

# **State Chapter Bylaws**

Virginia Phi Beta Lambda

## Bylaws

Adopted April, 1979

Revised 1989

Revised 1992

Revised 2003

Revised 2015

Revised 2016

Administrative Revision 2017

### Article I – Name

The name of this organization shall be the Virginia Chapter of Phi Beta Lambda and may be referred to as Virginia Phi Beta Lambda (VA PBL).

### Article II – Purpose

The specific goals of Virginia Phi Beta Lambda 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, and (9) facilitate the transition from school to work.

### Article III – Chapters

Section 1. Chapters of Virginia Phi Beta Lambda (VA PBL) shall be chartered in colleges, universities, and proprietary schools where systematic instruction in business and/or business education is offered. These chapters will receive charters upon the approval of the Virginia Chapter through the State Director and the national headquarters of FBLA-PBL, Inc. Chapters must maintain both state and national affiliation.

Section 2. A chapter is considered “active” if it has submitted its year’s membership report and state dues by March 1 of the current year.

## Article IV – Membership

Section 1. Classification of individual membership in Phi Beta Lambda will be as follows:

Active Members. Active members shall be students interested in business or business education and who accept the purposes of PBL, subscribe to its creed, and possess qualities for employment. Active members who have paid state and national dues by April 15 of the current year are eligible to serve as voting delegates to the National and State Leadership Conferences, to participate in events at these conferences, to hold national and state offices, and to otherwise represent their state and local chapters as approved by their respective advisers.

Professional Members. Professional members are persons associated with or participating in the professional development of Virginia Phi Beta Lambda.

Such members may include local and state chapter advisers, business teacher educators, state supervisors of business and office education, employers or supervisors of cooperative work-training students, advisory council members, businesspersons, and other persons contributing to the growth and development of Virginia Phi Beta Lambda. Professional members shall pay dues as established by the Virginia Professional Division but shall not participate in competitive events, serve as voting delegates, or hold office in a local or state Phi Beta Lambda chapter.

Honorary Members of Local Chapters. Local chapters may elect honorary members by a two-thirds vote of the membership. These members are persons who are assisting in the advancement of business and/or who are rendering outstanding service to PBL. Honorary members are not eligible to vote or hold office and are not required to pay dues.

Honorary Life Members. Honorary life members must be persons making significant contributions to the field of business and/or to the growth and development of Virginia Phi Beta Lambda. Honorary life members must be recommended by local chapters or members of the State Executive Committee and approved by the State Executive Committee. These members are not eligible to vote or hold office and are not required to pay dues.

Section 2. The membership year shall run from August 1 through July 31.

## Article V – Dues and Finance

Section 1. State Dues. Each local chapter will pay annual state membership dues established by the State Executive Committee for all members by April 15 of the current year.

Section 2. National Dues. Each local chapter will pay annual national membership dues.

Section 3. Fund-Raising Projects. Local fund-raising projects will be the prerogative and responsibility of the local chapter but must comply with local school policies and be consistent with these bylaws and the laws of the State of Virginia.

Fund-raising projects of Virginia Phi Beta Lambda must be approved by the State Executive Committee.

## Article VI – Organization

Section 1. State Executive Committee. The State Executive Committee of Phi Beta Lambda will consist of the state president, four vice presidents, secretary/treasurer, chapter presidents or designees of all active chapters, one faculty adviser or designee from all active chapters, State Conference Director, State Officer Director, FBLA-PBL State Chairman, and FBLA-PBL Specialist.

The State Executive Committee is responsible for the welfare of the organization and performs the usual duties of an executive committee which include but are not limited to reviewing and approving receipts and disbursements, acting as a nominating committee if needed, and acting on matters of immediate importance that cannot wait for the State Leadership Conference.

Section 2. Specialist. The State Specialist will be appointed by the FBLA- PBL State Chairman.

Section 3. State Conference Director. The State Conference Director will be appointed by the FBLA-PBL State Chairman and the FBLA-PBL State Specialist.

Section 4. State Officer Director. The State Officer Director will be appointed by the FBLA-PBL State Chairman and the FBLA-PBL State Specialist.

Section 5. State Adviser. The State Adviser is the faculty adviser of the current state president's local chapter. This position corresponds to the state president's term of office.

Section 6. Local Chapter Advisers. Each chapter may have a faculty adviser. If there is no faculty member serving as local chapter adviser, the local chapter president or designee will assume the responsibilities of the local chapter adviser.

## Article VII – Officers and Elections

Section 1. Officers. Elected officers of Virginia Phi Beta Lambda will consist of a president, four vice presidents, and a secretary/treasurer. The individual shall have at least one year remaining before being graduated from a post-secondary institution.

Section 2. Inability of Elected Officer to Perform Duties. In the event that an elected officer is unable to perform his/her elected duties at any time during the term of office for which he/she was elected, the Executive Committee will elect a replacement to fill the vacated position for the remainder of the term of office by a majority vote of the committee in attendance. Chapters will be given the opportunity to nominate for the vacant position.

Section 3. Elections. Elected officers are chosen by ballots cast by each chapter's certified voting delegates. A plurality vote of delegates casting ballots is required for election. In the event of a tie vote, each chapter will be given one vote to be cast by secret ballot. In the event of a second tie vote, the State Executive Committee will break the tie.

## Article VIII – Duties of State Officers

Section 1. President.

The State President will:

- preside over the State Executive Board meetings and business meetings of PBL,
- direct the activities and projects of the state chapter,
- will maintain a close and continuing relationship with the State Chairman, State Specialist, State Officer Director, and State Conference Director
- serve as an ex-officio, nonvoting member of all committees,
- act as the primary external representative of the division
- appoint and oversee appropriate committees and committee chairmen,
- assist other officers in completion of duties

## Section 2. Vice President of Membership and Chapter Relations.

The State Vice President of Membership and Chapter Relations will:

- maintain contact with local chapter advisers
- organize membership recruitment activities
- establish a strong rapport between new chapters and the state chapter
- establish key contacts at each local chapter to maintain active status
- provide and facilitate membership recruitment resources for local chapters
- publish monthly state chapter membership reports
- perform all such duties assigned by the President.

## Section 3. Vice President of Programs.

The State Vice President of Programs will:

- assist local chapters with the creation and development of local chapter programs
- coordinate drives for the State Service Project and the Virginia FBLA-PBL Foundation
- coordinate the development of State Leadership Conference workshops and activities
- initiate new state programs
- coordinate the development of state programs
- perform all such duties assigned by the President.

## Section 4. Vice President of Communication.

The State Vice President of Communication will:

- promote state chapter activities
- maintain state chapter social media presence
- assist local chapters with social media presence
- prepare monthly email blasts to local chapter presidents and advisers
- gather news from local chapters and promote at state level
- submit information to national publications
- perform all such duties assigned by the President

## Section 5. Vice President of Student and Alumni Engagement.

The State Vice President of Student and Alumni Engagement will:

- focus on retaining alumni involvement through promotion of the Professional Division, Foundation, and volunteer opportunities at the state and local levels
- focus on ensuring that local chapters stay strong by promoting active alumni support of local chapter activities.
- maintain lists of alumni, to use in assisting local chapters in maintaining and growing involvement
- assist the state chapter in its growth and development
- perform all such duties assigned by the President

## Section 6. Secretary/Treasurer.

The State Secretary/Treasurer will:

- keep accurate records and minutes of all meetings and executive board meetings,
- submit the minutes to the state office within two weeks following the State Executive Board meeting,
- assist the state office in keeping an accurate record of the funds of the association,
- give financial reports at designated periods.
- perform all such duties assigned by the President.

## Section 7. Responsibilities of all officers.

All state officers will be required to:

- Receive approval from local chapter to run for state office as delineated in Article IX
- Have one year remaining in your undergraduate program (all majors are encouraged to apply)
- Attend the PBL State Leadership Conferences in both incoming and outgoing years
- Attend Virginia PBL State Officer Training
  
- Participate actively in state officer meetings and activities

Section 8. All records, titles, and forms will be turned over to the succeeding officer team at the conclusion of the State Leadership Conference or by June 30.

## Article IX – Nominations for State Officers

Section 1. The procedures for nominating officers will be as follows:

Each chapter may nominate no more than two persons from its chapter for state office. The candidates must be endorsed by a two-thirds vote of their local chapter and approved by the faculty adviser or designee. There will be no limit to the number of years a chapter can nominate a candidate for the same state

Nominations must be submitted by each local chapter to the state office prior to the annual State Leadership Conference on a date to be set annually by the State Conference Director.

The State Executive Committee will be in charge of evaluating each candidate's credentials. Official candidates for office will be those approved by a voice vote at the State Executive Committee meeting preceding the opening session of the State Leadership Conference.

Those approved as candidates for contested elected state officer positions will be given the opportunity to present a campaign speech and hold a campaign booth before voting. Those approved as candidates for uncontested elected state officer positions will follow campaign procedure as determined by the State Specialist, State Officer Director, and State Conference Director.

If no candidates are nominated for a state office, the State Executive Committee may appoint a qualified member to fill the office.

Section 2. Nomination for National Office. The following procedure will be followed by candidates for national office:

A candidate for national office must have the endorsement of his/her local chapter and adviser (or designee).

A candidate must file an official application with the State Specialist prior to the annual State Leadership Conference on a date to be set by the State Conference Director.

A candidate must have at least one full year remaining in his/her educational program.

A candidate must hold or have held an elective office in either his/her local or state PBL chapter or a comparable office in an organization approved by the State Executive Committee.

A candidate must present credentials, be interviewed, and be approved by the State Executive Committee. The candidate's adviser must be present at the meeting.

Only one member can be nominated for national office representing Virginia Phi Beta

#### Article X – Installation of Officers

The state president, four vice presidents, and secretary/treasurer will be installed at the annual State Leadership Conference.

#### Article XI – Meetings

Section 1. Executive Committee Meetings. The State Executive Committee will meet as deemed necessary for the transaction of chapter business. Executive Committee meetings may be called by the State Specialist, State Conference Director, or State President. Chapters may be notified either by email, mail, or telephone.

Section 2. State Preparation Conference. The date for the Fall State Preparation Conference will be announced within one month following the annual State Leadership Conference. The State Fall Planning Conference will be held at a location agreed upon by the State President and State Specialist, State Adviser, and State Conference Director.

Section 3. State Leadership Conference. The annual State Leadership Conference will be held each spring at a time and place determined by the State Conference Director. This conference will be held at least 45 days prior to the National Leadership Conference.

Section 4. National Leadership Conference. All PBL members may attend the National Leadership Conference, which is held each summer at a time and place designated by FBLA-PBL, Inc. State competitive event winners are eligible to participate in national competition. The State Specialist or Conference Director may authorize substitutions if a state winner cannot attend or participate.

Section 5. Quorum. At the annual State Leadership Conference, a quorum is a majority of the voting delegates registered. At State Executive Committee meetings and all other meetings of Virginia Phi Beta Lambda, a quorum shall be defined by the presiding officer.



## Article XII – Voting Delegates

Section 1. The number of voting delegates for the State Leadership Conference for each chapter is based upon the number of paid state memberships on the SLC deadline set by the State Conference Director.

Section 2. Each local chapter in good standing will be entitled to send voting delegates from its active membership to the annual State and National Leadership Conferences in accordance with the following:

Fewer than 50 members–2 voting delegates, 50 to 100 members– 3 voting delegates, more than 100 members–4 voting delegates

Section 3. All voting delegates, including alternates, of local chapters will be officially certified by their respective advisers to the national headquarters office not later than 15 days prior to the National Leadership Conference.

## Article XIII – Emblem, Insignia, and Colors

Section 1. The official Phi Beta Lambda emblem and insignia may be purchased from the official FBLA-PBL supplier.

Section 2. The official colors of Phi Beta Lambda are blue and gold.

## Article XIV – Parliamentary Authority

The latest edition of Robert's Rules of Order, Newly Revised will be the recognized authority for the orderly conduct of business at any Virginia Phi Beta Lambda meeting, provided provision is not otherwise made in these bylaws.

## Article XV – Amendments

Proposed amendments to these bylaws may be submitted in writing to the Specialist to be presented at a State Executive Committee meeting prior to or at the annual State Leadership Conference. Amendments to these Bylaws must be adopted by a two-thirds vote of the State Executive Committee and of the delegates present and voting at the annual State Leadership Conference.