

BYLAWS  
PENNSYLVANIA STATE CHAPTER  
PHI BETA LAMBDA

ARTICLE I – NAME

The name of the Pennsylvania’s representative body in the National Organization of FBLA-PBL, Incorporated will be the Pennsylvania State Chapter of Phi Beta Lambda (PA-PBL).

ARTICLE II – PURPOSE

The purpose of this PA-PBL chapter shall be to further the goals of PBL within the state of Pennsylvania. The purpose of PBL is to provide opportunities for post-secondary and college students to develop vocational competencies for business and office occupations and business teacher education. PBL is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

ARTICLE III – MEMBERSHIP

Section 1 – PBL membership shall consist of members of chartered, active local or virtual chapters. These members shall hold membership in the state and national chapter. The local or virtual chapter must continue to operate under the provisions of the state and national bylaws.

Section 2 – MEMBERSHIP CLASSES. Membership in the Pennsylvania State Chapter of PBL shall be active, professional, and honorary life members.

Section 3 – ACTIVE MEMBERS. Active members shall be students interested in business who accept the purpose of PBL and subscribe to its creed. Active members shall pay state and national chapter dues and shall be eligible to participate in state chapter events, serve as voting delegates to the State Leadership Conference, hold state office or otherwise represent their local chapter as approved by their respective local chapter advisors. Graduate students interested shall meet the aforementioned criteria to become active members; however, they may not participate in competitive events nor be voting delegates.

Section 4 – PROFESSIONAL MEMBERS. Professional members shall be persons associated with or participating in the professional development of PBL in the state of Pennsylvania as approved by the national chapter. Such members may include local and state chapter advisors, business teachers, state supervisors of business and office education, employers or supervisors of cooperatives who contribute to the growth and development of PBL. Professional members are not required to pay state or local chapter dues and shall be ineligible to participate in competitive events, serve as a voting delegate, or hold office.

Section 5 – HONORARY LIFE MEMBERS. Honorary life members may be elected to a state or local chapter by a majority vote of the members of the local chapter or the Pennsylvania State Executive Council (SEC). They shall be persons who are assisting in the advancement of

business and office education and/or who are rendering outstanding service to PBL. Honorary life members shall not vote or hold office and shall not be required to pay dues.

Section 6 – Should a local active chapter be in violation of Pennsylvania National Bylaws, proper written notice shall be sent to the local chapter president and advisor notifying them of such violation(s). Should the chapter fail to correct the violation(s) as required by the Pennsylvania State Executive Council, the State chapter may suspend said chapter from further participation in all state-related activities, such as workshops, conferences, testing, and running for office until such violation(s) are corrected and cease to exist.

#### ARTICLE IV – DUES AND FINANCE

Section 1 – Dues for membership shall be determined by the PA-PBL State Executive Council based upon a budget submitted by the State Treasurer and approved by a majority vote of the state-voting delegates present at the roll call of the voting session of the PBL State Leadership Conference.

Section 2 – A local chapter's state and national dues shall be submitted no later than December 31 of the current school year to be considered an active chapter. Dues for additional members shall be remitted no later than February 20 of the same school year to be eligible to compete at the State Leadership Conference, serve as a voting delegate, or hold state office.

Section 3 – The fiscal year shall be from July 1 to June 30.

Section 4 – All active members shall have access to the State Treasurer's reports through their local chapters.

Section 5 – Newly chartered chapters shall remit dues when the application for the chapter is submitted.

#### ARTICLE V – ORGANIZATION

Section 1 – The Pennsylvania chapter of Phi Beta Lambda is an association of local chapters, each operating in accordance with a charter granted by FBLA-PBL, Inc.

Section 2 – The state chapter shall be governed by the State Executive Council with the assistance of the voting delegates at the State Leadership Conference.

#### ARTICLE VI – EXECUTIVE COUNCIL

Section 1 – PURPOSE. The PA-PBL State Executive Council (SEC) shall plan and implement all programs of the Pennsylvania State Chapter of PBL.

Section 2 – COMPOSITION. The PA-PBL SEC shall be comprised of (a) the State President, (b) the State Vice President, (c) the State Secretary, (d) the State Treasurer, (e) the State Reporter, (f) the State Administrative Assistant(s), as needed at the discretion of the SEC,

(g) the State Parliamentarian, and (h) the member(s) of the State Committee. The Parliamentarian and Administrative Assistant(s) – not to exceed two – serve in an ex-officio capacity.

Section 3 – DUTIES. The SEC shall: (a) adopt policies of operation of PA-PBL as deemed necessary; (b) provide for a state fundraiser when deemed necessary; (c) decide how state funds are to be allocated; (d) approve committee appointments and the creation of new committees made by the President, by a majority vote; (e) fill vacancies in office, by a majority vote; (f) approve and present to the voting delegates at the State Leadership Conference proposed amendments made by active members and local advisors; and (g) perform such duties as deemed necessary and prescribed by the Bylaws.

Section 4 – VOTING BY MAIL OR BY ELECTRONIC MEANS. Business of the SEC may be conducted by mail or by electronic means at the discretion of the President upon approval by the State Advisor. Committees created by the SEC may also conduct business by mail at the discretion of the committee chairperson upon approval of the SEC.

## ARTICLE VII – OFFICERS AND ELECTIONS

Section 1 – STATE OFFICERS. The state-elected officers of PA-PBL shall be a President, Vice President, Secretary, Treasurer, and Reporter. The non-elected officers shall be State Parliamentarian and up to two Administrative Assistants.

### Section 2 – QUALIFICATIONS OF ELECTED STATE OFFICERS.

- A. Only active members are eligible to hold state office.
- B. Only those candidates who are present at the State Leadership Conference shall be eligible for election.
- C. The candidates for elected offices shall (1) have the endorsement of their local chapter and be recommended by the local chapter advisor; (2) file an application with the State Advisor; (3) have at least one full school year remaining as an active member in a post-secondary educational program; (4) hold or have held an elective office in their local chapter, or comparable office or leadership role in any other approved college, university, business school organization, or other credible organization; (5) may be part-time or full-time students.
- D. No more than two state officers shall be elected from the same local chapter.
- E. No individual may succeed oneself for any one office, unless required by Article VII Section 7. Officers may serve in another position within the SEC in different terms; however, they may not serve in more than one state office at the same time.
- F. Candidates for State Treasurer must have completed, or will have completed, one semester of accounting by the end of the current school year.
- G. Candidates for Secretary must possess the necessary typing or word processing skills at the time of SLC.
- H. All candidates for state offices shall have the understanding that they must provide their own transportation. PA-PBL will only reimburse officers for mileage at an agreed upon rate set at the beginning of each fiscal year, plus any actual out-of-pocket travel costs (e.g. tolls, etc.).

- I. The State Executive Council shall screen all candidates and reserves the right to exclude any who do not meet the aforementioned requirements and/or who fail to meet the goals and objectives and high standards of FBLA-PBL, Inc., as may have been demonstrated by past conduct. Candidates meeting all of the above-mentioned qualifications shall be notified timely of their acceptance and shall be presented to the voting delegates at the SLC. Those candidates rejected shall also be notified timely.

Section 3 – DUTIES:

- A. STATE PRESIDENT. It shall be the duty of the President to serve as chairperson of the SEC; preside over business meetings of the state chapter; appoint needed committees and chairpersons; serve as an ex-officio, nonvoting member of all committees; work with the State Advisor and State Executive Secretary; serve as a representative of Pennsylvania at the National Management Training Series annually, and perform all other duties necessary in promoting as well as carrying out the goals and objectives of Phi Beta Lambda in Pennsylvania.
- B. STATE VICE PRESIDENT. It shall be the duty of the Vice President to serve as co-chairperson of all committees and be responsible for their reports; assist the President by carrying out duties assigned; preside over all state chapter business in the absence of the President, as well as meetings of the SEC; shall actively maintain personal chapter involvement (PCI) with those local chapters as assigned by the President; and any other duties deemed necessary by the President and SEC.
- C. STATE SECRETARY. The Secretary shall keep an accurate record of all sessions of the state chapter, including meetings of the SEC; and additionally, the Secretary shall see to the timely distribution of minutes and Treasurer's reports from SEC meetings and general sessions to the local chapters. The Secretary shall also compile and distribute copies of a state directory to all local chapters in the state by November 1 of the current school year, and maintain personal chapter involvement (PCI) with those local chapters as assigned by the President.
- D. STATE TREASURER. The Treasurer shall assist the state chapter in keeping an accurate record of receipts, deposits, and disbursements of the state chapter and shall be responsible for keeping the records of the state chapter membership and membership dues. The Treasurer shall present an annual report of fiscal activity to the local chapters at the SLC. Additionally, the Treasurer shall work with the State Financial Advisor in preparing a budget for the current year. Treasurer's reports shall be presented at each SEC meeting and the Treasurer shall also perform personal chapter involvement (PCI) with those local chapters as assigned by the President.

- E. STATE REPORTER. The Reporter shall assist the state chapter in keeping an accurate record of the history of the state chapter; compile a PA-PBL State Activities Report to be entered into national competition at the year-end NLC; shall initiate communications with the local chapters for the purpose of submitting articles for the PA Newsletter; provide for the publishing and distribution of the State Newsletter; submit articles to be published in the BUSINESS LEADER; act as public relations officer for the state chapter to increase public awareness and support of the association; and maintain personal chapter involvement (PCI) with those local chapters as assigned by the President.
  
- F. STATE ADMINISTRATIVE ASSISTANT(S). The Administrative Assistant(s) shall act as a liaison by corresponding between the PA SEC and PA FBLA; shall assist the other members of the SEC as necessary; and maintain personal chapter involvement (PCI) with those local chapters as assigned by the President.
  
- G. STATE PARLIAMENTARIAN. The Parliamentarian shall be responsible for the orderly conduct of business during meetings of the SEC, as well as other state business meetings, especially at the State Leadership Conference. The Parliamentarian will be responsible for the proper application of the Bylaws and the usage of the parliamentary authority; shall assist local chapters in revising their local bylaws as requested; shall distribute copies of updated State and National Bylaws to all local chapter advisors at the beginning of the academic year; be responsible for education of members in parliamentary procedure; and maintain personal chapter involvement (PCI) with those local chapters as assigned by the President.
  
- H. These officers are required to attend State Chapter events including: SEC meetings, the SEC Summer Officer Retreat, the State Fall Officer Orientation, additional workshops, and the State Leadership Conference. Officers are encouraged but not required to attend the following national events: the National Leadership Conference and the National Eastern Region Fall Leadership Conference.
  
- I. These officers shall keep their respective binders current with materials pertaining to their office to be handed down to the next person in that position.
  
- J. These officers shall perform the duties presented in these Bylaws and perform other duties as deemed necessary for the promotion and development of local, state, and national PBL.

Section 4 – SELECTION OF STATE PARLIAMENTARIAN. The State Parliamentarian shall be the highest-scoring member on the Parliamentarian Procedure test at the State

Leadership Conference who is willing to carry out the duties of the office and who meets the qualifications of a state officer. This individual shall have at least one full year remaining as an active member in a post-secondary educational program before graduation.

Section 5 – ELECTIONS.

- A. The state officers shall be elected by ballot by a majority vote of the registered voting delegates present at the roll call of the voting session of the State Leadership Conference.
- B. On every ballot there shall be a “none of the above” choice, which shall constitute a vote against all of the candidates, or only one candidate if running unopposed.
- C. If no candidate for an office receives a majority vote on the third ballot, the candidate receiving the lowest number of votes for that ballot shall be dropped from the fourth ballot. If necessary, the candidate receiving the lowest number of votes shall be dropped from each subsequent ballot until one candidate, or the “none of the above” choice, receives a majority of votes.
- D. Actual vote counts shall not be announced, only the name of the winning candidate.
- E. If the “none of the above” choice receives a majority, or if there are no candidates for an office, that office shall be filled by a majority vote of the SEC based on applications of qualified members submitted to the State Chairperson or his or her designee prior to the next SEC meeting. These applications shall consist of: (a) a personal letter of request; (b) a current resume; (c) and a letter of recommendation from the local chapter advisor.
- F. State Administrative Assistants will be elected by the SEC either during the State Leadership Conference or any council meeting after.

Section 6 – TERM OF OFFICE. The term of each state office shall begin when the officer is officially installed at the annual PA-PBL State Leadership Conference or when an officer is appointed. The term shall end when the officer installs the successor, or until the SEC appoints a successor.

Section 7 – VACANCY IN OFFICE. A vacancy in any office, other than that of President, shall be filled by the method used in Section 5E of this Article. Should the office of President become vacant, the Vice President shall automatically become President.

Section 8 – FAILURE TO FULFILL DUTIES. If any officer fails to carry out the duties as described in the Bylaws, the remaining voting members of the SEC may remove the officer by a two-thirds vote, providing that the officer receives previous notice and is given fair opportunity to present his or her views prior to the vote.

## ARTICLE VIII – STATE COMMITTEE

Section 1 – COMPOSITION. The State Chapter shall have a PBL State Committee consisting of the following:

- A. State Chairperson, as approved by the National Office in accordance with the National Bylaws.

- B. State Advisor, as approved by the National Office in accordance with the National Bylaws.
- C. State Financial Advisor, as approved by the National Office in accordance with the National Bylaws.
- D. State Conference Coordinator, as approved by the National Office in accordance with the National Bylaws.
- E. State Executive Council, as elected and appointed in accordance with State and National Bylaws.

Section 2 – PURPOSE. The State committee shall serve as an advisory group, shall work with the state officers, and shall participate in all activities of the PA-PBL State Chapter and SEC.

Section 3 – DUTIES.

- A. The duties of the State Chairperson shall be:
  - 1. Serve as a liaison between the State Committee and the FBLA-PBL, Inc. National Office.
  - 2. Approve new Pennsylvania chapter charters.
  - 3. Attend and assist at PBL meetings, workshops, and conferences on the state and national levels.
  - 4. Serve in an advisory capacity and as a voting member of the SEC.
  - 5. Bring matters relating to the operation of the State Chapter to the attention of the National President and CEO, National Executive Vice President, and National Board of Directors of FBLA-PBL, Inc. as deemed necessary.
  - 6. Maintain close communication with the State President, State Advisor, State Financial Advisor, and State Conference Coordinator.
  - 7. Sign state and national officer applications as specified in the national publication, Running for Office, as per National Bylaws.
  - 8. Sign NLC registration and other required forms on behalf of the State Chapter, as specified by the National Office.
  - 9. Maintain a file of materials pertinent to the position of State Chairperson and to the general operation of the State Chapter.
  
- B. The duties of the State Advisor(s) (up to three) shall be:
  - 1. Serve as a liaison between the State Committee and the FBLA-PBL, Inc. National Office.
  - 2. Serve in an advisory capacity and as a voting member of the SEC.
  - 3. Bring matters relating to the operation of the State Chapter to the attention of the National President and CEO, National Executive Vice President, and National Board of Directors and FBLA-PBL, Inc. as deemed necessary.
  - 4. Attend and assist at PBL meetings, workshops, and conferences on the state and national levels.
  - 5. Approve new Pennsylvania chapter charters.
  - 6. Maintain close communications with the State President, State Chairperson, State Financial Advisor, and State Conference Coordinator.

7. Prepare and submit appropriate State Chapter reports to the FLBA-PBL, Inc. National Office.
  8. Sign state and national officer applications as specified in the national publication, Running for Office, as per National Bylaws.
- C. The duties of the State Financial Advisor shall be:
1. Serve in an advisory capacity and as a voting member of the SEC.
  2. Attend and assist at PA-PBL meetings, workshops, and conferences on the state and national levels.
  3. Maintain close communications with the State President, State Chairperson, State Advisor, and State Conference Coordinator.
  4. Prepare and submit all State Chapter budgeting and financial reports to the National Office, including the preparation and filing of PA-PBL's not-for-profit annual tax return with the national association's auditors.
  5. Work closely with the State Treasurer in the preparation of the annual budget and general financial operations of the State Chapter.
  6. Maintain a file of records and materials pertinent to the financial affairs of the State Chapter.
  7. Assist the State Treasurer as needed.
  8. Co-sign with the State Treasurer for disbursements of funds, per bank signature card.
  9. Provide monthly bank account reconciliations.
- D. The duties of the State Conference Coordinator shall be:
1. Serve in an advisory capacity and as a voting member of the SEC.
  2. Attend and assist at PBL meetings, workshops and conferences on the state and national levels.
  3. Maintain a file of information pertinent to all state conferences.
  4. Maintain close communication with the State President, State Chairperson, State Advisor, and State Financial Advisor.
  5. Assist and, where appropriate, supervise the host chapter in all workshops and conferences on the state level.
  6. Be responsible for the planning and implementation of testing at the State Leadership Conference.
  7. Be responsible for the presentation of awards at the State Leadership Conference.

## ARTICLE IX – NATIONAL OFFICER CANDIDATES

Section 1 – OFFICERS. The national elected officers of the national chapter of Phi Beta Lambda shall be a President, five Vice Presidents representing the respective regions, a Secretary, and a Treasurer. There shall also be a Parliamentarian appointed, as per the National Bylaws.

Section 2 – QUALIFICATIONS. The qualifications for candidates for National Office are outlined in Article VI, Section 2 of the National Bylaws.



Section 3 – THE PENNSYLVANIA NOMINATION. Members interested in a national officer candidate must submit the National Officer Application to the State Advisor or the State Executive Secretary by the deadline established for national officer candidate applications. The State Committee and the SEC will screen the applicant. Any candidate failing to meet the qualifications as stated above, the goals, objectives, and high standards of FBLA-PLB, Inc. will not receive the nomination. Should more than one application be submitted, the approved candidate receiving a majority vote of the registered voting delegates at the roll call at the voting session of the State Leadership Conference will be the Pennsylvania nominee for national officer candidacy. Any member of the state parliamentary procedure test may request the State Advisor's or the State Executive Secretary's signature for National Parliamentarian.

#### ARTICLE X – PARLIAMENTARY AUTHORITY

The rules contained in the most current edition of Robert's Rules of Order, Newly Revised shall govern Pennsylvania PBL in situations to which they are applicable and in which they are consistent with National Bylaws, the rules of FBLA-PBL, Inc., or any special rules of order, as defined in Robert's Rules of Order, Newly Revised that PA-PBL may adopt.

#### ARTICLE XI – AMENDMENTS

Proposed amendments to these State Bylaws shall be submitted in writing to the SEC at least ninety (90) days prior to the State Leadership Conference by an active member or advisor of an active PA local chapter. The SEC shall screen the amendment(s) to ensure there are not any inconsistencies, the responsible party for submitting the amendment(s) shall be so notified. If consistent, a copy of the proposed amendment(s) shall be mailed to each local chapter president at least (30) days prior to the State Leadership Conference. The proposed amendment(s) shall be presented and discussed at a business meeting and shall be passed by a two-thirds vote of the voting delegates present at the roll call of the voting session at the State Leadership Conference.

These State Bylaws were amended by a two-thirds vote of the voting delegates present at the roll call of the voting session at the State Leadership Conference, April 12, 2014.