

# BYLAWS

## LOUISIANA PHI BETA LAMBDA

### STATE CHAPTER

Adopted March 11, 2001

#### Article I. Name

- Section 1. The name of this division of FBLA-PBL, Inc. shall be the Louisiana Chapter of Phi Beta Lambda. The letters, PBL or LA-PBL, may be officially used to designate the organization, its units, or its members.

#### Article II. Purpose

- Section 1. The purpose of PBL is to provide opportunities for post-secondary students to develop vocational competencies for business and office occupations and business teacher education. PBL is an integral part of the instructional program and additionally promotes a sense of civic and personal responsibility.

- Section 2. The specific goals of PBL 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.
9. Facilitate the transition from school to work.

#### Article III. Membership

- Section 1. Membership shall consist of the four following classes of members:

1. **ACTIVE MEMBERS** shall be post-secondary students attending school in Louisiana with an interest in business who accept the purpose of PBL and subscribe to its creed. Active members shall pay dues as established by PBL and may participate in national events in accordance with the guidelines of the National Awards Program. Members may also serve as voting delegates to the National Leadership Conference, hold national office, and otherwise represent their state or local chapters as approved by their respective state and local advisers.
2. **PROFESSIONAL DIVISION MEMBERS** shall be considered as non-voting members of Louisiana State PBL. They shall be persons paying dues to National Professional Division or Advisers recognized by National FBLA-PBL, Inc. as Honorary Professional Division members. Professional members are not required to pay state dues and cannot serve as a voting delegate.

3. HONORARY LIFE MEMBERS may be elected to a local chapter by a majority vote. They shall be persons who are assisting in the advancement of business and office education and/or who are rendering outstanding service to the chapter. Honorary Life Members shall not vote or hold office and shall not be required to pay dues.
4. NATIONAL HONORARY LIFE MEMBERS may be recommended by the membership and shall be accepted upon approval by the Board of Directors of FBLA-PBL, Inc. They shall be persons making significant contributions to the field of business and office education and/or to the growth and development of FBLA-PBL, inc. National honorary Life Members shall not vote or hold office and shall not be required to pay dues.

Section 2. A chapter in good standing shall have paid national and state dues for at least one student postmarked no later than October 20 of the new membership year.

#### Article IV. Emblem and Insignia

The Louisiana Chapter emblem shall be the emblem of the National Organization. Only members in good standing may use official emblems and insignia.

#### Article V. Board of Directors

Section 1. A seven-member Board of Directors shall direct the administrative aspects of the state organization. These seven members shall be the State Chair, the State Executive Treasurer, the State Adviser, the State President, an adviser representing colleges and universities, a representative of Business and Industry, and a student representative.

Section 2. The State Chair shall be appointed by a two-thirds vote of the Board of Directors and shall serve until resignation or removal by a two-thirds vote of the Board of Directors. Student members of Louisiana State Phi Beta Lambda are not eligible to serve as State Chair. The State Chair shall:

- A. Provide oversight for the State Chapter in its operations and business.
- B. Coordinate the state's implementation of the PBL National Awards Program.
- C. Serve as the primary contact for the State Chapter.
- D. Coordinate the state's entrance into the National Leadership Conference.
- E. Assist in the chartering of new PBL chapters.
- F. Act as official agent, with authority to enter contracts on the behalf of LA-PBL with the authority of the Board of Directors.

Section 3. The State Executive Treasurer shall be appointed by a two-thirds vote of the Board of Directors and shall serve until resignation or removal by a two-thirds vote of the Board of Directors. Student members of Louisiana State Phi Beta Lambda are not eligible to serve as State Executive Treasurer. The State Executive Treasurer shall:

- A. Manage the financial records of the chapter and approve payments for state expenses.
- B. Maintain accurate records of state membership, active chapters, and dues.
- C. Report to the Board of Directors and State Officer Team the month ending balance of the state funds.

- D. Act as official agent, with authority to enter contracts on the behalf of LA-PBL with authorization from the Board of Directors. There shall be an official form with four members of the Board signatures authorizing such. A copy of this form must be on file with the State Executive Secretary.

Section 4. The State Adviser shall be appointed by a two-thirds vote of the Board of Directors and shall serve until resignation or removal by a two-thirds vote of the Board of Directors. Student members of Louisiana State Phi Beta Lambda are not eligible to serve as State Adviser. The State Adviser shall:

- A. Oversee the operations of the state officer team.
- B. Assist in the chartering of new PBL chapters.
- C. Serve as a resource for state officers, chapter officers, and chapter advisers.

Section 5. One chapter adviser shall serve on the Board representing all two-year technical schools, colleges and four-year universities. One student member, who will not be serving as a state officer, shall serve on the Board. One representative from Business and Industry shall serve on the Board. Local chapters shall nominate these individuals. All nominations must be received no later than registration deadline of the State Leadership Conference. The nominations shall be reviewed by the Board of Directors, who will then present recommendations to the voting delegates at the State Leadership Conference. The voting delegates will then elect the new Board members by majority vote. Board members shall share the following duties:

- A. Develop and maintain corporate partnerships and relations.
- B. Develop and maintain relationships with other divisions and organizations.
- C. Enforce state bylaws and codes of conduct.
- D. Serve as a resource for State officers, Chapter Officers, and Chapter Advisers.
- E. Assist host chapters with conferences.
- F. Make final decisions concerning the interpretation of the meaning of the state chapter bylaws.
- G. Serve as moderating division in all conflicts of LA-PBL.

Section 6. The State President of Louisiana PBL shall serve on the Board during their term as State President.

Section 7. The adviser representative on the Board of Directors shall serve a term of two years. The business and industry representative shall also serve a term of two years. The student representative shall serve a term of one year.

Section 8. The Board of Directors shall elect an Executive Director for Louisiana PBL. The Executive Director shall serve as Chairperson of the Board of Directors. The Executive Director shall have already served as a board member for at least one year. The Executive Director shall serve a term of one year and is eligible for indefinite reappointment by the Board. In the absence of the Executive Director, the State Chair shall serve as Executive Director.

The Director will appoint an Executive Secretary from any source. Should the Executive Secretary be appointed from outside the Board, this will be a non-voting position. The Executive Secretary shall have the following duties:

- A. Distribute official notifications to chapters
- B. Update bylaws, have the copies notarized, and distribute to chapters.
- C. Hold legal chapter paperwork.
- D. Keep members of the board informed of important dates and various correspondences.
- E. Record minutes from Board meetings.

Section 9. The Board of Directors as a group shall be responsible for the continual improvement of the Louisiana PBL State Chapter and shall be the highest authority within the State Chapter. The Board will convene at least twice annually in open meeting and deliver to each paid chapter a copy of the minutes of the meeting. The Board will present an informative report of their activities annually to the membership at the State Leadership Conference.

Section 10. The elected members of the Board of Directors may be removed from office by request through the State President or another board member. Removal requires a two-thirds vote of a combined vote of the State Officer Team and Board of Directors (11 votes). State President has only one vote.

The appointed positions, of State Chair and Executive Treasurer may be replaced by a two-thirds vote of the board. The State President board seat may not be removed and will be represented by the State Chapter President.

Section 11. In the event of a vacancy on the Board in positions other than State Chair, Executive Director, State Executive Treasurer, State Adviser, or State President, the Board shall appoint a replacement after receiving nominations from local chapters.

#### Article VI. Dues

Section 1. The annual membership dues in the Louisiana State Chapter of PBL shall be six dollars (\$6.00) per member per year. Five dollars (\$5) of these dues shall go to the Louisiana PBL General Fund. One dollar (\$1) shall go directly to the Louisiana PBL Investment Fund, managed by the State Board of Directors.

Section 2. The first submission of dues for currently active chapters must be received on National forms no later than October 20. New and reactivating chapters are exempt. The State Executive Treasurer shall have the authority to postpone this date and/or grant exceptions, under direction of the Board as necessary. The State Executive Secretary will send email or USPS mail to all chapters requesting payment by the set due date, the earliest of which will be October 20.

#### Article VII. Officers and Elections

Section 1. The elected officers of the state organization shall be a president, vice president of membership, vice president of fbla-pbl relations, vice president of communication and vice president of finance.

Section 2. The applicant scoring highest on the parliamentary procedure exam shall be appointed by the incoming state president to serve as state parliamentarian.

Section 3. Qualifications for Office

- A. Only active members are eligible to hold state office.
- B. Only those applicants who are present at the State Leadership Conference and officially certified by the officer screening committee shall be eligible for nomination.
- C. To be considered for an office in PBL, a candidate shall:
  - 1. have at least one full year remaining in his/her educational program,
  - 2. hold or have held a corresponding or higher elective office in his/her local chapters,
  - 3. be recommended by their chapter adviser and endorsed by his/ her local chapter (if applicable), and
  - 4. file an official application with the state chair and state adviser of Louisiana PBL, Inc. by the posted deadline.
    - a. If no local chapter submits an applicant for a particular office by the posted deadline, then the deadline for the particular office shall be extended up to two weeks.
    - b. Applicants for state office who become candidates for office as of the second deadline shall have to prepare a campaign for office like all other candidates, including a requirement to pass the officer screening committee.
    - c. If no candidates are submitted for a particular office by the first or second deadline, then candidates may apply for office at the State Leadership Conference and shall comply with all guidelines that other candidates comply with during the conference.

Section 4. Each active local chapter in good standing shall be entitled to send two to four voting delegates and alternates from its active membership to the State Leadership Conference.

Under 50 members – two voting delegates  
 50 to 100 members – three voting delegates  
 Over 100 members – four voting delegates

A Quorum shall consist of three or more chapters in good standing represented by eligible voting delegates. In the event there is no quorum, the Board of Directors will appoint a State Officer Team.

Section 5. Only active members of chapters in good standing are eligible to hold a state office.

Section 6. No one school shall provide the State President for more than two consecutive years.

Section 7. State Officers shall be elected for one year or until their successors are elected or appointed, and their term of office shall begin at the close of the State Conference at which they are elected.

Section 8. If an officer is not able to complete his/her term of office, the officer's chapter will select a member to replace the vacancy. The officer's chapter holds the office for the term. Should the officer not perform his/her responsibilities the chapter may choose to replace the officer with another member from their chapter.

Section 9. Each active chapter may nominate no more than two persons for state office. Nominations for officers must be made in writing to the State Chair no later than the assigned deadline

set by the State Chairperson. Before a candidate may be certified, the State Chairperson or Board of Directors must approve his/her qualifications and campaign materials. Term of office shall be from one State Leadership Conference until termination of the next State Leadership Conference.

- Section 10. If an office has no nominees, nominations will be permitted from the floor at the State Leadership Conference. All schools will be eligible, including all chapters that have paid dues regardless of the date. If an office is left vacant, applications will be accepted for two weeks following the State Leadership Conference and the Board of Directors will make the appointment
- Section 11. Nominations for national officers must be made in writing to the State Chair no later than one week prior to the opening of the State Leadership Conference. The voting delegates at the State Leadership Conference shall approve candidates for national office by a majority vote.
- Section 12. The president and four vice presidents shall be elected by a majority of the local voting delegates at a general session of the State Leadership Conference.
- Section 13. These state officers shall be elected by a ballot vote of the voting delegates. A majority vote shall be required for election. 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 receives a majority of votes.

#### Article VIII. Conferences and Meetings

- Section 1. The State PBL Conference shall be held annually at least 45 days prior to the National Leadership Conference at a time and a place to be determined by the Board of Directors. This place shall be determined from requests by all chapters applying to host the SLC.
- Section 2. PBL State Board of Directors Meetings shall be open to all chapters to observe unless the need for privacy is announced. In such an event the board will conduct normal business and then retire to an executive session. Executive session minutes may be made available if there is no breach of privacy. Minutes of open meetings shall be sent to all chapters and must be postmarked within 30 days after the meeting date.

#### Article IX. Duties of PBL State Officers

- Section 1. The President shall:
- A. serve as chair of the state executive council and preside over council meetings and business meeting of PBL;
  - B. lead in the development of a State Program of Work;
  - C. serve as a member and State Officer Team Liaison to the Board of Directors;
  - D. appoint a state parliamentarian to serve at all business meetings of PBL;
  - E. appoint appropriate committees and committee chairs;
  - F. serve as an ex-officio, non-voting member of all committees; and
  - G. perform other duties for the promotion and development of local, state, and national PBL.

Section 2. The Vice President of Membership shall:

- A. serve as chair of the state executive council and preside over council meetings and business meeting of PBL in the absence of the president;
- B. monitor active chapters at the statewide level;
- C. assist the President in the promotion and development of PBL;
- D. coordinate recruitment and retention strategies of the state officer team;
- E. promote membership and member development programs of Louisiana PBL;
- F. communicate the benefits of FBLA-PBL with new and prospective chapters; and
- G. assist in planning the State Leadership Conference.

Section 3. The Vice President of FBLA-PBL Relations shall:

- A. build connections through joint activities with other divisions and career and technical student organizations (CTSOs);
- B. serve as the liaison between the state executive council and our service partners, such as March of Dimes;
- C. serve as liaison to FBLA, the Professional Division, other state chapters, and other organizations; and
- D. encourage active PBL chapters to exhibit at the FBLA state conference.

Section 4. The Vice President of Communication shall:

- A. serve as the recording secretary of the state officer team and develop the organization's annual business report to members;
- B. serve as the editor of the state newsletter;
- C. maintain the state website;
- D. serve as liaison between the state officer team and local chapters and promote PBL through all appropriate channels;
- E. forward meeting minutes to the State Executive Secretary; and
- F. capture conference memories through video and pictures.

Section 5. The Vice President of Finance shall:

- A. develop and implement state fundraising plans;
- B. assist the board of directors in securing non-dues revenue funding sources; and
- C. work in conjunction with the Board of Directors to develop and maintain partnerships with businesses and organizations.

Section 6. The Parliamentarian shall:

- A. ensure all official meetings are conducted following the most recent edition of Robert's Rules of Order;
- B. advise the president of the orderly conduct of business in accordance with these bylaws and Robert's Rules of Order Newly Revised; and
- C. review forms for all meetings and events

- Section 7. All officers shall:
- A. attend all State PBL Meetings.
  - B. participate in the development of the Program of Work.
  - C. make themselves available to visit meetings of chapters not having a representative.
  - D. visit at least one Louisiana FBLA conference.
  - E. communicate monthly with the state officer team.
  - F. submit semiannual reports of activities to the State President and the Board of Directors.
  - G. perform such duties as directed by the State President and the Board of Directors.
  - H. participate in State Officer Training conducted under the direction of the State Adviser.

- Section 8. Any State Officer position held by a chapter may be removed for just cause by a two-thirds vote of the State Officer Team and Board of Directors.

#### Article X. Committees

- Section 1. The Board of Directors shall appoint a State Audit Committee of three (3) members annually at the State Leadership Conference. One member shall be the currently serving Secretary/Treasurer. One member shall be a PBL member appointed by the Board of Directors, rotating the chapters annually from which the member will be selected. The Board of Directors shall appoint the third member. This committee shall review the financial records of Louisiana PBL at the close of the fiscal year and present a report to the membership at the State Leadership Conference.
- Section 2. The State President shall appoint special committees, as he/she deems necessary.

#### Article XI. Reports to National Office of PBL

- Section 1. The State Chair of Louisiana Chapter shall submit the following information to the National Office of PBL:
- 1. A list of newly elected State officers immediately following each State Leadership Conference.
  - 2. A report on any changes in or amendments to the Louisiana Constitution and Bylaws immediately following the State Leadership Conference.
  - 3. A list of the official delegates to the National Leadership Conference at least two weeks prior to the National Leadership Conference.
  - 4. Annual chapter reports to the National Office of PBL – giving such data on status, activities, and progress as may be deemed advisable and called for by the National Board of Directors.

#### Article XII. Registration Fees

- Section 1. There shall be a registration fee charged each student member and adviser attending any State Leadership Conference. The State Executive Treasurer with the approval of the Board of Directors shall determine the amount of the fee.

#### Article XIII. Amendment of the Bylaws



- Section 1. Local chapters or a State Officer shall submit proposed amendments to these Bylaws in writing no later than one (1) calendar month prior to the State Leadership Conference to the State Chairperson. Notice of proposed amendments shall be sent to State Chapters within two (2) calendar weeks after receipt. Proposed amendments shall be reviewed by the Board of Directors and submitted with recommendations. The State President shall present amendments and recommendations, to the voting delegates at the State Leadership Conference. A two-thirds vote of the voting delegates present and voting is required for adoption.
- Section 2. Upon adoption, amendments shall be listed on the amendments page and will supersede the Article and/or Section from the original. The date each amendment was accepted will be listed at the end of the amendment.
- Section 3. The State Executive Secretary shall make the official changes to the bylaws and have all pages of the new copy notarized then mail, by return receipt, to the address on record of each active chapter.

#### Article XIV. Parliamentary Authority

- Section 1. The body conducting any hearing representing all parties of LA-PBL shall be the Board of Directors. In the event a board member is the subject of the hearing, the State Officer Team shall conduct the hearing.
- Section 2. The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern the LA-PBL in all cases to which they are applicable and in which they are not inconsistent with the rules of LA-PBL, Inc. these Bylaws or any special rules of order the LA-PBL may adopt.

Adopted March 11, 2001 at SLC and replaces all other bylaws.

Amended March 31, 2003 at SLC.

Amended March 19, 2011 at SLC.

Amended March 16, 2019 at SLC.