the State FFA Constitution may be adopted by a two-thirds vote of the official delegates at the State FFA convention.

SECTION C. Alignment

Amendments to the constitution and bylaws must not conflict with the National FFA Constitution and Bylaws.

**ARTICLE XIV. - BOARD OF DIRECTORS**

SECTION A. Purpose

1. The Board of Directors shall establish operational policy for the organization and to carry forth those responsibilities as prescribe within the State and National FFA Constitution.
2. The Board of Directors shall develop and maintain policies to govern the Maryland FFA Association, Inc. within the State and National FFA Constitution.
3. The Board of Directors shall resolve conflicts of constitutional interpretation of state and national contest rules and regulations.

SECTION B. Structure: The Maryland FFA Board of Directors shall consist of:

1. Chairperson-Industry representative elected by the Board.
2. State FFA Executive Director- recording secretary (non-voting)
3. Two Current State FFA Officers.
4. One Representative from Maryland Agricultural Education Foundation (MAEF).
5. One Representative from the University of Maryland or collegiate level.
6. Three MATA Officers as appointed by the MATA President.



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7. One Representative from the Maryland FFA Foundation.
8. One FFA Advisor from each of the five Maryland FFA Regions.
9. One Alumni/Life affiliate member.
10. Four representatives from the Agricultural Industry.

SECTION C. Quorum- The status of the quorum will be the majority of members present at the meeting. This is not affected by the absence of state officers or regional representatives.

SECTION D. Term in office and selection of representative members:

1. The term of service for the chairperson, alumni representative, and industry representatives, shall be two years.
2. Each individual is limited to two consecutive terms for each of these positions.
3. The aforementioned representatives shall be selected by a majority of the Maryland FFA Board of Directors.
4. The collegiate representative shall be selected by the University staff and shall not be limited in their length of service.
5. No individual shall serve in concurrent positions within the Maryland FFA Board of Directors.

Presented to the delegate body at the 86<sup>th</sup> MD FFA State Convention.

June 26, 2014



## SkillsUSA Maryland, Inc. Bylaws

### BOARD OF DIRECTORS A Non-Profit Maryland Corporation

#### August 6, 2008 ARTICLE I – NAME

The name of this corporation shall be SkillsUSA Maryland, Inc.

#### ARTICLE II – PURPOSE

- Section 1 As set forth in the Articles of Incorporation, this corporation is organized exclusively for, and will be operated exclusively for, educational purposes within the meaning Section 501(c)(3) of the Internal Revenue Code 1954 (or the corresponding provision of any future United States Internal Revenue Law), more particularly, to promote Career and Technical education in connection with the schools of the State of Maryland.
- Section 2 The objectives and purposes of the corporation are enumerated as follows:
- a. To promote and advance the interest of Career and Technical education in the schools of the State of Maryland.
  - b. To assist in making the instruction through leadership training of the individual in the Career and Technical education program a more practical and meaningful experience.
  - c. To raise the standards of Career and Technical education and assist in the development of a Career and Technical education program which is responsive to the needs of business, industry, and community.
  - d. To develop between the general public and the educators of the State of Maryland such united efforts as will secure the highest quality Career and Technical education programs.
  - e. To work in conjunction with the Maryland State Board of Education through the SkillsUSA Maryland State Director.
- Section 3 The Corporation shall not engage in business for profit and no earnings of the Corporation shall be distributed to members of the Corporation.



**ARTICLE III – MEMBERSHIP**

- Section 1 The membership, hereinafter referred to as a member of this Corporation, shall be comprised of the lead advisor of any chartered SkillsUSA Maryland chapter maintaining active membership status. Each member/chapter shall be entitled to one vote on all matters, which may properly come before the membership of this Corporation.
- Section 2 In the election of Directors and the transaction of such other business as may come before the Members of this Corporation, each Member shall be entitled to one vote.

**ARTICLE IV – DIRECTORS’ MEETINGS**

- Section 1 The Board of Directors of the Corporation shall meet at least twice a year for the transaction of business.
- Section 2 Special meetings of the Directors may be called at any time by the Chair, Vice Chair, State Director, or by twenty-five (25%) of Directors eligible to vote. Each call of a special meeting shall state the time, place and purpose of such meeting.
- Section 3 Notices of regular meeting shall be given by the Secretary to every director at least 10 business days before the date of the meeting.
- Section 4 Forty percent (40%) of the Directors of the Corporation eligible to vote shall constitute a quorum for all purposes at any regular or special meeting.

**ARTICLE V – OFFICERS**

- Section 1 The Officers of this Corporation shall be a Chair, Vice Chair, Secretary and Treasurer.
- Section 2 Said officers shall be elected annually by the Board of Directors. Officer elections shall be held after each annual election of the Board of Directors. If the election of officers shall not have been held at such meeting, such election shall be held as soon thereafter as possible.
- Section 3 Chair, Vice Chair, and Secretary must be Directors of the Corporation. Any other officer may be, but is not required to be, a Director of the Corporation.
- Section 4 Officers shall hold office for a term of one year or until their successors are elected and duly qualified.



**ARTICLES VI – OFFICERS: DUTIES AND POWERS**

- Section 1 The Chair shall preside over all meetings of the Corporation and of the Board of Directors, decide all points of order, and generally perform all duties incidental to the office of Chair and that of Director.
  
- Section 2 In the absence of the Chair, the Vice Chair shall preside and if the Vice Chair for any cause shall be unable to act, the Board of Directors shall appoint a Chair pro tempore from the Board of Directors to so preside, in whom shall be vested for all the time being the duties and functions of the Chair’s office. The Vice Chair shall perform such other duties as assigned by the Chair or the Board of Directors.
  
- Section 3 The Secretary shall (a) keep the minutes of the Members’ and the Board of Directors’ meetings in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) be custodian of the corporate records; (d) keep a register of the post office address of each Member, which shall be furnished to the Secretary by such Member; and (e) in general perform all duties incidental to the office of the Secretary and such other duties that may be assigned to the Secretary by the Chair or by the Board of Directors.
  
- Section 4 If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of their duties in such sum and with such surety or sureties as the Board of Directors shall determine. They shall: (a) receive and reconcile deposit records, receipts, and bank statements; (b) collect and organize documents for expenditures; (c) disburse and deposit monies; (d) make arrangements to convene the audit review committee on an annual basis; (e) provide a report of receipts and disbursements to the Board of Directors and the SkillsUSA Maryland State Director at each regular meeting; (f) forward report of audit review committee and annual IRS 990 form (if applicable) to the Board and SkillsUSA Maryland State Director; (g) develop and forward end-of-year treasurers’ report to the Board and SkillsUSA Maryland State Director; (h) maintain SkillsUSA accounting ledgers; (i) sign contracts for meals, lodging, materials and services between the Board and the vendor, (The Maryland State Department of Education will not be party to contracts to obtain goods and services from vendors purchased with SkillsUSA funds.); (j) maintain tax exempt status; and (k) in general perform all of the duties that may be assigned to them by the Chair or the Board of Directors.
  
- Section 5 The Board of Directors, at its option, may appoint such other Officers as may be necessary to perform the duties incidental to the above listed offices. Such Officers need not be members of the Board of Directors of this Corporation.

**ARTICLE VII – BOARD OF DIRECTORS**



## Policies and Procedures for Career and Technical Student Organizations in Maryland

- Section 1 The governing authority of the Corporation shall be vested in a Board of Directors: fourteen to eighteen (14-18) in number, 12 of who shall be active Professional members of SkillsUSA, at least one (1) business community representative, one (1) alumni representative and one (1) state officer. Forty percent (40%) of said Board shall constitute a quorum for the transaction of all business, and the action of a majority of Directors present at any meeting of a duly assembled quorum is valid as a corporate act. The Board of Directors shall include at all times the Chair, Vice Chair, and the Secretary. All members of the Board of Directors shall hold office for a term of three years from the date of their election or until their successors are elected and qualified, except as otherwise provided in Section 2 hereof:
- Section 2 Twelve (12) of the Board of Directors shall be elected by the membership eligible to vote. Directors shall be elected annually. The following guidelines will be followed:
- a. At the first Board of Directors' meeting held, the Directors shall be divided by lottery into three groups of four directors each: (1) The term of office of those of the first group shall expire at the first annual meeting of Members after their election; (2) The term of officer of those of the second group shall expire at the second annual meeting of Members after their election; and (3) The term of the third group shall expire at the third annual meeting of Members after their election.
  - b. At each annual election held after such classification and election, Directors chosen not to exceed three (3) vacancies at any one time, shall be filled by the remaining members of the Board.
  - c. The majority vote of the Board shall be sufficient to appoint a new member to the Board to fill any unexpired term of office.
  - d. In the event more than three (3) vacancies occur at any one time on the Board of Directors, then the right to elect new Members to fill such vacancies is specifically reserved to the Members eligible to vote. An election shall be held at a regular or special meeting of the membership for the purpose of electing Directors to fill said vacancies. Said election shall be held within thirty (30) days after said vacancies occur.
- Section 3 After any election as above set forth, the newly elected Board of Directors shall hold its meeting and shall organize. At such meeting, the Board may choose any agents, appoint ex-officio members, not to exceed ten (10), or employees of the Corporation and transact any other business.
- Section 4 Any and all charges made against any Board of Director or against any member of the Board of Directors or any Officer shall be brought before a membership meeting and in the event that charges furnishing cause for removal are proved, the members present who are eligible to vote shall have power by two-thirds (2/3) majority vote to remove said Board of Directors or Director or Officer.



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- a. Board of Directors are to be reimbursed for mileage to Board meetings, conferences and other approved travel; for the cost of Registration Fee and half of a double room rate for the Fall conference, State Conference and National Conference.
- b. In order to receive compensation for the above conference expenses, the board member must accept responsibilities as delegated at said conferences.

Section 5 The SkillsUSA Maryland State Officer Team annually will elect one member with voting privileges to the Board of Directors and one non-voting member, position to be rotated among State Officer Team members.

Section 6 The Maryland Alumni Association annually will elect one alumni representative with voting privileges to the Board of Directors.

**ARTICLE VIII – DIRECTORS: DUTIES**

Section 1 It shall be the duty and responsibility of the Board of Directors to keep a complete record of all their minutes and acts of the proceedings of the Members, and to present a full statement at the regular annual meeting of the Members showing in detail the conditions of the Corporation. A similar statement shall be presented at any other meeting of the Members when requested by a two-thirds (2/3) majority of the Members of the Corporation eligible to vote.

Section 2 The Board of Directors shall supervise all Officers, agents and employees of the Corporation consistent with the provisions of these Bylaws and the laws of the State of Maryland.

Section 3 The Board of Directors shall make rules and regulations governing the conduct of the Corporation consistent with the provisions of these Bylaws and the laws of the State of Maryland.

Section 4 The Board of Directors shall elect or appoint all necessary committees, agents, or employees, and fix the compensation to be paid to them, if any; enter into all contracts and leases, if any; and generally, to exercise all the business functions of the Corporation, including confirmation of Executive action as provided for herein below.

- a. The Directors shall receive no salary, but may receive their expenses incurred in such sum as shall hereafter be fixed by the Board of Directors.
- b. Board of Directors are to be reimbursed for mileage to Board meetings, conferences, and other approved travel; for the cost of the registration fee and half of a double room rate for the Fall Conference, State Conference; and National Conference. 1. In order to receive compensation for the above conference expenses, the Board member must accept responsibilities as delegated at said conferences.



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- Section 5 The Board of Directors may from time to time designate such Officer or such other person to sign all checks or demands for money and notes of the Corporation, provided that at least two signatures will be required. The designated Treasurer has the authority to view the financial bank statements online.
- Section 6 Any member of the Board of Directors who shall be absent from two (2) or more consecutive meetings of the Board of Directors and/or State SkillsUSA functions, unless excused by the Chair, may be removed from the Board of Directors.
- Section 7 A copy of the original Bylaws of this Corporation shall be kept on file to be available in the office of the Corporation. Any and all changes made in the By-Laws must be noted therein, along with the date of the meeting at which such changes are made.
- Section 8 An Executive Committee consisting at all times of the Chair, Vice Chair, Secretary, and Treasurer shall receive and analyze all committee reports and recommendations as the various committees may submit from time to time to the Vice Chair. The Executive Committee, in the day-to-day operations of the Corporation, subject to confirmation of its actions by a majority of a duly assembled quorum of the board of Directors.
- Section 9 The Directors shall advise the SkillsUSA State Director and SkillsUSA State Officers in the operation of the state association. They shall be available to assist with the functions thereof.
- Section 10 The Directors shall assist the SkillsUSA State Director in the operation of the SkillsUSA Maryland Championships as necessary, including the approval of any new competitive events.
- Section 11 The Directors shall review the accounts of the association in accordance with the policies of the State of Maryland.
- Section 12 The Chair/Designee shall be a full member of the Resolutions Committee. (The Chair or Member appointed may not represent the school that filed a complaint.) In the event of more than one complaint, the Chair may choose to appoint a different representative for each individual hearing.
- Section 13 The Directors shall provide assistance to the successful operation all state sponsored activities.
- Section 14 The Directors shall assist the SkillsUSA State Director in long-range planning.
- Section 15 The Directors shall respond to concerns and/or complaints of other local SkillsUSA Advisors.
- Section 16 The Directors shall act in the place of the SkillsUSA State Director whenever the SkillsUSA State Director is not available at conferences and activities.



**ARTICLE IX – INDEBTEDNESS**

Section 1 The Officers shall have no power to borrow money on behalf of the Corporation unless approved and authorized by the Board of Directors.

**ARTICLE X – MEMBERS: VOTING AND INTEREST**

Section 1 The voting power and interest of Members in this Corporation shall be equal.

Section 2 No Member of this Corporation shall have any right, title, or interest whatsoever in or to any property or assets, which the Corporation may or hereafter acquire. In the event of or upon the dissolution of this Corporation, the Directors or person in charge of the liquidation shall distribute any assets remaining after payment or the discharge of all Corporation’s duties or obligations, to some other non-profit organization similar in nature, if possible, then in existence and in accordance with the law.

**ARTICLE XI – MEMBERS: DUTIES**

Section 1 Each Member shall abide by the rules, regulations, Bylaws, and code of ethics of the Corporation, now in effect or which may hereafter be adopted.

Section 2 Each Member shall at all times work for the best interest of the Corporation and act in accordance with Article II Section of this document. Each Member shall take such action as it deems reasonable and expedient to aid and assist other Members in their pursuit of this end.

**ARTICLES XII – AMENDMENTS**

Section 1 These Bylaws may be amended or repealed, or new Bylaws may be adopted at any regular or special meeting of the members, but they shall be amended by a two-thirds (2/3) vote of the members present at such meeting and eligible to vote.

Section 2 The Board of Directors shall have power to make, adopt, alter, amend, and repeal, from time to time, Bylaws of the Corporation; provided however, that the Members entitled to vote with respect thereto as in this Article XII above provided may alter, amend, or repeal Bylaws made by the Board of Directors, except that the Board of Directors shall have no power to change the quorum for meetings of members of the Board of Directors, or to change any provisions of the By-laws with respect to the removal of Directors. If any changes to the Bylaws regulating an impending election of Directors are made, there shall be set forth in the notice of the next meeting of Members for the election of Directors, the Bylaws so adopted, amended or repealed, together with a concise statement of the changes made.

Section 3 Whenever any amendment or new Bylaws are adopted they must be copied into the book of the original Bylaws. If any Bylaws are repealed or amended, the fact or repeal or amendment with the date of the meeting at which the repeal or amendment was enacted must be stated in said book.