



Elizabethtown College Phi Beta Lambda Bylaws

Adopted February 9, 2005

Article I. Name

The name of this division of FBLA-PBL, Inc. shall be "Phi Beta Lambda" and may be referred to as "PBL."

Article II. Purpose

Section 1. The purpose of PBL is to provide opportunities for postsecondary students to develop business-related career competencies. PBL is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

Section 2. The specific goals of PBL are to:

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

Article III. Membership

Section 1. PBL membership shall consist of members of chartered local chapters. Individual members shall be recognized only through a state chapter of PBL except that, in the case where there is no state chapter, the member shall be recognized by the national office.

Section 2. National PBL, as well as the state and local chapters, shall be open for membership to active members.

Active members shall be post-secondary students who become members while enrolled in business and/or business-related fields, who accept the purpose of PBL, subscribe to its creed, demonstrate willingness to contribute to good school-community relations, and possess qualities for employment. Active members shall pay dues as established by FBLA-PBL and may participate in national events and state events.

Article IV. Dues and Finance

Section 1. National dues based on fiscal reports by the national office, and on recommendations by the national executive council and the board of directors, shall be determined by a majority vote of the local voting delegates at the National Leadership Conference. National dues of members shall be forwarded directly to the PBL national office or shall be submitted through state chapters at the discretion of the state chapter.

Section 2. Annual national dues are currently \$10, with \$1 being earmarked for the PBL National Scholarship Fund.

Section 3. Annual state dues are currently \$14.

Section 4. The fiscal year of the Phi Beta Lambda shall be July 1 and June 30.

Section 5. An audit shall be made annually by the auditing committee, which shall report at the annual meeting.

Article V. Organization

Section 1. PBL shall be an association of state and local chapters, each operating in accordance with a charter granted by FBLA-PBL, Inc. Only chapters that have received charters, Greek names, numbers issued by FBLA-PBL, Inc. and that are currently in good standing shall be referred to as "Phi Beta Lambda" or "PBL."

Section 2. Each local chapter shall have an adviser who is affiliated with the Department of Business. A local chapter may have as many special-emphasis groups under the chapter charter as it deems necessary to meet the interests of all students. The local chapter of PBL shall assume full responsibility for coordinating the program for these interest groups.

Article VI. Officers and Elections

Section 1. Officers. The elected officers of Elizabethtown College PBL shall be a president, vice president, secretary, treasurer, historian, parliamentarian, and reporter. These officers with the adviser as ex-officio member shall constitute the Executive Committee.

Section 2. Term of Office. Officers shall be elected for one year or until their successors are elected or appointed, and their term of office shall begin at the end of the spring semester of which they were elected.

Section 3. Terms can be shortened to one semester as requested by the elected officer for reasons approved by the Executive Committee. At the expiration of the semester, a special election will be held to fill the office for the remaining semester.

Section 4. The officers below have been elected until to a term that is until the end of 2005-2006. At the conclusion of the spring 2006 semester, new officers will be elected in the regular election cycle for one year terms.

Section 5. The chapter shall have an Adviser who shall be a faculty member from the business department. The chapter may have as many special-emphasis groups under the chapter charter as it deems necessary to accommodate the interests of all students and shall assume full responsibility for coordinating the program for these interest groups.

Section 6. The officers for the remainder of the 2004-2005 school year and the 2005-6 school year shall be as follows:

- President: Robert Qualls
 - Box 1420
 - Ext. 3432
- Vice-President: Joshua Wolfe
 - Box 1821
 - Phone Number: 717-949-3595
 - Cell Phone: 717-813-0110
- Secretary: Amber Moll
 - Box: 1283
 - Ext. 3098
- Treasurer: Sarah Brodbeck
 - Box 190
 - Ext. 3244
- Advisor: Dr. Sylvester Williams, IV

Article VII. Duties of PBL Officers

All Officers

Attend SFOO (October) and/or NFLC (November) if officers decide to do so and is cost-effective

Section 1. The President shall:

- Preside over all meetings of the Chapter
- Appoint all committees and serve as an ex-officio member of these committees
- Call special meetings as needed
- Coordinate chapter activities
- Promote the growth and development of PBL

Section 2. The Vice President shall:



- Preside in the absence of the President
- Assist the president in discharge of duties
- Oversees all committee work and management of assignments
- Serves as an ex-officio member of chapter committees
- Assist the president in the promotion and development of PBL

Section 3. The Secretary shall:

- Keep an accurate record of all the chapter and executive committee meetings
- Supply promptly at least one copy of the minutes and substantiating reports to the president and all chapter members
- Provide the president with the agenda for each meeting
- Count and record votes when taken
- Prepare a chapter report

Section 4. The Treasurer shall:

- Act as custodian of the funds of the organization, collect dues, and give financial reports
- Send the membership list with dues to the state and national offices
- Keep financial records current and neat

Section 5: The Faculty Advisor shall:

Statement is being drafted by Dr. Williams and is not subject to amendment by the members in the 2004-5 version of the Constitution

Section 6. These officers shall serve on the Executive Committee and perform such duties as directed by the President and the Advisor and not inconsistent with these bylaws and other rules adopted by chapter.

Section 7. An officer may be removed from office by the discretion of the Advisor for multiple unexcused absences from meetings, for academic/judicial probation, or for any other reason that calls for removal by the Advisor.

Article VIII. Meetings

There must be at least one regular meeting and one officers meeting a month during the school year. The last regular meeting of the spring semester shall be designated as the annual meeting for the purpose of electing officers. Other meetings may be held as deemed necessary by the President with the approval of the Executive Committee.

Article IX. Optional Offices and Committees

The Historian shall:

- Maintain records of the chapter
- Create an annual report of the chapter activities, awards, and publicity
- Responsibilities shall serve to a specific end, to compete in the local chapter annual business report event at the state leadership conference and shall appoint a committee in compliance to compete in compliance with rules.

The Parliamentarian/Community Service Chair shall:

- Serve in any capacity as directed by the president
- Advise the president or presiding officer on points of parliamentary procedure
- Be in Charge of Community Service Committee

The Reporter shall:

- Develop media list for chapter mailings
- Gather and classify chapter news
- Prepare news releases and articles for publication in school newspaper
- Assist with planning and arranging chapter exhibits

- Work with Local Chapter Annual Business Report
- Responsible for Student Senate Relations

Competition Committee

- President, Vice President and other interested members
- Purpose is to inform members of competitions, attempt to get members involved in events that match talents

Finance Committee

- Role is to execute Fundraisers to make money, deal with Student Senate to get funding, and spend it in an economical manner in competition
- Consists of at least President, Vice President, and Treasurer, and Reporter
- Subcommittees for Travel and Fundraising

Social Committee

- Plan a trip (preferably for the fall semester) that incorporates business themes and other activities not related to competition. This trip should be something that all members can afford.
- Plan other social activities as needed.

Section 1: The President shall, with the approval of the Executive Committee, establish committees, appoint committee chairpersons for a period not to exceed his/her term in office, and assist these committees in their activities.

Section 2. No one person shall serve as chairperson of multiple committees unless no other members wish to hold the chairperson position.

Section 3. Committee meetings should be held directly after all scheduled regular meetings. Special committee meetings can be scheduled by the President, Vice-President, and committee chairpersons.

Article X. Emblems and Colors

Section 1. The official emblem and insignia item designs are described and protected from infringement by Registration in the U.S. Patent Office under the Trademark Act of 1946. The manufacture, reproduction, wearing, or display of the emblem shall be governed by the board of directors.

Section 2. PBL emblems and insignia shall be uniform in all local and state chapters and within special emphasis groups. Only members in good standing may use official emblems and insignia.

Section 3. The official colors of PBL shall be blue and gold.

Article XI. Parliamentary Authority

The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern PBL in all applicable cases and when they are not inconsistent with the rules and bylaws of FBLA-PBL, Inc., these Bylaws, or any special rules of order the chapter may adopt.

Article XII. Amendment

Amendments to the Bylaws shall be submitted in writing at a regular meeting and shall not be voted on until the following regular meeting. A two-thirds vote of the members present shall be required for adoption.