North Carolina Phi Beta Lambda
2021 Online State Leadership Experience
Guide and Calendar for
Competitive Events & Activities

Because of Covid19 regulations, NCPBL will hold the 66th Annual State Leadership Conference activities online. Included in this “Guide” is information and a calendar for events, elections, Zoom sessions for announcement of winners, and other SLE items. The online experience opens opportunities for participation by students who couldn’t be away from work or family for an on-site conference so please promote membership and participation.

http://ncpblservices.org/slc21
Register for SLE and events March 1-March 12
NCPBL Members, Advisers, and PD-F Members:

In 1954 college and high school students gathered at East Carolina College for the first NC Future Business Leaders of America State Convention. Approximately 20 college delegates from East Carolina and Western Carolina University did three competitive events: Spelling, Parliamentary Procedure, and Vocabulary Relay. The state newsletter reminded delegates to bring sheets and towels with them since they would be staying in the college dorms. The state president was ECC’s Ms. Bobbie Avant Brown, who has been at recent conferences and was made an Honorary Lifetime NCPBL Member at the 2017 State Leadership Conference.

Since then, the high school and college groups have grown and have become separate levels of the national organization. However, both continue to hold annual conferences to conduct the competitive events program, conduct leadership activities, elect state officers, and network with one another and state business leaders.

Because of covid, this year won’t have quite the same on-site excitement, but members will continue to have the opportunities. This is your guide to the 2021 NCPBL Online State Leadership Experience. Please read the information carefully as you prepare to participate. The registration and event entry dates are the same as published in the NCPBL Handbook calendar. The actual competition dates, election dates, etc., have changed. A new calendar is attached.

Despite the fact we can’t be together, we look forward to recognizing NCPBL’s event winners and new officers online. This is a unique opportunity for students who cannot be away from work or family to attend an on-site conference so please continue to recruit members! Don’t hesitate to contact us for assistance or if you have questions.

Your 2020-21 State Officer Team says thanks to our members, advisers, and PD-F members for your work this year. There’s no better opportunity to understand the real meaning of “Aspire” than NCPBL!

Jennifer Allison Chris Cynthia Lindsey
State Leadership Experience – The Plan

Basically, SLE registration and event entries will be done the same as in the past few years. Special thanks to Mr. Herb Boeckenhaupt, the Rowan-Cabarrus CC and NCPBL Businessperson of the Year for 2011, for designing and providing the registration site. The registration and competitive events entry registration opens March 1 and closes March 12 at midnight.

The competitive events will be conducted, as we usually do, as close as possible to the national guidelines so there will be no major surprises for our state winners when they compete nationally. Written objective tests will be available online March 29-31. Depending on the event type, presentations will be uploaded by members for judges to score on April 5, 6, & 7. Uploading directions will be provided closer to SLE.

After judging is completed, the plan is to have several of our state officers at the Hilton Charlotte University Place to announce the winners during live Zoom sessions the weekend of April 23.

The calendar also includes dates related to the election of state officers. The deadline for applications is March 19. A Zoom “campaign rally” to introduce the candidates and hear campaign speeches will be held (tentatively scheduled for April 13), and then candidates will have NCPBL website space to do post campaign materials. Ballots for the election and the proposed bylaws amendments will be cast by email on April 19 & 20. There are proposed bylaws amendments included in this Guide, and voting on those will be part of the officer election ballot.

Awards certificates will be mailed to chapter advisers following the online announcements.

National-level competition will also be held online this year. Hopefully, qualifying winners will be able to move onto the national competition. If a winner cannot, the next highest-scoring contestant will move into that spot. Obviously, it will be imperative that advisers pay close attention to emails following the SLE. It is the responsibility of the event winners to verify that they will compete nationally, and members moving into open spots will have a limited time to respond since we have a short window between completing SLE and submitting our national competitors.

Thank you for your attention to these items so our members will have a successful SLE.
SLE SESSIONS SPECIAL GUESTS

The SLE online sessions will include greetings from several special guests, including our own National PBL Executive Vice President Lindsey Elias and National Professional Division Vice President Shannon McConnell.

Lindsey is a senior at Western Carolina University. She was the 2019-20 NCPBL state president and received First Place in the 2020 national Future Business Executive event.

Mr. McConnell is serving his third year as a national PD officer. A graduate of Western Carolina University, he served as a state PBL officer while a student. Currently, he is senior financial services representative and licensed platform associate at First Citizens Bank in Franklin, North Carolina.

Registering Delegates and Entering Events  
http://ncpblservices.org/slc21

The SLE and event registration site access is http://ncpblservices.org/slc21 and will open on March 1 at 8:00am. Additions and changes can be made until midnight on March 12. The SLE registration fee is $10 per member participating. ADVISERS AND PD-F MEMBERS WILL NOT PAY A REGISTRATION FEE BUT MUST REGISTER AND ENTER AN EMAIL ADDRESS IN ORDER TO RECEIVE THE LINK TO THE ZOOM AWARDS SESSIONS.

The registration fee will help cover the contract with the online testing service, awards printing and mailing, costs related to providing the live sessions, etc. The registration fee is minimal, and if additional funds are needed they will be taken from the state PBL treasury. The goal of the Executive Council is for SLE to be financially accessible to all members.

Registration can be paid by mailing a check or through credit card/P-card payment with the NCPBL PD-F. Mail checks to Dr. Doole, 248 Laurelwood Lane, Mills River, NC 28759. For credit/P-card arrangements, contact PD-F Treasurer Josanna Busby (treasurer@ncpblpdffoundation.org)

Student delegates must be listed as paid members in the national membership database by March 12.
State Officer Election

As part of SLE, the 2021-22 NCPBL State Officers will be elected. Be sure to use the State Officer Candidate Guide recently replaced in the Handbook to reflect the officer titles and responsibilities passed in the bylaw amendment in December (President, Executive VP, Membership VP, Communications VP and Marketing VP).

The deadline for officer applications is March 19. There is no second date for open offices this year. Any offices not filled during the election will be filled by appointment of the newly-elected Executive Council.

Chapters will receive votes based on chapter membership. A ballot will be sent to the chapter adviser or president and will be returned via email to the Administrative Services Director and Conference Director. Email addresses will be on the ballot.

SLE Special Opportunity – Life Coach Session

The Executive Council is excited to add a special opportunity to the online experience to replace our usual SLC State Leadership Program. Mr. Jeremy May, state president while at the University of Mount Olive, is completing an educational program that will qualify him to be a certified life coach. NCPBL is making available 30- to 45-minute complimentary sessions to approximately 25 SLE delegates. The sessions will be done online or by telephone during May and June. The SLE registration form will have a required column for advisers to mark which delegates are interested. If there are more interested than the allotted number, we will do a drawing.

Commemorative Pin

As noted on the Guide cover, the NCPBL Professional Division-Foundation, Inc., has its annual commemorative pin available again this year. Congratulations to the Western Carolina University chapter for submitting the winning pin design. First Place winners in the state competitions will receive a pin complimentary. Additional pins may be purchased for $5 each and may be ordered at any time. There is a limited number of pins available. Orders are made by contacting Christy Fulcher, PD-F Board Member at jcfulcher@foodlion.com. The pins will be mailed with event certificates following SLE.
By-laws Amendments Proposals

While working on the amendment last fall related to the state officer titles and responsibilities, the Executive Council identified other areas in the NCPBL bylaws that needed clarifying or updating. These are being proposed to be voted on as part of the SLE.

The proposals and rationale are included with this SLE guide. The ballot for the bylaws will be part of the state officer election ballot. After reading over the proposals, if you have questions or feel there’s a need to do a Zoom session for group discussion, please contact the State President or the State Adviser.

Chapter Contributions

The NCPBL Professional Division-Foundation, Inc., Scholarships are presented at the Fall Leadership Development Conference. The scholarship is supported by contributions from chapters, businesses, and individuals. Contributors will be recognized at the SLE Zoom sessions and on the NCPBL website; chapters contributing $50 or more will receive a certificate.

Please note that only those chapters who contribute $50 or more this year are eligible to have a scholarship applicant next fall.

The NCPBL Professional Division-Foundation, Inc., provides assistance at the state and local levels through numerous programs. One of the state goals this year is for each chapter to make a $50 contribution to the PD-F General Fund, allowing us to show businesses a high degree of internal support as PD-F members solicit funds from outside sources. Again, contributors will be recognized at the SLE Zoom sessions and on the NCPBL website; chapters contributing $50 or more will receive a certificate.

If you wish, you can make your scholarship contribution in honor, appreciation, or memory of someone, and that will be designated in appropriate places.

Contributions may be made by check or credit card. The contact person is PD-F Treasurer Josanna Busby at treasurer@ncpblpdfoundation.org.
Details, including score sheets, on each competitive event are in the 2020-21 State Handbook on the “Resources” page at ncpbl.org and the “Competitive Events” drop-down on the national website, fbla-pbl.org. However, do not hesitate to ask about any items if you need further information. There are no new events this year, but there are some modifications.

Receipt Dates
Although registration and event entries are done online, there are certain events that have forms or materials that must be submitted to Dr. Doole, Awards Program Director. For mailed items, note that the deadlines are receipt deadlines, not postmarked dates. Exceptions cannot be made on deadlines. An email acknowledging receipt of items will be sent to advisers. If you do not receive an email when expected, contact Dr. Doole immediately.

(Even though event entries are done online, the event entry forms that were previously used for mailing have been let in the Handbook for chapters to use as working copies.)

Community Service Project
A chapter may not submit the same project more than one year.

Event Substitution
Changes can be made individually in the online registration until midnight on March 12. Through 5:00pm, March 26, a chapter may substitute members for events in which they have an entry registered by contacting Dr. Doole (k1doole@gmail.com). For example, if a member is registered for Business Communication but then cannot attend, the chapter can put another member in his/her place. If someone from the chapter were not entered in Business Communication initially, a member cannot be added as a “sub.” An event substitute can be made one time for events initially entered; in other words, a chapter can’t sub Member B for Member A and then come back later and substitute Member C for Member B! After March 26, no substitutions can be made. Members being substituted must have been registered by the March 12 deadline in the online registration.
**Participant Criteria**

Participants must have paid state/national dues by March 12. Members who graduated at the end of the fall/winter semester may compete. As of 2017, graduate students may compete in events.

With these exceptions, each member may enter two events and each chapter may enter two members/teams in each event.

- **Exception 1** – A chapter may have only one entry in the Job Interview event.
- **Exception 2** – For state competition a member may enter two events and also make the presentation for the chapter’s Community Service Project. Should a member become eligible to compete at the national level in all three, he will need to choose only two since at the national level presenting the Community Service Project would count as one of his two.
- **Exception 3** – Being entered for “Who’s Who in NCPBL” and working on a Local Chapter Annual Business Report do not count toward the member’s “two” entries.

**Repeat Entries**

With the exception of certain team events that allow a member to be a second-time member of the team, an NCPBL member cannot enter an event a second time if he were the state’s entry at the national level any prior year – representing his present school or a previous one he attended.

For example, if a First Place state winner in an event was not our entry at the national level and the Fifth Place person was, the First Place winner could compete again at the state level but the Fifth Place person cannot. If a member was our entry at the national level and did not “show” for the event and did not officially withdraw, both the state and national levels still consider him a competitor and he is not eligible to enter the event again.

It is the responsibility of the chapter adviser and president to make sure previous national competitors (other than those allowed in team events) aren’t entered in the same event again. The Awards Program Committee checks entries against previous NLC lists, but this may not get done in time for an ineligible competitor to move to another event. If you have a question about a competitor, don’t hesitate to contact Dr. Doole.
Accounting Principles
Participants in the Accounting Principles event must not have had more than two semesters (four quarters) of accounting instruction, with no intermediate or advanced accounting classes.

Team Events
One participant of a TEAM may have competed in the same event at one previous national competition; the member may not compete more than two times. This applies to the following events: Accounting Analysis & Decision Making, Business Decision Making, Business Ethics, Business Law, Business Presentation, Business Sustainability, Desktop Publishing, Digital Media (formerly Computer Animation), Economic Analysis & Decision Making, Emerging Business Issues, Financial Analysis & Decision Making, Financial Services, Forensic Accounting, Global Analysis & Decision Making, Hospitality Management, Human Resource Management, Integrated Marketing Campaign, Management Analysis & Decision Making, Marketing Analysis & Decision Making, Network Design, Small Business Management Plan, Social Media Challenge, Strategic Analysis & Decision Making, and Web Site Design.

A member who has competed as an individual in a team event at the national level may compete in the same event a second time as part of a team but not a second time as an individual.

Collaborative tests will be done individually and the scores averaged.

Parliamentary Procedure
A Parliamentary Procedure team consists of four or five members; two may have competed once previously at the national level. They may not compete more than twice at NLC. Again, this applies to the current or a previous school/chapter.

Presentations
If equipment is allowed in a presentation event, presenters will now use their laptops rather than projectors and screens.

School-Site Testing
During the 2021 SLE, online performance tests for Accounting for Professionals, Administrative Support Technology, Business Communication, and Cost Accounting will be conducted without the normal proctor/administrator. A new identification form will be emailed to advisers to indicate student participant information to be returned by March 5. On March 29, Dr. Doole will email participants all needed files.
for their performance test; a received response must be sent. Completed tests are to be returned to Dr. Doole by April 2.

**Pre-Judged Events; Related Materials**
PDF files for Pre-judged events, Community Service Project, Desktop Publishing, and Small Business Management Plan, are due to be received via email by Dr. Doole on March 5.

Related materials for Future Business Educator, Future Business Executive, and Job Interview (resumes, cover letter, recommendation letter, and/or unit plan) are due to be received via email by Dr. Doole on March 31.

**Event Honesty**
The assumption is that all participants will uphold the PBL Creed in conducting themselves in an honest manner as they participate in SLE competitions. Since events are being done online and without monitoring, we must trust and expect ethical behavior. Written or electronic storage materials beyond those listed in certain event guidelines should not be used nor should anyone be assisting during a competitive event. It is necessary all competitors adhere to those guidelines to protect the integrity of the events during these unique circumstances.

An Honor Code form will be emailed to advisers along with the guidelines for the 2021 Online State Leadership Experience prior to online registration. **ALL registered members for SLE must complete the form and return via email to Dr. Doole no later than 5:00pm, March 12.**
NCPBL The Legacy Leadership Award (TLLA)

Even though it has been a difficult year for various projects and activities, chapters are encouraged to review the criteria to see if eligible for the 2021 The Legacy Leadership Award (TLLA). Any number of chapters may receive this recognition by completing 20 of the 35 activities listed. Details and the TLLA form to submit are in Section 8 of the State Handbook. Activities conducted between last year’s SLE Awards through registration for this year’s SLE can be counted.

The NCPBL Professional Division-Foundation, Inc., will again be awarding $100 Chapter Recognition Scholarships to those chapters receiving TLLA. Those completing the seven items related to PD-F promotions will receive a $100 PD-F bonus!

TLLA is NCPBL’s way of continuing honoring those advisers who received the Local Chapter Outstanding Adviser Award and who had 20 or more years of service to NCPBL at the time of their retirement or passing.

For 2020-2021, we recognize Ms. Teresa Parker, adviser at Barton College, as the newest addition to that “legacy” advisers list, which includes Ms. Sandra Boyd (Isothermal Community College), Dr. Kathie Doole (Asheville-Buncombe Technical Community College), Mr. Terry Lowrance (Durham Technical Community College and State Adviser), Mr. Dwain Perry (Haywood Community College), Dr. Connie Porter (Southeastern Community College), Dr. Robert Simmons (Lenoir-Rhyne University and State Adviser), and Ms. Kathy Toler (Asheville-Buncombe Technical Community College).
**Annual Meeting**

The NCPBL Professional Division-Foundation, Inc., annual meeting (usually held during SLC) will be held online on Thursday, April 8, at 8 p.m. PD-F members will receive an email with annual meeting information and the link to participate. All PD-F members are encouraged to be a part of this annual meeting.

**PD-F Distinguished Service Award**

Chapters and individuals are encouraged to nominate a PD-F member for the state Distinguished Service Award that recognizes outstanding contributions to local chapters through PD-F membership. The form is in Appendix 4 of the Handbook and is to be sent to Martha Cranford (martha.cranford@rccc.edu) by March 25.

**NCPBL Professional Division-Foundation, Inc., Board of Directors**

- Tonia Blackwood  
  tonia@theniriseellc.com
- Josanna Busby, Treasurer  
  treasurer@ncpblpdfoundation.org
- Jonathan Evans, Secretary  
  secretary@ncpblpdfoundation.org
- Rick Gardner, President  
  president@ncpblpdfoundation.org
- Deneen Maready-Jones  
  Deneen.maready@aholddelhaize.com
- Melissa Coffey, Vice President  
  vicepresident@ncpblpdfoundation.org
- Martha Cranford  
  martha.cranford@rccc.edu
- Kevin Davio  
  kevin.davio.pdf@gmail.com
- Christy Fulcher  
  jcfulcher@foodlion.com
- Dan Hazlett, Ex-officio  
  dhazlett7561@stanly.edu

**Event Judges**

If you know of qualified individuals who would be good event judges for presentation events, please contact Josanna Busby (treasurer@ncpblpdfoundation.org). The general rule is that former NCPBL members should be “away” from the chapter three years before serving as judges. Judges will receive uploads of performances and can judge over a window of time rather than being tied to online live presentation times. This is a good opportunity to involve some of your business friends in PBL!
National Leadership Experience (Competition)

In 1954 Bobbie Avant Brown became North Carolina’s first delegate to a national conference, traveling by herself 24 hours on a train to Dallas, Texas.

The 2021 National Leadership Conference scheduled for Anaheim, California, will be held online as well. Registration information will come to advisers from the National Center. Last year’s NLE registration fee was around $65.

Immediately after the announcement of SLE event winners, we will be working on submitting our entries for national competition. For events with just written tests, the First, Second, and Third Place winners qualify. For performance events, the First and Second Place winners are eligible for national competition. Chapter advisers will receive instructions from Dr. Doole to verify that event winners will compete nationally. If those aren’t received, we will move down the placement lists. It is, obviously, important that advisers return the information by the date listed. Again, if a positive response is not received, the delegate forfeits participating at the national level and the next highest placing individual or team will be contacted.

There is limited time to identify our national competitors so advisers are asked to check email daily in case a chapter member becomes the next in line to compete. There is not time to give several days to decide.

Of course, we anticipate most winners will compete nationally since no travel is involved, but there still may be circumstances that would move a member into one of the events.

Because national event entries is prior to NLE registration and there are no substitutions once the national deadline has past, three days before the last day to do substitutions we are going to check to see that our event entries are registered for the NLE. If not, we will offer that spot to another registered delegate. This procedure went into effect last year, and it allows NCPBL to have as many delegates in competitive events as possible.
## NCPBL State Executive Council, PD-F Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Institution</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Nelson</td>
<td>President</td>
<td>Barton College</td>
<td><a href="mailto:jmnelson@bulldogs.barton.edu">jmnelson@bulldogs.barton.edu</a></td>
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<tr>
<td>Allison Smith</td>
<td>Secretary</td>
<td>Pfeiffer University</td>
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</tr>
<tr>
<td>Cynthia Green</td>
<td>Eastern Region VP</td>
<td>Barton College</td>
<td><a href="mailto:cgreen@bulldogs.bardon.edu">cgreen@bulldogs.bardon.edu</a></td>
</tr>
<tr>
<td>Christopher McDuff</td>
<td>Central Region VP</td>
<td>Durham Technical Community College</td>
<td><a href="mailto:mcduffc4788@connect.durhamtech.edu">mcduffc4788@connect.durhamtech.edu</a></td>
</tr>
<tr>
<td>Lindsey Elias</td>
<td>Western Region Vice President</td>
<td>Western Carolina University</td>
<td><a href="mailto:lelias@catamount.wcu.edu">lelias@catamount.wcu.edu</a></td>
</tr>
<tr>
<td>Dr. Kathie Doole</td>
<td>Awards Program Director</td>
<td></td>
<td><a href="mailto:k1doole@gmail.com">k1doole@gmail.com</a> (number “1” not letter l)</td>
</tr>
<tr>
<td>Mr. Dan Hazlett</td>
<td>State Adviser</td>
<td>Stanly Community College</td>
<td><a href="mailto:dhazlett7561@stanly.edu">dhazlett7561@stanly.edu</a></td>
</tr>
<tr>
<td>Ms. Marny Rhodes</td>
<td>Communications Director</td>
<td>Wake Technical Community College</td>
<td><a href="mailto:mjrhodes@waketech.edu">mjrhodes@waketech.edu</a></td>
</tr>
<tr>
<td>Mr. Chad Nichols</td>
<td>Administrative Services Director</td>
<td>Rowan-Cabarrus Community College</td>
<td><a href="mailto:chad.nichols@rccc.edu">chad.nichols@rccc.edu</a></td>
</tr>
<tr>
<td>Ms. Josanna Busby</td>
<td>NCPBL PD-F Treasurer (judges)</td>
<td></td>
<td><a href="mailto:treasurer@ncpblpdfoundation.org">treasurer@ncpblpdfoundation.org</a></td>
</tr>
<tr>
<td>Ms. Christy Fulcher</td>
<td>NCPBL PD-F Board Member (pin orders)</td>
<td></td>
<td><a href="mailto:jcfulcher@foodlion.com">jcfulcher@foodlion.com</a></td>
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### NCPBL Calendar

**Important PBL Chapter Dates and Deadlines**  
**2020-2021 School Year**  
**Updated for 2021 Virtual State Leadership Experience**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>February 14</td>
<td>Share Your FBLA-PBL Story Day</td>
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<tr>
<td>February 15</td>
<td>Webinar - National Presidents’ Forum</td>
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<tr>
<td>February 16</td>
<td>Each One Reach One Day</td>
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</table>
| February 17 | **FBLA-PBL Adviser Appreciation Day**  
**FBLA-PBL Professional Attire Day** |
| February 18 | FBLA-PBL Career Awareness Day                                                       |
| February 19 | FBLA-PBL Professional Attire Day                                                    |
| February 20 | National Community Service Day                                                      |
| March 1     | **SLE REGISTRATION AND EVENTS ENTRY ONLINE REGISTRATION OPENS at 8:00am**          |
| March 5     | **EMAIL RECEIPT Deadline** for:  
- Student Identification Form for School-Site Tested Events  
  (Accounting for Professionals, Administrative Support Technology, Business Communication, & Cost Accounting)  
- Community Service Project *(Electronic PDF File)*  
- Desktop Publishing required material(s) *(Electronic PDF File)*  
- NC Businessperson of the Year event entry form  
- Small Business Management Plan *(Electronic PDF File)* |
| March 6     | **COMPLETION DATE** for PD-F Chapter of the Year Rating Sheet (See PD-F website for information) |
| March 12    | **RECEIPT and PAID** deadline for Professional Division-Foundation, Inc. membership dues to qualify for state awards online via national Web site  
**RECEIPT** deadline of checks for contributions to The NCPBL Professional Division-Foundation, Inc. Scholarship Fund for TLLA and SLE recognition (mail to NCPBL PD-F Treasurer Josanna Busby, 2188 Prairie Road, Concord, NC 28027)  
**RECEIPT** deadline for contributions to The NCPBL Professional Division-Foundation, Inc. - General Operating Fund for TLLA qualifications and SLE recognition (mail to NCPBL PD-F Treasurer Josanna Busby, 2188 Prairie Road, Concord, NC 28027)  
**RECEIPT and PAID** deadline for PBL State/National membership dues for SLE participation and awards online via national Web site  
**RECEIPT** deadline for submitting chapter news for the website for SPRING to Historian and Communications Director |
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<th>Date</th>
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<tr>
<td>March 12</td>
<td><strong>RECEIPT DEADLINE For Mailed Materials</strong> (Mail to Dr. Kathie Doole, 248 Laurelwood Lane, Mills River, NC 28759)</td>
</tr>
<tr>
<td>March 19</td>
<td><strong>RECEIPT</strong> deadline to State Adviser for completed Official Nomination for State Office Form.  (see Section 09, State Handbook)</td>
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<tr>
<td>March 24</td>
<td>NCPBL Businessperson of the Year notified by State Adviser</td>
</tr>
<tr>
<td>March 25</td>
<td><strong>RECEIPT</strong> deadline for NCPBL Professional Division-Foundation, Inc. Distinguished Service Award nomination form (see PD-F section of State Handbook)</td>
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<tr>
<td>March 26</td>
<td><strong>RECEIPT</strong> deadline for SLE Event Substitutions by 5:00pm.  (email to State Awards Program Director, Dr. Kathie Doole, <a href="mailto:k1doole@gmail.com">k1doole@gmail.com</a>)</td>
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<tr>
<td>March 29</td>
<td>School-Site Tests to be emailed to identified student participants</td>
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<tr>
<td>March 29-31</td>
<td><strong>ONLINE TESTING FOR COMPETITIVE EVENTS</strong> – Further In-Depth Information Will Be Sent to Advisers</td>
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<tr>
<td>March 31</td>
<td><strong>EMAIL RECEIPT Deadline</strong> for Future Business Educator, Future Business Executive, and Job Interview materials to State Awards Program Director, Dr. Kathie Doole, <a href="mailto:k1doole@gmail.com">k1doole@gmail.com</a></td>
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<tr>
<td>April 1</td>
<td>SLE ONLINE REGISTRATION OPENS</td>
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<tr>
<td>April 2</td>
<td><strong>EMAIL RECEIPT Deadline</strong> by 5:00pm for School-Site tests to State Awards Program Director, Dr. Kathie Doole, <a href="mailto:k1doole@gmail.com">k1doole@gmail.com</a></td>
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<td>April 5-7</td>
<td><strong>VIRTUAL PRESENTATIONS FOR COMPETITIVE EVENTS</strong> – Further In-Depth Information Will Be Sent to Advisers</td>
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<tr>
<td>April 8</td>
<td><strong>PROFESSIONAL DIVISION-FOUNDATION, INC., ANNUAL MEETING ONLINE 8 P.M.</strong></td>
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<td>April 13</td>
<td>Online “Meet the Candidates” session; link emailed to advisers/posted on website</td>
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<td>Event Description</td>
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<tr>
<td>April 15</td>
<td>SUBMISSION DEADLINE for NLC/IFL Scholarship</td>
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<td>April 16</td>
<td>RECEIPT deadline for letter of interest and materials requesting State Council’s endorsement for running for national office</td>
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<td>April 19-20</td>
<td>EMAIL VOTING – State Officer Election, Proposed By-laws Amendments</td>
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<td>April 23</td>
<td>2021 LIVE ONLINE SLE AWARDS/ELECTIONS ANNOUNCEMENTS – details and links will be sent to registered delegates</td>
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<tr>
<td>April 30</td>
<td>EMAIL RECEIPT Deadline for State Leadership Experience (SLE) winners qualifying for national competition to notify the State Awards Program Director of intention to participate in events at NLC</td>
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<td></td>
<td>EMAIL RECEIPT Deadline for State Leadership Experience (SLE) winners qualifying for THREE national competitions to notify State Awards Program Director in which NLC event they WILL NOT participate</td>
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<tr>
<td></td>
<td>EMAIL RECEIPT Deadline for Student Identification Form for NLC School-Site testing</td>
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<tr>
<td>May 7</td>
<td>RECEIPT deadline to State Adviser for nomination materials for applying for a vacant officer position 15 days after end of SLE</td>
</tr>
<tr>
<td>May 12</td>
<td>EMAIL RECEIPT Deadline to State Awards Program Director for prejudged events for NLC competition:</td>
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<tr>
<td></td>
<td>• Community Service Project Reports (Electronic PDF file)</td>
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<td></td>
<td>• Desktop Publishing (Electronic PDF file)</td>
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<tr>
<td></td>
<td>• Local Chapter Annual Business Report (Electronic PDF file)</td>
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<td></td>
<td>• Small Business Management Plan Reports (Electronic PDF file)</td>
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<td></td>
<td>(NOTE: Delivery of the 6 copies of Future Business Executive, Future Business Educator, and Job Interview materials has not be decided on for NLC; chapters will be notified by State Awards Program Director in information for NLC)</td>
</tr>
<tr>
<td>May 18</td>
<td>RECEIPT DATE to National Office of all School-Site Tests (submitted by Test Administrator/Proctor). Completed School-Site Tests must be received by the National Office via online submission by the Test Administrator/Proctor by 11:59pm eastern</td>
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<tr>
<td></td>
<td>Early bird registration deadline for National Leadership Conference &amp; IFL</td>
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<tr>
<td>June 1</td>
<td>RECEIPT deadline to complete March of Dimes entry form for national recognition (see National Chapter Management Handbook for form)</td>
</tr>
<tr>
<td>June 2</td>
<td>Competitive events changes due to Dr. Kathie Doole for NLC</td>
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<tr>
<td>June 4</td>
<td>REGISTRATION DEADLINE for NLC registrations fees to qualify for voting delegates</td>
</tr>
<tr>
<td></td>
<td>Competitive events changes due to NLC by 11:59pm</td>
</tr>
<tr>
<td>TBD</td>
<td>INSTITUTE FOR LEADERS &amp; NATIONAL LEADERSHIP EXPERIENCE (see NLE Guide)</td>
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</table>
Proposed Bylaws Amendments

In reviewing the state bylaws, the Executive Council identified five sections that need clarified or updated based on current procedures and has submitted the following proposed amendments to the bylaws. A ballot for voting on the proposals will be part of the ballot for election of state officers on April 21. To ensure the integrity of the votes, the ballots will be returned to the State Conference Director and State Administrative Services Director, who will be the only ones to know the individual chapter votes on both the proposals and the officers. If you have questions or want further background information about the proposals, do not hesitate to contact the state president or the state adviser.

Proposal 1  
**Article III, Section 1:**

Current: Phi Beta Lambda membership shall consist of members of chartered local chapters. These members shall hold membership in their state and national chapters. Individual members shall be recognized only through the North Carolina State Chapter of Phi Beta Lambda.

Proposed: Phi Beta Lambda members must hold membership at the local, state, and national level through joining either a nationally-chartered chapter at a college where they are enrolled or, if a chapter does not exist at the college, the NCPBL Virtual Chapter. Students in dual-enrollment programs are eligible for PBL membership upon completion of the requirements for high school graduation.

*Rationale:* Clarifies that students enrolled at a college with a chapter must join that chapter (not the Virtual Chapter) and puts in writing the policy on students taking college-level courses while still working toward high school diploma.

Proposal 2  
**Article IV, Section 1:**

Current: Each local chapter shall pay annual state and national membership dues.

Proposed: Each local chapter or Virtual Chapter member must pay annual state and national dues. A local chapter can add local dues as the chapter decides.

*Rationale:* Adds the word “member” since it is the member and not the chapter that pays dues.

(continued)
Proposal 3
Article XI, Section 2, Part A, Subpart 1:

Current: A two-thirds vote of local chapter voting delegates in attendance at the NCPBL SLC, 2. A two-thirds vote of local chapter voting delegates by mail.

Proposed: A two-thirds vote of local chapter voting delegates in attendance at the NCPBL SLC Business Session, 2. A two-thirds vote of chapter voting delegates responding to a mail vote.

Rationale: For clarification, adds that the two-thirds is based on the voting delegates participating (attending the Business Session or submitting a mail ballot).

Proposal 4
Article III, Section 1:

Current: Active members shall be students enrolled in business and/or business-related fields who accept the purpose of Phi Beta Lambda. . . .

Proposed: Active members shall be students enrolled in post-secondary education who accept the purpose of Phi Beta Lambda. . . .

Rationale: Membership is open to all students.

Proposal 5
Article XI, Section 2, Subsection B

Current: . . . as defined in the Internal Revenue Code of 1954 or any successor thereto. . . .

Proposed: NCPBL will follow guidelines and procedures as prescribed by the FBLA-PBL, Inc., Board of Directors to retain the organization’s qualification as a charitable and education organization under the Internal Revenue Code 501-C regulations.

Rationale: The national Board of Directors is responsible for maintaining the IRS 501-C (non-profit charitable or educational organization) status. A state or local chapter is just responsible for providing the information the national level needs.

(end of document related to bylaws proposed amendments)
An opportunity to serve 
and gain invaluable leadership experience –
become a candidate for an NCPBL state officer!

<table>
<thead>
<tr>
<th>Position</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>State President</td>
<td>(presiding officer, liaison with national officers)</td>
</tr>
<tr>
<td>Executive Vice President</td>
<td>(assists president, liaison with NC FBLA, NCPBL PD-F, and local chapter presidents)</td>
</tr>
<tr>
<td>Vice President of Communications</td>
<td>(prepares minutes, assists with social media, collects news for website)</td>
</tr>
<tr>
<td>Vice President of Membership</td>
<td>(leads Council in developing recruitment and retention materials, career readiness programs, and fundraising suggestions for chapters)</td>
</tr>
<tr>
<td>Vice President of Marketing</td>
<td>(works with Communications Director on website, assists chapters with programs such as TLLA, oversees social media updates)</td>
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</table>

Procedures, requirements, and application for chapters to nominate a candidate are in the By-laws and Section 9 of the State Handbook. Be sure to use the updated version that references the new officer titles and responsibilities.

March 19 – deadline for completed application to be received by State Adviser

(There will be no “second call” for nominations; positions not filled will be appointed by the newly-elected Council.)

April 13 evening – Online “Meet the Candidates” session (link info will be posted on website and emailed to advisers)

April 19-20 – email voting (ballots will be sent to advisers & presidents on record)

April 23 weekend – election announcement