

# VIRGINIA PHI BETA LAMBDA BYLAWS

Adopted April, 1979  
Revised 1989  
Revised 1992  
Revised 2004

## 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 (VPBL).

## 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 (VPBL) 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 March 1 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 March 1 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, vice-president, secretary/treasurer, reporter, historian, corresponding secretary, parliamentarian, chapter presidents of all active chapters, one faculty adviser from all active chapters, State Conference Director, FBLA-PBL State Chairman, and FBLA-PBL Specialist. The corresponding secretary and parliamentarian are non-voting members. 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 must have a faculty adviser.

## Article VII - Officers and Elections

Section 1. Officers. Elected officers of Virginia Phi Beta Lambda will consist of a president, vice president, recording secretary/treasurer, reporter, and historian. The corresponding secretary will be appointed by the president from his/her local chapter. The person scoring highest on the parliamentary procedure written test shall be appointed by the incoming president to serve as parliamentarian. 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 President will serve as the presiding officer at State Executive Committee meetings, the annual State Leadership Conference, and any other meetings of the state chapter. He/She will maintain a close and continuing relationship with the State Chairman, State Specialist, State Officer Director, and State Conference Director; organize an overall plan of action for statewide activities; appoint appropriate committees; serve as an ex-officio, non-voting member of all committees; and assume all other duties common to this office.

Section 2. Vice-President. The Vice-President will fulfill the duties of the President in the event the President resigns or is otherwise unable to perform his/her duties, organize membership recruitment for Virginia Phi Beta Lambda, and perform all such duties assigned by the President.

Section 3. Secretary/Treasurer. The Secretary/Treasurer will keep an accurate record of all business meetings, attend to official correspondence, and maintain permanent records of chapter minutes and financial reports.

Section 4. Reporter. The Reporter will gather news from local chapters and publish a PBL newsletter at least twice each year. In addition, the reporter will submit information for national publications.

Section 5. Corresponding Secretary. The Corresponding Secretary will handle the correspondence of the State President.

Section 6. Historian. The Historian will collect information from local chapters and prepare a visual presentation to be shown at the annual State Leadership Conference.

Section 7. Parliamentarian. The Parliamentarian will advise the President concerning the orderly conduct of business in accordance with the Bylaws and the latest edition of *Robert's Rules of Order, Newly Revised*.

Section 8. All records, titles, and forms will be turned over to the succeeding officer 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:

- A. 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. There will be no limit to the number of years a chapter can nominate a candidate for the same state office.
- B. Nominations must be submitted by each local chapter to the State Conference Director three weeks prior to the annual State Leadership Conference.
- C. The State Executive Committee will evaluate each candidate's credentials. All candidates who possess proper credentials for nomination will be interviewed by the State Executive Committee. Official candidates for office will be those approved by a two-thirds vote of the State Executive Committee. Candidates for office should have educational commitments at their schools corresponding to the term of office. Exceptions to the preceding will be handled on a case-by-case basis by the State Executive Committee.
- D. Candidates and their advisers must be present for interviews by the State Executive Committee, for campaigning for office, and for installation if elected.
- E. 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. A candidate for national office must have the endorsement of his/her local chapter and adviser.
- B. A candidate must file an official application with the State Specialist three weeks prior to the annual State Leadership Conference.
- C. A candidate must have at least one full year remaining in his/her educational program.
- D. 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.

- E. A candidate must present credentials, be interviewed, and be approved by the State Executive Committee. The candidate's adviser must be present at the interview.
- F. Only one member can be nominated for national office representing Virginia Phi Beta Lambda.

### Article X - Installation of Officers

The state president, vice president, ~~recording~~ secretary/treasurer, ~~treasurer~~, reporter, historian, corresponding secretary, and parliamentarian 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 Director and State President. Chapters may be notified either by mail or telephone.

Section 2. State Fall Planning Conference. The date for the State Fall Planning 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, State Adviser, and State Director.

Section 3. Annual State Leadership Conference. The annual State Leadership Conference will be held each spring at a time and place determined by the State Specialist. 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 each chapter is based upon the number of paid state memberships on March 1 of the current year.

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 State 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.