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B Y - L A W S

ARKANSAS STATE CHAPTER PHI BETA LAMBDA

ARTICLE I

Name

The name of this division of Arkansas 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 inspire and prepare students to become community minded leaders in a global society through relevant career preparation and leadership experiences. 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 Arkansas PBL are to

- *Develop* competent leadership
- *Strengthen* the confidence of students in themselves and their work
- *Create* more interest in and understanding of business enterprise
- *Encourage* members in the development of individual projects which contribute to the improvement of home, business, and community
- *Develop* character and prepare for useful citizenship
- *Encourage* and practice competent money management
- *Encourage* scholarship
- *Assist* students in the establishment of goals
- *Facilitate* the transition from school to work

ARTICLE III
Classes of Membership

Section 1.

Arkansas State Chapter of Phi Beta Lambda shall consist of members of chartered local chapters. These members shall hold membership in their respective local, state, and national chapters.

Active Members shall be students enrolled in post-secondary educational institutions who accept the purpose of PBL and subscribe to its creed. Active members shall pay dues as established by PBL and may be eligible to participate in state competitive events, serve as voting delegates to the National and State Leadership Conference, hold national and state office, or to otherwise represent their state or local chapter as approved by their respective state or local advisers.

Honorary Life Members may be persons making significant contributions to the growth and development of PBL. Honorary Life members may be recommended by local chapters and approved by the State Executive Council and by the State Board of Directors. These members shall not be eligible to vote or hold office and are not required to pay dues.

Section 2.

The membership year shall be July 1 through June 30.

ARTICLE IV
Governing Board

Section 1.

The governing body of Phi Beta Lambda shall be the PBL State Board of Directors that is composed of the PBL State Adviser, State PBL President, and a local chapter adviser who is not the State Adviser.

Section 2.

The State Executive Council shall be under the leadership of the State Board of Directors. This Council shall consist of the State Adviser, each State Officer, and each Officer's Adviser. The voting membership of the Council shall be comprised of the elected State Officers.

ARTICLE V
Dues & Finances

Section 1.

Annual state dues for PBL shall be five dollars (\$5), of which one dollar (\$1) shall be submitted to the Arkansas FBLA-PBL State Foundation. The National Office must receive dues of members no later than 30 days prior the State Spring Leadership Conference.

Section 2.

All disbursements must be approved by the PBL State Adviser.

Section 3.

A financial statement shall be submitted to the delegates at the Spring and Fall Leadership Conferences, and as requested by the State Executive Council.

Section 4.

The PBL State Board of Directors or its designee may conduct an annual audit of the financial records of the State Chapter within 30 days following the Spring Leadership Conference.

Section 5.

The fiscal year of Phi Beta Lambda shall begin July 1 and end on June 30 of the calendar year.

ARTICLE VI Officers and Elections

Section 1.

The Officers of Arkansas PBL shall consist of President / Chief Executive Officer, Executive Vice President – Internal Relations, Chief Information Officer, Chief Programming Officer, Executive Vice-President – External Relations, Chief Financial Officer and Parliamentarian.

Section 1A.

All officer positions shall be elected annually at the Spring Leadership Conference. These officers shall be elected by a majority vote of local chapter voting delegates after receiving approval from the PBL State Executive Council.

Section 1B.

To be eligible for nomination and voting, the candidates shall be interviewed by the PBL State Executive Council prior to the opening session of the State Leadership Conference. The PBL State Executive Council will determine if the applicants have the requisite skills necessary to serve as Officers of Arkansas PBL. The Officer Candidate Interview may be held electronically after the State Adviser receives the Officer Application.

Section 2.

Voting shall be by secret ballot. Should no candidate receive a majority in the first ballot, the two candidates with the largest number of votes shall be included in a second ballot. Each local chapter is represented by voting delegates as follows:

Under 50 Members 2 Voting Delegates
50-100 Members 3 Voting Delegates
Over 100 Members 4 Voting Delegates

Section 3.

The PBL member scoring the highest on the Parliamentary Procedure written test **who has one full year left in his/her educational program** and has submitted an application prior to taking the written test shall be appointed Parliamentarian. He/she shall be an ex-officio (non-voting) member of the State Executive Council and should attend all meetings.

Section 4A.

To be eligible for nomination to state office, a person must meet the following qualifications:

- be an active member in good standing in a recognized PBL chapter in Arkansas,
- Officers elected each spring will be enrolled in school during their complete term of office, by carrying a minimum of six credit hours each semester,

Section 4B.

Each interested person must submit an application to the State Adviser at least 15 days prior to the Spring Leadership Conference. If late officer applications are accepted, at the sole discretion of the PBL State Executive Council, all application materials must be submitted to the State Adviser before the Officer interview.

Section 5A.

If an office is not filled at the State Leadership Conference for elected positions, the state officer team and state adviser may accept applications from members of qualified chapters. Specific details on the process will be announced if appropriate. In the event that no teams compete in Parliamentary Procedure and there is an interested party, an exam will be given and a state officer interview. The interested party with the highest score on the exam will be given the position of Parliamentarian. Any necessary appointments will be made in time to allow for the officer to participate in any officer training or planning sessions.

Section 6.

State Officers may be removed from office under the following condition(s):

- A. Two consecutive absences from their respective assignment, which includes Executive Council meetings, Leadership Conferences, and other assigned meetings.
- B. Failure to fulfill duties and/or obligations to acceptable standards as described in the Bylaws and in the State Officer Candidate Guide section of the Arkansas PBL State Handbook.
- C. Public misconduct, which may cause damage to the State Association's reputation or community standing.
- D. Failure to maintain school enrollment during both the fall and spring semesters of their term (year) in office, by carrying a minimum of six credit hours each academic term.

Removal Procedures

- A. Charges for removal must be initiated by any two (2) members of the Executive Council or any two (2) members from the PBL State Board of Directors.
- B. A committee of five (5) shall be appointed by the State Adviser to hear dismissal charges. This shall consist of three (3) Executive Council members and two (2) members from the State Board of Directors.

C. Once the disciplinary committee has been appointed, the Officer in question and his/her Adviser must be contacted in writing by certified letter with the special charges detailed.

D. A formal hearing will be held 21 days after the date of certified, receipt requested letter to the Officer.

E. During the hearing, the highest-ranking PBL State Officer will act as Chairperson of the Committee.

F. The Officer in question must supply any materials and/or witnesses in his/her defense.

G. Upon completion of the hearing, a decision by secret ballot will be made.

H. It will take a three-fifths (3/5) vote of the full Disciplinary Committee for dismissal of the Officer in question.

ARTICLE VII Duties of State Officers

The duties of the State Officers shall be as follows and as set forth in the State Officer Candidate Guide and Application section of the Arkansas PBL State Handbook.

All Officers shall assist in planning, organizing, and attending to the details of the Fall and Spring Leadership Conferences.

All Officers are expected to attend state and national meetings and conferences listed in the State Officer Candidate Guide and Application.

- Section 1: The **President / CEO** shall
- Serve as Chair of the State Executive Council
 - Preside over the Council meetings and business meetings of PBL
 - Serve as a member of the Board of Directors
 - Appoint appropriate committees and committee chairs
 - Serve as an ex-officio, non-voting member of all committees
 - Create and publish the State Chapter Annual Business Report for distribution to local chapters at the State Leadership Conference.
 - Perform other duties for the promotion and development of local, state, and national PBL, including the Arkansas business community
 - Serve as an Ambassador for Arkansas PBL

- Section 2: The **Executive Vice President – Internal Relations** shall
- Establish, maintain, and coordinate recruitment and retention of members, and chapters
 - Coordinate officer visits to active and inactive local chapters
 - Develop and coordinate activities to improve return on investment for members
 - Coordinate inter-chapter events.
 - Coordinate officer interaction with FBLA and travel to FBLA District and State Conferences.
 - Serve as an Ambassador for Arkansas PBL

- Assume the responsibilities of the Office of President if the President / CEO is unable to complete his/her term of office

Section 3: The **Executive Vice-President – External Relations** shall

- Develop relationships with external businesses to create a database of potential judges, speakers, workshop presenters and donors.
- Assist State Adviser in gathering judges for the State Leadership Conference.
- Serve as an Ambassador for Arkansas PBL
- Develop and maintain corporate and business database and partnership relations around the state to foster continuous involvement with State Association
- Coordinate interaction with Arkansas PBL Alumni, by creating and maintaining a database and fostering continuous Alumni involvement with State Association

Section 4: The **Chief Information Officer** shall

- Develop and maintain promotional materials for State Chapter
- Coordinate utilization of State Website to serve members and promote State Chapter
- Gather news from state chapter and local chapters to publish and distribute newsletters to members, inactive chapters, Alumni, Professional Division members, and business partners, etc.
- Initiate communication with state and national officers to promote quality articles for national publications
- Create press releases related to State Chapter activities and send to Local, State, and National media
- Create and maintain local chapter adviser directory
- Coordinate promotion of PBL to Arkansas FBLA
- Serve as an Ambassador for Arkansas PBL

Section 5: The **Chief Programming Officer** shall

- Assist the State Adviser in planning of state conferences by coordinating workshop topics, workshop presenters, keynote speaker, etc.
- Develop and Coordinate a state-wide community service project for Arkansas PBL
- Coordinate State Chapter involvement with nationally - and state - approved charitable organizations
- Serve as an Ambassador for Arkansas PBL

Section 6: The **Chief Financial Officer** shall

- Keep an accurate record of all business meetings of the State Leadership Conferences and the State Executive Council
- Promptly supply at least one copy of the minutes and substantiating reports to the President and State Adviser
- Present the financial report to members at the Spring and Fall Leadership Conferences
- Assist the President with the State Chapter Annual Report
- Assist the State Adviser and Executive Vice-President – External Relations in fundraising for the State Leadership Conference and the National Leadership Conference.
- Serve as an Ambassador for Arkansas PBL

- Section 7: The **Parliamentarian** shall
- Advise the President of the orderly conduct of business in accordance with PBL Bylaws and the most recent version of Robert's Rules of Order Newly Revised
 - Promote and facilitate state officer election process and procedures under direction of the State Adviser
 - Serve as an ex-officio (non-voting) member of the State Executive Council
 - Serve as an Ambassador for Arkansas PBL
- Section 8: These officers shall serve on the State Executive Council, and perform such duties as directed by the PBL President and the State Advisers and not inconsistent with the Bylaws and other rules adopted by PBL.

ARTICLE VIII Advisory Committee

An Advisory Committee to assist in the growth and development of PBL may be appointed as deemed necessary by the State Board of Directors. Recommendations of persons for such appointments shall be requested from the State Executive Council and local chapters.

ARTICLE IX Meetings

- Section 1. The Spring Leadership Conference shall be held annually and at least 45 days prior to the National Leadership Conference.
- Section 2. The Fall Leadership Conference shall be held annually prior to November 30. The time and place shall be determined by the Executive Council.

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 State Chapter of PBL in cooperation with the National Chapter shall govern the wearing or displaying of this emblem.
- Section 2. Emblems and insignia shall be uniform in all local chapters and within special emphasis groups; they shall be those of PBL.
- 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 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 that PBL may adopt.

ARTICLE XII Amendments

Proposed amendments to these Bylaws shall be submitted in writing to the State Adviser no later than 60 days prior to the Fall or Spring Leadership Conferences by authorized representatives of local chapters or by the State Officers. Proposed amendments shall be reviewed by the Executive Council and shall be approved by the Board of Directors before they are submitted to the voting delegates. **Amendments may be adopted by a two-thirds vote of the Voting Delegates attending the Fall or Spring Leadership Conference.** Voting shall be by secret ballot.