

2017-2018 ILLINOIS PBL STATE HANDBOOK

"Illinois PBL—Where America's Business Finds its Leaders!"

This HANDBOOK of the Illinois State Chapter of Phi Beta Lambda has been prepared for all local chapter members and advisers to use as a convenient source of essential information about Phi Beta Lambda and its organization and operation in Illinois.

This document provides general information about Phi Beta Lambda and the specific details about the history of your State Chapter. In addition, it includes the Phi Beta Lambda Bylaws, the State Directory, and Illinois PBL Facts.

All local chapter members, officers, and advisers should become thoroughly familiar with its content since this document serves as the primary source of information about the Illinois State Chapter of Phi Beta Lambda and its operations. Local chapters may adapt parts of the HANDBOOK to their local chapter needs as long as these adaptations are not in conflict with the purposes and goals of our state and national associations.

We hope that this document proves useful as a guide to understanding your state association. We welcome your comments and suggestions (as well as corrections) as we strive to improve the quality of this publication and the association.

With our very best wishes,

The Illinois PBL State Board

STATE HANDBOOK

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CHAPTER INFORMATION GUIDE

Competition in the job market accelerated rapidly toward the end of the 1900s. The Twentieth Century can certainly lay claim as that period in history when education became available to the mass society, not just the elite few. And with opportunities for advanced education available to the mass society, the college degree has replaced its uniqueness as a ticket for a bright, rewarding future with a current role of being a necessary ingredient in the array of credentials one needs to poise oneself for the job market. Employers consistently say that job candidates possessing an array of credentials make them attractive as potential employees.

That array of credentials does, of course, include a degree as a necessary ingredient; however, employers favor applicants having a well-rounded resume including features such as experience, specialized computer expertise, and evidence of well-developed teamwork skills. While we often depend upon our colleges and employers to assist us in building our resume with respect to degrees, work experience, and specialized expertise, it is often more difficult to exhibit evidence of those ever-important teamwork skills. Numerous methods exist to evidence one's human interaction skills . . . but, yes, we will admit ethnocentricity here and simply ask what better way to build an attractive resume evidencing human interaction and leadership skills than through involvement with Phi Beta Lambda as an integral component of your college experience?

With the development of a competent and aggressive business leadership as its number one goal, Phi Beta Lambda is positioned with a rich 70+-year foundation of providing almost limitless opportunities for business students seeking that pathway to career success. Your Illinois State Chapter of Phi Beta Lambda promises continued opportunities for you to position yourself by building on your own foundation for success! As a collective group, our aim during this year is to communicate a simple, yet sound message of what we are about . . .

Illinois PBL—Where America's Business Finds its Leaders!

As we build on our historic past and yet rise to the challenges of the future, WELCOME to another chapter in the life of the Illinois State Chapter of Phi Beta Lambda! By now we hope that your new year is well on its way toward some quite special happenings that will, indeed, help you to grow your own future.

The intent of this guide is to equip you with access to the essential tools you may need in using Phi Beta Lambda as your foundation for the future!

Please refer to the Illinois PBL state website for updated information for Illinois PBL each year (www.il-fblapbl.org) and the FBLA-PBL national website for information on Phi Beta Lambda at the national level (www.fbla-pbl.org).

Credit for the website's development must be given to Dustin Soper, Illinois Professional Division Member.

As usual, the State and National Leadership Conferences provide highlights for the year. With the competitive events occupying a major focus during the State Leadership Conference (SLC), it is not too early to start preparing your chapter members. As you well know, competition is always keen, but the right coaching and preparation can provide your members with the right foundation for success during the awards ceremonies. As the year progresses, keep in mind that (state officers are elected during the SLC. The "servant" role of a state officer is a

challenging and rewarding experience which you should consider--not only for the student member, but also for the adviser.

MEMBERS . . . THE KEY INGREDIENT FOR A SOLID FOOTING!!!

A multitude of opportunities are available for the taking, but they are only ideas without the membership to translate them into limitless experiences. We challenge you to continue our rich history by sharing the opportunities afforded by this association with your fellow students.

The national office as well as the state chapter provides recognition for those chapters who increase membership (see Chapter Management Handbook from the national office for an application form.) You are encouraged to set as a goal for your chapter to maintain or increase your membership from last year and automatically qualify for award recognition from the beginning of the year!

While membership dues may be remitted at any point during the year, the initial reporting deadline for state and national dues is October 20. Meeting this deadline assures that chapter members receive access to the national publication online and qualify for Gold Seal Chapter status for the year. Your chapter can submit dues via the national website (www.fbla-pbl.org).

In establishing your goals and planning your activities during the year, try not to forget about a resource which can be extremely beneficial to your chapter, Professional Division Members! Professional membership is open to former PBL members and to anyone who supports the purposes of our association.

Illinois PBL is, indeed, *"Where America's Business Finds its Leaders!"* Remember that WE ARE this association, and it is what WE make it. Thanks go to the many, many legends in the Illinois PBL family who have worked diligently to provide such a solid foundation for the success we enjoy today and who have worked so very hard to make this association the largest and best postsecondary organization for business students. Because of you, it is with pride that we can use PHI BETA LAMBDA as a symbol for excellence. Please do not hesitate to call upon your State Executive Council to assist you in making your year one for which you can be especially proud.

The Illinois State Chapter of
PHI BETA LAMBDA

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WHAT IS PHI BETA LAMBDA?

PHI BETA LAMBDA is the national organization for all students in post-secondary schools and colleges enrolled in programs designed to develop vocational and professional competencies and who accept the purpose of Phi Beta Lambda and subscribe to its creed. The purpose of the organization is to:

"...provide opportunities for post-secondary and college students to develop vocational competencies for business and office occupations and business teacher education. Phi Beta Lambda is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility."

THE GOALS OF PHI BETA LAMBDA ARE TO

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

The national organization of Phi Beta Lambda is operated in cooperation with the U.S. Department of Education, the Association for Career and Technical Education, and the National Business Education Association.

PHI BETA LAMBDA PLEDGE

I solemnly promise to uphold the aims and responsibilities of Phi Beta Lambda and, as an active member, I shall strive to develop the qualities necessary in becoming a responsible business leader.

PHI BETA LAMBDA CODE OF ETHICS

I will be honest and sincere.

I will approach each task with confidence in my ability to perform my work at a high standard.

I will willingly accept responsibilities and duties.

I will seek to profit by my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work.

I will abide by the rules and regulations of my college.

I will exercise initiative and responsibility and will cooperate with my employer and fellow workers.

I will dress and act in a manner that will bring respect to me and to my college.

I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.

PHI BETA LAMBDA CREED

I *believe* education is the right of every person.

I *believe* the future depends on mutual understanding and cooperation among business, industry, labor, religious, family and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.

I *believe* every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

I *believe* every person should actively work toward improving social, political, community and family life.

I *believe* every person has the right to earn a living at a useful occupation and that this right should not be denied because of race, color, creed, sex or handicap.

I *believe* every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school and community.

I *believe* I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

BENEFITS OF PHI BETA LAMBDA MEMBERSHIP

The national and state chapters of Phi Beta Lambda exist for you and the other 12,000 members that it serves worldwide. PBL relies primarily on membership dues to provide you with a broad range of publications, programs, and services custom-designed to emphasize your personal growth and development.

Phi Beta Lambda membership is an investment in your future which provides opportunities for:

- Enhancing self-confidence and leadership skills through chapter leadership activities
- Sharpening public speaking skills by leading discussions, presenting workshops, and giving speeches
- Building friendships through chapter team activities and at conferences
- Applying money management techniques by developing chapter and project budgets
- Acquiring the skills needed to compete in the job market
- Networking with business leaders to increase job prospects and mentoring opportunities
- Participating in conferences and workshops on leadership skills, image, etiquette, time management, goal setting, decision making, and career development
- Competing in PBL competitive events

ILLINOIS PHI BETA LAMBDA HISTORY

During the era that secondary and postsecondary chapters were all part of one national association, Future Business Leaders of America, the first college division chapter in Illinois was chartered in 1964 at Centralia Junior College, now Kaskaskia College.

During the subsequent twenty years, nine more chapters were chartered at various colleges throughout the State of Illinois. In 1964, the ten postsecondary chapters decided to join the ranks of the national association's separate division, Phi Beta Lambda, and from that point Illinois PBL had its own state officers and advisers. Marvin Meier of Centralia Junior College was elected the first PBL State President and Robert Sanders was appointed as PBL State Adviser the same year.

During the spring of 1965, the first PBL State Leadership Conference was conducted at the Leland Hotel in Springfield. Each year since then, the PBL members from around the state have gathered in the spring to climax the year with the State Leadership Conference.

Since the start of Phi Beta Lambda as an independent organization in 1964, over 60 colleges have received charters from the National Office with 17 being active during the most recent membership year. All time membership records were set in the late 1970s with over 900 members; current year statistics listed 303 national members.

Wilma Bricker was the longest serving FBLA-PBL State Chairman since beginning her duties and retiring in 2000 with Darlene Shannon succeeding her. Phi Beta Lambda State Advisers since 1964 have been:

1964-1971	Robert Sanders
1971-1972	Ernest Gregory
1972-1973	Jesse Dudley
1973-1981	Dale Bassett
1981-2000	James D. Price
2000-Present	Tina Dierkes

At the National Level, Illinois dignitaries have served on the National Board of Directors and as National Officers of the Association.

Darlene Shannon is currently serving on the National Board of Directors.

Past National Board Members are Wilma Bricker (three years), Jesse Dudley (one year), J. Vincent Morgan (five years), Martin Schallenberger (three years), James D. Price (six years, one year as Chairman of the Board), and Tina Dierkes (four years, one as Chairman of the Board). The third division of the association, Professional Division (originally Alumni Division), has had three Illinois members serve as National President: James D. Price (charter), Jesse Dudley, and Ginny Richerson.

The following members have served as Phi Beta Lambda National Officer:

Jesse Dudley (70-71 Treasurer, Kennedy-King College)
Carol Mabry (72-73 North Central Vice President, Northern IL University)
Karen Flick (73-74 Secretary, Western IL University)
James D. Price (74-75 President, Eastern IL University)
Elsie Nelson (75-76 Secretary, Malcolm X College)
Tommie Williams (76-77 North Central Vice President, Kennedy-King)
Lynda Kohne (80-81 North Central Vice President, Western IL University)
Patty Hendrickson (82-83 FBLA President, Eastern IL University)
Harvey Morris (83-84 Secretary, IL State University)
Kayla Whiting (84-85 Secretary, IL State University)
Tina Sanders (89-90 Secretary, Eastern IL University)
Bryan Freeman (94-95 Parliamentarian, Western IL University)
Mark McClaren (95-96 North Central Vice President, Eastern IL University)
Christopher Skrzypchak (96-97 North Central Vice President, Judson College)
Kevin Hoffman (99-00 North Central Vice President, Eastern IL University)
Nathan Uchtmann (00-01 Parliamentarian, Southern IL University-Carbondale)
Kylie Ernsting (01-02 Parliamentarian, Southwestern Illinois College)
Dustin Unverfehrt (02-03 North Central Vice President, Southern IL University Carbondale)

Virginia Pierpoint (06-07 North Central Vice President, Southwestern Illinois College)
 Michael Kennedy (11-12 Treasurer, Virtual PBL chapter)
 Candi Pucek (13-14 North Central Vice President, Virtual PBL chapter)
 Corbin Robinson (17-18 North Central Vice President, Virtual PBL chapter)

The historical listing of past Illinois PBL state presidents include:

Marvin Meier	Centralia Junior College
Bill Hallihan	Illinois State University
Joe Ross	Centralia Junior College
Ed Wizeman	Southern Illinois University Edwardsville
Richard Mason	Southern Illinois University Carbondale
Ted Downey	Illinois Valley Community College
George Rylek	Northern Illinois University
Jesse Dudley	Kennedy King College
Tom Hasselhorst	Southern Illinois University Edwardsville
Tom Davenport	Eastern Illinois University
Karla Anderson	Illinois State University
James D. Price	Eastern Illinois University
Frances Harris	Malcolm X College
Charles Belcher	Loop College
Roosevelt McGhee	Olive-Harvey College
Lynda Kohne	Southern Illinois University Carbondale
John Blaszczo	Western Illinois University
Laura Kolbe	Eastern Illinois University
Harvey Morris	Illinois State University
Jeff McGlade	Eastern Illinois University
Alicia Maynard	Southern Illinois University Carbondale
Patty Hendrickson	Eastern Illinois University
Beth Luckey	University of Illinois
James Cole, Jr.	University of Illinois
Tina Sanders	Eastern Illinois University
Edgar Balanag	College of Lake County
Timothy Tilton	Illinois State University
Haeli Gehrs	Eastern Illinois University
Latricia Klein	Illinois State University
Mary Schroedl	Wilbur Wright College
Melissa Mustain	Lewis & Clark Community College
Mark McClaren	Eastern Illinois University
Shirleen Sexton	Shawnee Community College
Patricia DuSablon	Southeastern Illinois College
Timothy Scott	University of Illinois
Curt Schossler	Southern Illinois University Carbondale
Lisa Quick	Eastern Illinois University

Leila Voges	Eastern Illinois University
Nathan Uchtmann	Southern Illinois University Carbondale
Kylie Ernsting	Southern Illinois University Edwardsville
Dustin Unverfehrt	Southern Illinois University Carbondale
Sheri Vahlkamp	Illinois Virtual PBL
Jenna Aldrich	Olney Central College
Virginia Pierpoint	Southwestern Illinois College
Matthew Rennie	Southwestern Illinois College
Nicki Wilhelm	McKendree University (2 years)
Jenni Salsibury	University of Illinois
Chris Pulec	Richland Community College
Heather Borowiak	Southwestern Illinois College
Heather Borowiak	Southern Illinois University Carbondale
Bradley Maschhoff	Kaskaskia College
Mike Prousa	Illinois State University
Natalie Burmood	Illinois Central College
Corbin Robinson	Illinois Virtual PBL

CURRENT STATE CHAPTER STRUCTURE AND OPERATIONS ORGANIZATIONAL STRUCTURE

The organizational structure of the State Chapter is consistent with that of the national association. The State Chapter is comprised of all local chapters chartered within the state. The State Executive Council provides the leadership necessary for sustaining the State Chapter.

STATE EXECUTIVE COUNCIL

Activities and projects of the Illinois State Chapter are directed by the State Executive Council. The Council is comprised of the state officers, the state adviser, the state chairman, and the directors. Council meetings are conducted according to *Robert's Rules of Order, Newly Revised*. Three official Executive Council meetings are held during the year.

FINANCIAL STATEMENTS

The State Adviser prepares financial statements for each State Executive Council Meeting throughout the year. The State Chapter operates within a budget, which is developed each August. Disbursement of funds is made according to the guidelines of the budget. Extraordinary and non-budgeted items must receive approval of the Executive Council prior to disbursement of funds.

STATE CHAPTER GOALS

An extensive set of goals for the State Chapter is established as a plan of action for each year. Local chapters are encouraged to develop their own goals to complement those of the state organization.

STATE LEADERSHIP CONFERENCE

The State Leadership Conference is a two-day conference held annually in April. The conference includes business meetings, competitive events, election of state officers, special-interest sessions, awards banquet, and social activities.

Each local chapter may enter contestants in each competitive event, including individual, team, and chapter events (with specific exceptions). The first and second-place winners in all events

and third-place winners in objective testing events with a national counterpart (with specific exceptions) are eligible to advance to competition at the National Leadership Conference. (See the State Leadership Conference folder for details.)

NATIONAL LEADERSHIP CONFERENCE

The National Leadership Conference is normally held in late June or early July each year in a selected city in the United States. All advisers, members, professional division members, and guests are eligible to attend.

The competitive events and activities throughout the conference are designed to stimulate leadership development for tomorrow's business leaders. Many of the sessions are designed to provide a forum for the ideas of student members from across the nation. Others are planned to offer ideas, suggestions, and encouragement from the fields of business, industry, government, and entertainment. Student workshops center around career, professional, and motivational sessions with outstanding activities on each agenda.

The conference also includes the election of national officers, awards program, and social activities. At all leadership conferences, advisory committee members and other community businesspeople provide leadership and serve as resource people for the special-interest sessions.

Winners are recognized at each level of competition. Students receive certificates and/or plaques, and in some events at the state and national levels, cash awards are presented.

STATE LEADERSHIP CONFERENCE

GENERAL INFORMATION

One of the major projects of the state chapter each year is the State Leadership Conference. Conference activities include general sessions, competitive events, election of state officers, leadership development seminars, annual business meeting, and other educational and networking experiences. This conference provides an opportunity for members from Phi Beta Lambda local chapters from across the state to share ideas and challenges.

The leadership conference is usually held in April. Full conference details, including registration forms and event entry forms, are **posted on the website**. Forms must be sent to the appropriate contact person by the specified deadline. **March 1 is the competitive events deadline each year.** Each active chapter should be represented at the conference by two or more delegates.

Advisers and chapter officers should consider building programs around some of the competitive events sponsored by the state chapter. These events are designed to improve the abilities of all chapter members in a variety of areas including impromptu speaking, parliamentary procedure, business knowledge and skills, and the preparation of reports. Every event, if organized and conducted carefully at the local level, can contribute to the personal and professional development of members. The motivation of being selected to represent the local chapter in a particular event at the State Leadership Conference can be exciting and rewarding.

ADMINISTRATION OF EVENTS

Prior to the State Leadership Conference, the State Adviser will communicate with local chapter advisers regarding the administration of competitive events at the State Leadership Conference. The State Adviser, in conjunction with the Competitive Events Director, will distribute materials to event chairpersons, collect results, and compile a list of winners at the state conference. Local chapter advisers are expected to assume responsibility for administration of specific events. Each event administrator should be thoroughly familiar with

the rules for the event. Judges for all events will be secured under the direction of the state adviser.

RULES AND REGULATIONS

The following general rules and regulations will apply to all delegates attending the annual leadership conference of the Illinois State Chapter of Phi Beta Lambda.

1. The State Leadership Conference is open to only voting delegates, chapter members, advisers, and professional division members and guests from chapters who are in good standing and have met the dues deadline.
2. All persons attending the conference must register in advance by returning the necessary forms and fees to the state adviser. The conference registration forms must be signed by the chapter adviser and/or the local chapter president. Advance registration is required for all competitive events.
3. All hotel room reservations will be made by the local chapter directly with the hotel in which the conference will be held. Chapters submitting reservations after the hotel deadline may be subject to alternative accommodations.
4. Conference registration refund requests will be granted under the following conditions:
 - a. The local chapter adviser must submit, in writing or by email, no later than April 1.
 - b. The refund rate will be calculated at 50% of the individual's registration fee paid and will be returned to the chapter after May 1.
5. Delegates are expected to attend all general sessions and leadership seminars of the conference. Advisers are urged to discuss requirements for attending and participating in conference activities with the local chapter delegation prior to the conference.
6. Participants, both students and others, should wear appropriate business attire at all conference meetings. (See PBL Conference Dress Code www.fbla-pbl.org)
7. The Executive Council of the Illinois State Chapter of Phi Beta Lambda fully approves these regulations and reserves the right to discipline delegates for infractions.

WHY HAVE PHI BETA LAMBDA?

Phi Beta Lambda activities can be of value to all business students and to all students interested in business careers. Participation in civic projects as well as personal experiences related to business and the profession can stimulate interest and the self-motivation needed for students to succeed in college and beyond.

RESPONSIBILITIES OF LOCAL CHAPTER OFFICERS

GENERAL RESPONSIBILITIES

It is important for the growth of each chapter to have a well qualified and dependable group of officers. With capable officers, the business of the chapter will be conducted in the proper parliamentary fashion. An effective program of work which includes all members will be maintained, records and minutes will be up-to-date and complete, good publicity will be forthcoming, and all members will grow professionally.

Every consideration should be given by the membership to the election of officers. It is a mistake to look only for the most popular members. Qualifications for the position to which the individual will be elected should be the prime consideration. Do not expect every officer to be familiar with his/her duties and responsibilities just as soon as he/she is elected, however, a person should be chosen who is willing to work hard to prepare him/herself to perform the duties of the office well. All chapter members should have a general understanding of the duties and responsibilities of each office as well as a knowledge of the qualities of leadership.

A leader is one who can communicate ideas and feelings and yet is willing to listen and understand the need for democratic procedures. A leader respects the rights, abilities, and dignity of every member. A leader is able to inspire confidence and convey enthusiasm. He/she should have the courage of his/her convictions, but be open-minded. A leader is vitally interested in everything that concerns the chapter and the community and is willing to put the good of the chapter before his/her personal desires.

Each officer should be familiar with the chapter constitution and bylaws and with the annual program of work. He/she should own or have ready access to a Phi Beta Lambda Handbook, both state and national, know his/her part in all ceremonies, and be familiar with parliamentary procedure. Each officer should, of course, cooperate with other officers and members at all times. Some chapters may choose to elect a new slate of officers each semester to allow maximum leadership development.

SUGGESTED OFFICERS AND DUTIES

PRESIDENT

Presides over and conducts meetings according to accepted parliamentary procedure; keeps members on the subject and the discussion within a time limit; appoints committees and serves as ex-officio member; represents the chapter at special school events and other campus and civic organizations; coordinates chapter activities by keeping in close touch with the other officers, the membership, and the adviser; keeps chapter work moving in a satisfactory manner by following up on progress being made on all activities; and calls special meetings as needed.

The presiding officer should:

1. Begin the meeting on time. (Members are more likely to be there if they know the meeting will begin at the specified time.)
2. Be sure a quorum is present before beginning the business portion of the meeting.
3. Always keep the meeting under control. Insure that everyone gets the chance to speak before anyone can speak twice; chair should maintain decorum and courtesy during debate.
4. Conduct the meeting according to parliamentary law.
5. Refer to himself/herself as "the Chair."
6. Be impartial at all times.
7. Always stand when presenting business or directing the group in action. It is permissible to sit down while business is being transacted or matters are under discussion on the floor.
8. Have the vice president take over the chair when the president enters the debate. (If the presiding officer wants to make or discuss a motion personally, and occasionally this may be necessary, he/she must leave the chair and do so from the floor. Only information, not opinions, may be given while in the chair.)
9. Always remember that when he/she leaves the chair, the meeting must be turned over to the vice president or another designated person.
10. Allow a member to suspend the regular order of business only by a formal motion which is carried by a two-thirds vote.
11. Recognize any member who wishes to speak.
12. Not permit discussion until a motion is made, seconded, and stated by the chair.
13. Sit down after granting the floor to a member and remain seated while the member discusses the question.
14. State motions clearly, and before taking a vote, be sure that all understand the question.
15. Announce the result of the vote.
16. Vote only when his/her vote will change the outcome of the vote. A tie is a failing vote, so the chair would vote only if he/she were going to vote yes and change that outcome. If a motion passed by one vote, the chair could vote no, creating a tie and causing the vote to fail.
17. Require all remarks to be addressed to the chair. (Don't permit members to discuss the question among themselves or address questions or remarks to each other.)
18. Permit the vice president, or maker of the motion, to put a question to a vote if the question concerns the president alone.
19. Close the meeting in a timely manner.

VICE PRESIDENT

Assists the president in the discharge of his/her duties, presides at meetings in the absence of the president, assumes the duties and responsibilities of the president should the need arise, and serves as ex-officio member on chapter committees. The vice president is in charge of overseeing all committee work and management of assignments.

THE VICE PRESIDENT AND COMMITTEES

The chapter vice president, because of his or her responsibility for committee work in general, should work closely with all committees. In order to efficiently coordinate the program of all committees, the vice president should establish a committee report form and offer helpful suggestions to each appointed committee. This means being available for a number of committee meetings and making suggestions and recommendations when necessary to facilitate their goals and objectives.

SECRETARY/VP OF COMMUNICATIONS

Prepares and reads the minutes; prepares the agenda for each meeting; attends to official correspondence; sends out and posts meeting notices; counts and records votes when taken; prepares chapter reports; keeps permanent records of the chapter; cooperates with the treasurer in keeping an accurate membership roll; reads communications at the meetings, and has on hand for each meeting the secretary's book, minutes of previous meetings, lists of committees and committee reports, copies of local, state and national programs of work, copies of the constitution and bylaws, and a copy of the state and national handbooks.

The secretary should:

1. Record the minutes of all meetings; formal, informal, and called meetings. The secretary's records are important.
2. Record in the minutes what is done, not what is said.
3. Record the exact wording of motions, whether they are carried or lost in the voting, and make a record of who made the motion.
4. Halt meeting proceedings if necessary in order to get exact wording of motions. Request the presiding officer to have motions repeated slowly, when necessary, in order to make a record of it.
5. Record in the minutes the names of members who have been appointed to committees, with the name of the chairperson, if designated.
6. Attach a copy of the treasurer's report to the minutes, if the report is not included in the minutes as read.
7. Keep minutes in a permanent book, not on small pieces of paper. Any corrections which are made in the minutes as read should appear in the margin.
8. Have the presiding officer's signature on the minutes, with any approved corrections, in order to complete the record.

PARLIAMENTARIAN

Assists chapter members in understanding the basic purpose of parliamentary procedure; advises the presiding officer and other chapter members on parliamentary procedure; provides reference materials pertaining to parliamentary procedure for each meeting; watches for significant irregularities in parliamentary procedure and calls them to the attention of the chair; and explains any irregularity and its effect on the rights of all chapter members.

The parliamentarian should:

1. Make sure chapter meetings are conducted in an orderly manner. (This can be accomplished through a working knowledge of parliamentary law as outlined in Robert's Rules of Order Newly Revised.)
2. Enable the group to transact business with speed and efficiency.
3. Protect the rights of each individual.
4. Preserve a spirit of harmony within the group.
5. Make sure the will of the majority is carried out and the rights of the minority are preserved.

SUGGESTED ORDER OF BUSINESS FOR CHAPTER MEETING

1. The meeting is called to order by the president with a rap of the gavel.
2. The members recite the Creed.
3. The minutes of the preceding meeting should be read by the secretary. These may be approved as read or may be approved with additions or corrections.
4. The treasurer's report is read and the president states "received as read and filed for audit" after any corrections have been noted.
5. Reports of committees are called for by the president.
6. Any unfinished business is called for by the president or any chapter member.
7. New business.
8. The program, if any, may be conducted at this point.
9. Announcements.
10. Adjournment. This may be followed by refreshments and entertainment, if desired.

CHAPTER COMMITTEES

WHO NEEDS THEM?

Every chapter which hopes to carry out a successful program of work needs active committees that involve as many members as possible. It is easy for a small group of workers within a chapter to do all of the work...but it is not good for the chapter as a whole or for the members individually. Almost every project taken on by the chapter needs an active committee to steer it on the right course.

Big events, such as major fund raising activities, money management projects or community service tasks, are usually headed by a general chairperson, who in turn appoints the necessary subcommittees. It is the duty of the general committee chairperson to outline for the subcommittees their specific duties and responsibilities and to maintain a close liaison with them to assure that assigned tasks are accomplished.

WHO APPOINTS THEM?

The president of the chapter, usually with the assistance of the Executive Committee, appoints committee chairpersons. The president and the vice president are in charge of committee work and are ex-officio members of all committees. Committee members or subcommittees are usually appointed by the general committee chairperson, with approval of the president, vice president, and adviser and/or the Executive Committee.

The president, in selecting committee chairpersons, should look for the qualities of efficient organizational capabilities, perseverance in following through with tasks, and an overall interest in the specific project.

The committee chairperson should:

1. Appoint subcommittee chairpersons and bring them together for a general committee meeting. He/she chairs the meeting and assumes responsibility for introducing all committee members to each other.
2. Appoint a secretary of the general committee to take notes of the meeting. This responsibility should not be left up to the committee chairperson.
3. Explain to the committee the overall task or problem to which it has been assigned.
4. Discuss with the committee the desired goals of the committee's work and methods of reaching them.
5. Ask for suggestions from all committee members and be receptive to suggestions from other members of the group. (If they are really interested in the project and for some reason are not serving on the committee, ask them to join you.)
6. Summarize and fully discuss each suggestion.
7. Provide for a group decision.
8. Summarize to be sure the group understands what has been decided upon. (This is important to the future operation of the committee.)
9. Thank members of the committee for their assistance.
10. Review notes on the committee meeting with the appointed secretary.
11. Prepare committee reports, with assistance from the committee secretary, in duplicate and submit one copy to the chapter president and the chapter secretary.
12. Be prepared to make an oral report.

The Illinois State Chapter of
PHI BETA LAMBDA

Dear Illinois PBL Local Chapters:

As you begin preparations for the upcoming annual State Leadership Conference, please keep in mind the possibility of running a candidate (or even two) for state officer positions for the coming year. This Guide will provide you with essential information and steps that you need to take to provide such an opportunity for one (or two) of your members who have shown excellent leadership potential.

The experience can be challenging and exciting, but it will not necessarily be easy. The challenge begins with your chapter's recognition of state officer talent in one or more of your members. The challenge continues as you apply the key elements of determination, commitment, preparation, and effort in developing and carrying out a successful election campaign during the State Leadership Conference. Once elected, the challenge continues even further as state officers seek to carry out the duties of their offices.

Members are not elected to state officer positions alone nor do they fulfill the requirements of their positions alone. Rather, they need the support and encouragement of many people, including:

Parents, school officials, and department heads who need to be informed and supportive of the state officer's effort. State officers attend various conferences and meetings during the year and will probably miss some class time.

Local chapter advisers who approve and sign the nomination form serve as coaches and guides through the entire process.

And, chapter officers and members who support the officer candidate's campaign and once elected, support the officer in his/her tasks throughout the year.

Serving as a state officer does require time, energy, and devotion to Phi Beta Lambda, but the benefits to be derived from such service are tremendous. The State Executive Council sincerely hopes that you will seriously consider nominating one of your deserving, dedicated members for a state office. We look forward to excellent campaigning this year and, most of all, having a candidate for each elected office.

By the way . . . it is also fun! Good Luck!

ADVISER INFORMATION

"Mentor" is defined as a trusted counselor or guide, a tutor or coach. This definition aptly describes the role of a state officer's local chapter adviser. From the moment a member considers running until his/her term of office ends, the adviser is a key figure. The adviser counsels the student on the qualifications and duties of a state officer and helps with the decision to run. The adviser guides the student on the campaign process and serves as tutor and coach during the officer's term of service.

The adviser works closely with the state committee members and is kept fully informed of all aspects of the officer's work. It is sometimes difficult for an adviser to play the dual role of adviser and teacher. The relationship between adviser and officer may be critical to local and state chapter success. The officer may not always be receptive to advice, and a special effort should be made by advisers to overcome this delicate situation, which can sometimes develop. The officer must realize that the local adviser's signature on the application shows his/her support for the officer and to the organization. The adviser helps the officer accept these responsibilities:

1. **ACQUIRE GOOD BASIC KNOWLEDGE** of the organization and be capable of discussing ideas and issues intelligently.
2. **PORTRAY THE PROPER IMAGE** when representing the organization. Wear appropriate business attire for all meetings, wear appropriate evening attire as necessary, use correct grammar, display proper manners and etiquette, exhibit a good attitude, and use PR skills in working with individual members and chapters. Above all, be a good listener.
3. **PREPARE APPROPRIATE SPEECHES** when asked to visit local chapters, participate in conferences and speak to business and civic groups. Local advisers should review speech materials, outlines, etc., and the officer should practice the speech before an appearance.
4. **ANSWER CORRESPONDENCE** and send "thank you" letters promptly. The local adviser should proofread all correspondence before it is sent. The officer should write correspondence and articles and present them to the adviser for suggestions and any necessary changes.

As the local adviser for a state officer, you accept responsibility for assisting your state officer. Secure the endorsement and support of the officer's family, school officials, and employers, if applicable. Be prepared to devote office space and personal time to your state officer. Helping your officer get organized is important. He/she must learn to budget time and keep materials readily available. Adequate file space and a good filing system are often essential. Secure the assistance of a good secretary--either a PBL member or even a school employee--who will devote time and effort to you and your officer.

Be informed about state and national programs, priorities, and critical issues so ideas and counsel may be given to your officer. Don't expect the officer to understand issues and have all of the background information which you might have. Take an active part in helping your officer reach his/her personal and organizational goals. Do not forget that having a state officer is a growth experience for you, the adviser, also. We all benefit from the variety of experiences and opportunities which this organization provides.

The Illinois State Chapter of
PHI BETA LAMBDA

Greetings to Prospective New and Reactivated Chapters:

We wish to extend a very cordial invitation for your school to become involved with the largest collegiate student organization in America—Phi Beta Lambda. The programs of this national organization benefit not only the individual students preparing for business occupations, but also the business department/college and entire institution at which a chapter is chartered.

The Illinois State Chapter has a solid organization with membership averaging nearly 200 during recent years. The State Chapter is comprised of local chapters at all types of collegiate institutions in Illinois—from community and junior colleges to universities—and provides tremendous opportunities for student leadership development at all schools with business programs.

We hope you will strongly consider chartering a chapter of Phi Beta Lambda at your institution (or reactivating your chapter)—the process is simple; the rewards are tremendous. If you need any assistance, please do not hesitate to call upon us; we will be glad to help. Included for your review and assistance are chapter chartering/reactivation forms and information that should prove helpful in your organizational process.

Charter applications (or reactivation forms) should be sent to my address above.

The required materials are as follows:

Chapter Application Form (also used for reactivation)

Copy of Chapter Bylaws

State Dues Reporting Form

Check for State and National Dues and Charter/Reactivation Fee

(xx members @ \$18 each plus \$20 charter/reactivation fee)

The National Office will assign each new Phi Beta Lambda chapter with its own official Greek letter designation.

The Value of the Student Organization

The very thought of sponsoring a student organization can evoke a variety of emotions on the part of an instructor. Additional responsibility and a feeling of unrelatedness to the classroom often head the list of reactions one may have. Yet, with such emphasis upon the development of team skills in business curricula today, the student organization provides an almost perfect vehicle for students to apply classroom knowledge in an environment that emphasizes the accomplishment of goals not dissimilar to those they will experience in their careers.

As an organization focusing upon the development of aggressive, competent business leadership skills, Phi Beta Lambda specifically serves to extend the classroom beyond the parameters established by individual courses--much less the constraints of class times and location. Since 1942, Phi Beta Lambda has been an integral part of the business programs at colleges and universities across Illinois and throughout the nation, and its purpose is well beyond that of what we may often view as the purpose of a student organization.

As business faculty, we certainly view our efforts in economic terms, particularly with respect to the benefits to be derived from our actions. In extending our classrooms through involvement with Phi Beta Lambda as a student organization, we can certainly provide benefits not only to our students but also to our colleges and ourselves. In fact, Phi Beta Lambda can certainly be an integral part of the classroom as many projects, programs, and specifically the competitive events are directly related to possible course requirements or enhancement activities.

Of particular importance to your business programs is the competitive events program, which allows your students to apply their knowledge and skills in over 30 individual, team, and chapter events. The potential awards received by your students at the state and possibly the national levels serve as credible measures of institutional effectiveness with which all of us are concerned these days. Of course, the competitive events provide excellent feedback to us regarding the quality of our curricula. In addition, many of the colleges and universities currently having chapters of Phi Beta Lambda indicate that the organization also serves as a retention device for our students. Phi Beta Lambda can also serve as a valuable recruitment tool by providing a transition opportunity for FBLA students from the high school level (Future Business Leaders of America being the high school counterpart of PBL at the college level).

Students gain tremendous benefits through their active involvement in the organization by developing practical leadership skills, gaining experience in applying teamwork skills, assessing the extent of their knowledge through the competitive events, and fine-tuning a variety of personal success characteristics afforded by opportunities for travel and participation in conferences. Needless to say, Phi Beta Lambda also provides the student with an excellent means of building an impressive resume.

Involvement with the association also serves as a wonderful mechanism for business faculty advisers to network with their colleagues at other institutions across the state and nation. The boundaries of professional involvement are greatly broadened with many of the same opportunities and benefits for the students being also applicable to faculty members.

For further information about Phi Beta Lambda as a valuable enhancement of your business programs, contact Tina Dierkes, State Adviser, Southwestern Illinois College, 2500 Carlyle Avenue, Belleville, Illinois, 62221; Telephone: 618.222.5321; E-mail: tina.dierkes@swic.edu.

Twelve Easy Steps for Chartering or Reactivating a Chapter of Phi Beta Lambda

- STEP 1** The department or school of business should identify a faculty member to serve as a chapter adviser. If students initiate the process, the group should secure a faculty member who is willing to serve as chapter adviser.
- STEP 2** Investigate college or university policies regarding approval of new student organizations, typically coordinated through the school's student government association.
- STEP 3** Schedule an informational meeting for interested students. Select a time and location that is most convenient for the majority of students, allowing approximately 30 minutes for the initial information sharing session. Consider inviting a state chapter officer or a member of the state committee (consult the state directory) to speak during your informational meeting. These individuals will be glad to share their knowledge about the organization with you.
- STEP 4** Create flyers to publicize the informational meeting. Post these flyers in appropriate and approved locations in hallways and classrooms. Consider sending a memo to business faculty soliciting their encouragement of students to attend this informational meeting.
- STEP 5** Acquire and reproduce a quantity of the generic membership information brochure from the state adviser to distribute at the informational meeting. The brochure can be tailored to your local chapter at a later date for use as a membership recruitment tool.
- STEP 6** Conduct an informational meeting. The faculty adviser, students, or invited state chapter representatives can conduct the meeting. The informational brochure can serve as a guide for discussion during the meeting. Appoint a committee of three to five potential members to draft a set of bylaws for consideration at the next meeting. Before adjourning, establish date, time, and location for next meeting during which bylaws should be adopted, dues paid, and officers elected.
- STEP 7** Draft chapter bylaws using the Suggested Local Chapter Bylaws included in Section V of the State Handbook. Develop a membership application form for distribution to prospective members at the next meeting, using the sample membership application form included in this section.
- STEP 8** Send both the application for chartering or reactivating, included in this packet, and the new local constitution and bylaws to the FBLA-PBL National Office for approval. The application process typically requires a few weeks for new chapter charter to be received.

STEP 9 Repeat Steps 3, 4, and 5 in preparation for the chapter organizational meeting.

STEP 10 Conduct chapter organizational meeting. The meeting can be conducted by the faculty adviser, students, or again, by an invited state officer or state committee member. Prospective members in attendance should conduct the following business:

1. Consider, modify as needed, and approve chapter bylaws
2. Elect officers
3. Pay state and national dues as approved with the bylaws
4. Pay charter or reactivation fee (may have been included with step 8)

STEP 11 Chapter officers should meet with the chapter adviser to begin developing a program of work for the chapter. Materials that should be reviewed by each officer include:

- Chapter Information Packet (state chapter packet)
- Chapter Organization Packet (national association packet)
- State Handbook
- National Handbook
- National Awards Program

STEP 12 Upon receipt of the chapter charter from the national office, schedule a Chapter Installation Service, which can be conducted by a chapter at a nearby college or university or coordinated through the state officer or state committee member who visited with you. Schedule the service approximately six weeks after submitting the application.

****** After completing these twelve easy steps, publicize the chartering/reactivation of your chapter. Inform the local newspapers and your school newspaper. Be sure to take pictures for bulletin boards, scrapbooks, and the Illinois Phi Beta Lambda State Newsletter.

WELCOME TO PBL! YOUR CHAPTER IS NOW ACTIVE

1. To register and pay for members go to <http://go.fbla.org/login>
2. Under Membership & National Conference Registration:
 - a. Enter your **Chapter Number**:
 - b. Enter the **Password**: service
3. Under Services click on Membership Registration
 - a. There are 7 steps there for you to follow and complete your membership registration
 - b. Once completed you may **pay by credit card** or print off invoice and mail with payment
 - c. Log Out and it will return you to the FBLA-PBL Login screen
4. Under Advisers Area click on "[Need to register for this area?](#)"
 - a. Complete the required information here to obtain access to the Advisers Area
 - b. The **Site Password** is: service
5. Reach out to your [state chapter website](#) for updates on conferences and state information
 - a. Your state adviser's name is (**John/Jane Doe**) and the email address is
6. Access your digital copy of the PBL Chapter Management Handbook (CMH) by clicking [here](#).
 - a. In the CMH you can access information on:
 - i. [Membership Benefits](#)
 - ii. [Competitive Events](#)
 - iii. [Conference Information](#)
 - iv. [CMAP Awards](#)
 - v. [Communication](#)
 - vi. [PBL Calendar 2016-17 Year](#)
 - vii. [Resource Center](#)
 - viii. [Adviser eBlast](#) – (must register at Adviser Area)
 - ix. [Advisers' Hotline](#) – (sent to you digitally through email)
7. Hold an informational first chapter meeting and/or participate in your school's activity fair at the beginning of the semester
Tip: Food is the best recruitment tool!
 - a. Design flyers, social media advertisements and other promotional materials to promote your chapter, what your chapter does, and the benefits of joining.
 - b. Introduce PBL to those in attendance
 - c. What's in it for members
 - i. Competitive event opportunities (50+ events!)

- ii. Skill-building local chapter programs
 - iii. Networking opportunities
 - iv. Conferences and travel opportunities
 - v. Leadership development opportunities
 - d. Explain the time commitment
 - e. Explain the benefits of leadership, conferences, and academic competitions
 - f. Show the [PBL Recruitment Video](#)
 - g. Sign up those that would like to be members
 - i. Sign all up for an email list to send out reminders
- 8. Schedule Your First Formal Meeting (If you haven't already)
 - a. Communicate your first meeting widely—through email, social media, and other means to all potential members, especially those from the activities fair/interest meeting
 - b. Summarize the informational meeting for those who were not in attendance at the informational chapter meeting
 - c. Elect Officers
 - d. Collect dues from new members (and then go back to step 3)
 - i. National Dues are \$10.00 per member
 - ii. Contact state adviser for amount of state dues per member
- 9. Develop Your Chapter's Program of Work (POW)
 - a. The program of work is a written action plan consisting of goals, strategies, and chapter activities as determined by chapter officers.
 - b. Be sure to include goals related to:
 - i. Membership growth
 - ii. Local chapter engagement (attendance at local chapter meetings, etc.)
 - iii. State and national engagement (participation in state/national conferences and competitive events, etc.)
 - iv. Finance/budgeting/fundraising
 - v. Membership retention and officer succession
 - c. Example of National Officer [Program of Work](#)
- 10. Develop Your Chapter's Committees
 - a. Chapter committees plan all activities, and since members support what they help create, each chapter member should serve on at least one standing committee.
 - i. Possible Committees:
 - 1. Professional Development – Plans icebreakers and finds guest speakers for meetings; coordinates business tours and social activities.
 - 2. Community Service – Facilitates chapter's community involvement by coordinating service activities.
 - 3. Fundraising – Plans chapter fundraisers in support of chapter activities, including conferences, seminars, travel, etc.

4. Recruitment/Membership – Plans recruitment and retention activities.

Business topic committees (Finance/Investment, Entrepreneurship, etc.)—plans activities that help members learn about and develop skills in the highlighted aspect of business

COMMON QUESTIONS/ITEMS/ABBREVIATIONS/ETC., RELATED TO PBL

National Center Information:

Future Business Leaders of America – Phi Beta Lambda

1912 Association Drive

Reston, VA 20191-1591

Phone: 703.860.3334

Fax: 866.500.5610

Website: www.fbla-pbl.org

Spelling of “adviser” – PBL at the national level uses the “-er” so that is what is used at the state and local level.

“Chapter” – To help build the image of professionalism for PBL, we use the term “chapter” rather than “club.”

Dues – Members must pay state dues (contact your state adviser for information on state dues) and \$10 national dues. A local chapter may add whatever local dues it wishes. **ADVISERS DO NOT PAY DUES.**

PD – [The Professional Division \(PD\)](#) is a group of graduates, business leaders, college employees, family members, etc., who support PBL chapters and the state program. The Professional Division grew out of the PBL Alumni Association although it’s not mandatory, most local chapter advisers are PD members. There are two options for dues, annual dues are \$25 a year or pay \$350 once for lifetime membership; membership can be done online.

National Board of Directors – The national PBL program is under the direction of the [National Board of Directors](#), a group comprised of the state FBLA & PBL adviser, a Business/Industry Representative, Division Presidents, and the non-voting Ex-Officio (Past Chair and the President & CEO of the organization).

IFL – [Institute for Leaders](#) is held in conjunction with the National Leadership Conference (NLC), this high-energy, intensive, two-day seminar is a focused, leadership experience for state and local chapter officers, as well as members and advisers. This training conference prepares student leaders and members to assume their elected responsibilities and develop valuable life skills.

NLC – [National Leadership Conference](#) is held each summer giving the members the competitive edge by competing in leadership events, share their successes, learn new ideas about shaping their career future through workshops and exhibits, and competing for national recognition with members across the national and around the world in competitive events. This four-day conference is consider the pinnacle of the PBL experience, especially for those running for national office. The organization has forged partnerships with industry leaders to underwrite competitive events and scholarships for students achieving national ranking.

NFLC – [National Fall Leadership Conference](#) are where students and advisers participate in motivational general sessions, professional development, and career planning workshops. For many members, the NFLCs are a convenient and affordable way to experience much of the education and excitement of a National Leadership Conference, but closer to home.

SLC – State Leadership Conferences are held in each state with an established state chapter. Please consult your state PBL website for more information on dates, times, and events for your SLC.

Conference Responsibilities of Advisers – At state and national conferences, advisers accept responsibility for their students, and practically all conference forms have adviser signatures. It is both suggested and appreciated that an adviser attends the conferences with members. Advisers should gathering a list of emergency contacts for chapter members attending. At NLC advisers serve as competitive event coordinators/directors. Advisers are the main line of contact between the state/national offices and the local chapter.

[Community Service](#) – Chapters may participate in any school or community service project they wish; however, the national and state levels promote support of March of Dimes.

[CMAP](#) – The Career and Membership Achievement Program (CMAP) is a leadership development program that focuses on Service, Education, and Progress and there are three levels members can complete, which are Director, Executive, and President. CMAP is detailed on the national website.

[Regions](#) – There are five administrative regions in PBL which are: Eastern Region (includes foreign chapters), Southern Region, North Central Region, Mountain Plains Region, and Western Region. Each region is presented by members of the Board of Directors and a national officer.

[American Enterprise Day](#) – November 15 is designated by the national office as a day for chapters to conduct a campus or community activity promoting awareness of the principles that “frame” American business procedures.

[FBLA-PBL Week](#) – The second full week in February is designated as national PBL Week (as well as the high school FBLA level). Wednesday of that week is Adviser Appreciation Day!

NBEA – The National Business Education Association (for high school and college teachers of business courses) was the “parent” and operating organization for FBLA-PBL until the student groups incorporated in 1969.

PHI BETA LAMBDA

SAMPLE MEMBERSHIP APPLICATION FORM

NAME: _____

SCHOOL ADDRESS: _____

PERMANENT ADDRESS: _____

HOME PHONE: _____

WORK PHONE: _____

EMPLOYED BY: _____

MAJOR: _____

PREVIOUS COLLEGES ATTENDED AND DEGREE(S) RECEIVED: _____

CURRENT CLASS SCHEDULE

COURSE TITLES	TIME	DAYS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

DUES: \$_____ per year (includes national, state, and local dues)
Make check payable to "Phi Beta Lambda"
Please complete this form and submit it with your dues payment

SUGGESTED PHI BETA LAMBDA LOCAL CHAPTER BYLAWS

These “Suggested Phi Beta Lambda Local Chapter Bylaws” included on the next several pages are intended as a guide. Local chapter bylaws must be consistent with state and national constitutions or bylaws and with the FBLA-PBL, Inc. charter. Those provisions in the Local Chapter Bylaws which derive from these higher authorities are not amendable at the local level. This suggested set of bylaws is given to provide a structure for the local chapter. Modifications can be made to these suggested bylaws to tailor them to the specific needs of the local chapter.

Bylaws of the _____(your school name)_____ Chapter of Phi Beta Lambda

Article I. Name

The name of this organization shall be the _____(your school name)_____ Chapter of Phi Beta Lambda.

Article II. Purpose

Section 1. The purpose of Phi Beta Lambda is to provide additional opportunities for college students to develop competencies for business occupations. Phi Beta Lambda is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

Section 2. The specific goals of Phi Beta Lambda are to:

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

Article III. Membership

Section 1. Phi Beta Lambda membership shall consist of the members of chartered local chapters. These members shall hold membership in the Illinois State Chapter as well as the national association.

Section 2. The national level of Phi Beta Lambda as well as the Illinois State Chapter shall be open for membership to these classes of members:

Active Members shall be business students or students having an interest in business at _____(your school name)_____ who accept the purpose of Phi Beta Lambda and subscribe to its creed. Active members shall pay dues as established by Phi Beta Lambda at the national, state, and local levels. and may participate in national and state events in accordance with the guidelines of the National and State Awards Programs, serve as voting delegates to the National and State Leadership Conferences, hold national and state offices, and otherwise represent their state and local chapters as approved by their respective state and local advisers.

Honorary Life Members may be elected to the Chapter by a majority vote. They shall be persons who are assisting in the advancement of business education and/or who are rendering outstanding service to FBLA-PBL, Inc. Honorary Life Members shall not vote or hold office and shall not be required to pay dues.

Professional Members shall be persons associated with or participating in the professional development of Phi Beta Lambda. Such members may include alumni, Chapter advisers, other instructors, advisory council members, businesspersons, and other persons contributing to or interested in the growth and development of Phi Beta Lambda. Professional Members shall pay dues as established by the state and national Professional Divisions and as established by the local chapter but shall not be afforded the privileges of active members such as participating in events, serving as voting delegates or holding office. All rights and privileges afforded by membership in the Professional Division are, however, applicable.

Article IV. Dues and Finance

Section 1. Dues. National dues based on fiscal reports by the national office, and on recommendations by the National Executive Council and the Board of Directors, shall be determined by a majority vote of the local chapter voting delegates at the National Leadership Conference. State Chapter dues are automatically consistent with national dues. National and state dues of members shall be forwarded directly to the Phi Beta Lambda national and state offices. Membership dues are unified on the local, state, and national levels; membership is not available at each level separately.

Section 2. The membership dues in Phi Beta Lambda shall be \$_____ a year, of which \$10.00 shall be remitted to the Phi Beta Lambda national office in payment of national dues, and \$8.00 shall be remitted to the State Chapter in payment of state dues.

Section 3. The fiscal year of Phi Beta Lambda shall be July 1 through June 30.

Section 4. An audit shall be made annually by the auditing committee, which shall report at the annual meeting.

Article V. Officers and Elections

Section 1. Officers of the Chapter shall be president, vice president, secretary, treasurer, reporter, historian, and parliamentarian. These officers along with the adviser as an ex-officio member shall constitute the Executive Committee.

Officers shall be elected at the annual meeting and shall hold office for a term of one year or until their successors are elected. Officers shall assume their duties at the close of the meeting at which they were elected.

Section 2. The Chapter shall have an Adviser who shall be a faculty member from the business department. The Chapter may have as many special-emphasis groups under the Chapter charter as it deems necessary to meet the interest of all students and shall assume full responsibility for coordinating the program for these interest groups.

Section 3. The Chapter may have an Advisory Council which should consist of former chapter members, the Chapter Adviser, and area business leaders.

Article VI. Duties of Phi Beta Lambda Officers

Section 1. The **President** shall (a) preside over all meetings of the Chapter, (b) appoint all committees and serve as an ex-officio member of these committees, and (c) promote the growth and development of Phi Beta Lambda.

Section 2. The **Vice President** shall (a) preside in the absence of the President, and (b) assist the President.

Section 3. The **Secretary** shall (a) keep an accurate record of the Chapter and Executive Committee meetings, and (b) submit the required reports to the State Chapter and the National Office.

Section 4. The **Treasurer** shall (a) act as custodian of the funds of the Chapter, collect dues, and give financial reports, and (b) send the membership list with dues to the State Chapter and the National Office.

Section 5. The **Historian** shall (a) maintain records of the Chapter, including an annual report of its activities, awards, and publicity.

Section 6. The **Reporter** shall (a) act as public relations officer for the Chapter, (b) see that news stories and photographs are delivered to the school paper, the local newspaper, the news bulletin and the national and state Phi Beta Lambda publications, and (c) cooperate with the school official concerning assembly, radio, and television programs.

Section 7. The *Parliamentarian* shall (a) serve in any capacity as directed by the President, and (b) advise the President or presiding officer on points of parliamentary procedure.

The officers shall serve on the Executive Committee and perform such duties as directed by the President and the Adviser and not inconsistent with these Bylaws or other rules adopted by the Chapter.

Article VII. Meetings

Section 1. There must be at least one regular meeting a month during the school year. The regular ___(month)___ meeting shall be designated as the annual meeting for the purpose of electing officers, receiving reports of officers and committees, and for any other business which may arise. Other meetings may be held as deemed necessary by the President with the approval of the Executive Committee.

Section 2. Quorum. _____ members of the Chapter shall constitute a quorum.

Article VIII. Committees

Section 1. The President, on consultation with the Chapter adviser, may appoint the following committees: (a) Nomination, (b) Audit, (c) Ways and Means, (d) Social, and (e) Finance and Fund Raising. The President shall appoint additional committees as authorized by the Executive Committee. The Executive Committee and the adopted parliamentary authority shall determine duties of committees.

Section 2. The local chapter may select an advisory committee to assist in its growth and development.

Article IX. Emblems, Insignia, and Colors

Section 1. The Chapter emblems shall be the emblems of the national organization.

Section 2. The official emblem and insignia item designs are described and protected from infringement by registration in the U.S. Patent Office under the Trademark Act of 1946. The manufacture, reproduction, wearing, or display of the emblem shall be governed by the National Board of Directors.

Section 3. Emblems and insignia shall be uniform in all local and state chapters and within special-emphasis groups; they shall be those of Phi Beta Lambda. Only members in good standing may use official emblems and insignia.

Section 4. The official colors of Phi Beta Lambda shall be blue and gold.

Article X. Parliamentary Authority

The rules contained in the most current edition of Robert's Rules of Order shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with the

rules of FBLA-Phi Beta Lambda, Inc., these Bylaws, or any special rules of order the Chapter may adopt.

Article XI. Amendment to the Bylaws

Amendments to the Bylaws shall be submitted in writing at a regular meeting and shall not be voted on until the following regular meeting. A two-thirds vote of the members present shall be required for adoption.

PHI BETA LAMBDA CHAPTER INSTALLATION SERVICE

Welcome (by President of new chapter)

Invocation (by officer of new chapter) (optional)

Introduction of Installing Officials and Guests (by President of new chapter)

Greetings (by appropriate person/s--school official, student government representative, etc.)

INSTALLATION SERVICE

INTRODUCTION (Installing Official--President of Installing Chapter)

"This service is for the installation of the _____ Chapter of Phi Beta Lambda at _____.

Phi Beta Lambda is a national association for business students in post secondary schools who are preparing for careers in a variety of business occupations. I have been authorized by the state and national associations to conduct the installation into the associations of the _____ Chapter of Phi Beta Lambda at _____.

Since the Greek letters, Phi Beta Lambda, may be used officially to designate the association, its units, and members, it is fitting that we consider what these letters and the English words they represent mean to our association.

_____ will present "PHI",
_____ will present "BETA", and
_____ will present "LAMBDA"."

PHI -- FUTURE

"You have often heard people ask, 'What does the future hold for you?' Perhaps that question should be changed to, 'What have you to offer the future?' Involving yourself in leadership activities, in addition to your daily educational experiences, prepares you for the challenges of a future in business. You can broaden your education for the future in many ways. You can profit by the experiences of others--those who have preceded you as well as our teachers and other adults with whom you associate. You can read current publications and study subjects that will aid you not only in meeting changing conditions but will also facilitate your understanding the varied economic systems of the world. Only a willingness to learn can allow you to offer any good part of yourself to the future."

BETA -- BUSINESS

"To be successful in business, you must be educated in business methods and procedures and have a knowledge of the economic system and operation of government. You must understand how business may serve and how people are served through business. You must appreciate the

parts business and education play in the life of the average person and become alert to the ways and means of improving standards of conduct in business so that the greatest good comes to the greatest number."

LAMBDA -- LEADERS

"In our democratic society, we must have leaders -- leaders in business, industry, government, politics, the professions, and in community life. The future of our country depends on the quality of leadership we produce, so you must learn to recognize the situations in which your individual talents become useful. Leadership implies honor, foresight, tact, competency, dependability, discretion, and integrity. A leader must listen and be able to take criticism, discarding the petty and adjusting actions to the constructive. A leader must be able to conceive new and workable ideas and must be able to take failures in stride and profit from them. Phi Beta Lambda emphasizes the duty of its members to prepare for the great task of business leadership in the years ahead."

(Installing Official)

"Our association has a definite and worthy list of purposes, and it is appropriate to remind ourselves of these:

To develop competent, aggressive business leadership.

To strengthen the confidence of students in themselves and their work.

To create more interest in and understanding of American business enterprise.

To encourage members in the development of individual projects which contribute to the improvement of home, business, and community.

To develop character, prepare for useful citizenship, and foster patriotism.

To encourage and practice efficient money management.

To encourage scholarship and promote school loyalty.

To assist students in the establishment of occupational goals.

and, To facilitate the transition from school to work."

INDUCTION OF MEMBERS (Installing Official)

"As you have just heard, Phi Beta Lambda is based on a definite set of purposes including development of competent, aggressive business leadership, creation of more interest in and understanding of the intelligent choice of business occupations, and participation in worthy undertakings for the improvement of business and citizenship. Phi Beta Lambda serves as a stepping stone to a prominent place in business. You have heard our ideals. We recommend them to you as members of this association.

(Installing Official lights tall white candle)

"Will you please signify acceptance of these ideals by coming forward as your name is called for the symbolic lighting of the candle? Please return to your seats and remain standing after your candles are lit."

PRESENTATION OF CHARTER MEMBERS (By an Assistant Installing Official. Installing Official moves to a position for lighting charter members' candles as they come forward.

Assistant Installing Official reads names of charter members giving each time to come forward and light candle.)

(Short, individual candles are needed; one for each charter member)

(Members' names are read and candles are lighted)

(Installing Official moves back to podium)

PLEDGE OF MEMBERSHIP (by Installing Official)

"By the lighting of these candles you accept the ideals of and membership in this association. Will you please raise your right hand and repeat after me the pledge of membership.

I DO SOLEMNLY PROMISE /
TO UPHOLD THE AIMS AND RESPONSIBILITIES
OF PHI BETA LAMBDA /
AND, AS AN ACTIVE MEMBER
OF THE _____ CHAPTER /
I SHALL STRIVE TO DEVELOP THE QUALITIES NECESSARY /
TO BECOME A LEADER IN BUSINESS /
AND IN THE COMMUNITY IN WHICH I LIVE.

"I now declare you members of the _____ Chapter of Phi Beta Lambda at _____.

Congratulations! You may extinguish your candles and be seated.

OFFICER INSTALLATION SERVICE (by Installing Official)

"In the organizational process for this year, you have duly elected leaders from among your ranks. Will the new officers of the _____ Chapter of Phi Beta Lambda at _____ please come forward as I announce each office and name.

(Give them directions in advance as to where to stand)

_____, Parliamentarian
_____, Historian
_____, Reporter
_____, Treasurer
_____, Secretary
_____, Vice President
_____, President

"You have been chosen from among Phi Beta Lambda members at _____ as officers for this year. You have been selected because your fellow members have faith in your ability and confidence that you will fulfill the duties of your office. I challenge you to accept the responsibility that has been given to you. The tallest, lighted candle symbolizes the chapter in its entirety with all its members working together."

(Several members of the installation team may conduct the officer installations. Each installer, if more than one, moves to podium and announces name and office. Candles for officers are arranged on table as follows:

Parliamentarian -- gray
Historian -- green
Reporter -- violet
Treasurer -- blue

Secretary -- yellow
Vice president -- orange
President -- red

Installer directs officer to pick up appropriate candle when he/she is called forward and also directs officer to light candle at the appropriate time. As each officer is installed, installer returns to previous position and officer moves to position as directed by installer--need to tell parliamentarian where to stand, others will follow suit.)

INSTALLATION OF PARLIAMENTARIAN

" _____, Parliamentarian.
(comes to podium)

You have been selected Parliamentarian for the _____ Chapter of Phi Beta Lambda at _____. As Parliamentarian, your job shall be to provide counsel for the orderly conduct of meetings and chapter business through the use of prescribed rules of parliamentary authority and the constitution of the chapter.

Do you accept this responsibility and promise to fulfill your duties to the best of your ability?
(parliamentarian answers "I do.")

I now declare you, in the name of the _____ Chapter of Phi Beta Lambda at _____, the Parliamentarian.
(parliamentarian lights candle)

This gray candle symbolizes the value of orderly conduct of the activities of the _____ chapter of Phi Beta Lambda.

INSTALLATION OF HISTORIAN

" _____, Historian.
(comes to podium)

You have been elected Historian/Reporter for the _____ Chapter of Phi Beta Lambda at _____. As Historian/Reporter, your job shall be to report meetings and other newsworthy activities of the chapter through the proper channels.

Do you accept this responsibility and promise to fulfill your duties to the best of your ability?
(Historian/Reporter answers "I do.")

I now declare you, in the name of the _____ Chapter of Phi Beta Lambda at _____, the Historian.

(Historian lights candle)

This green candle symbolizes the inspiration and enlightenment than can be brought by reporting the activities of the _____ chapter of Phi Beta Lambda.

INSTALLATION OF REPORTER

"_____, Reporter.

(comes to podium)

You have been elected Reporter for the _____ Chapter of Phi Beta Lambda at _____. As Reporter, your job shall be to report meetings and other newsworthy activities of the chapter through the proper channels.

Do you accept this responsibility and promise to fulfill your duties to the best of your ability?
(Reporter answers "I do.")

I now declare you, in the name of the _____ Chapter of Phi Beta Lambda at _____, the Reporter.

(Reporter lights candle)

This violet candle symbolizes the inspiration and enlightenment than can be brought by reporting the activities of the _____ chapter of Phi Beta Lambda.

INSTALLATION OF TREASURER

"_____, Treasurer.

(comes to podium)

You have been elected Treasurer for the _____ Chapter of Phi Beta Lambda at _____. In

electing you to this office, the members have shown their faith in your business ability and your honesty.

Do you promise to keep accurate records of all money received and disbursed and present orderly reports upon proper request?

(Treasurer answers "I do.")

I now declare you, in the name of the _____ Chapter of Phi Beta Lambda at _____, the Treasurer.

(Treasurer lights candle)

This blue candle symbolizes the trust and confidence which the members have in your ability to safeguard all funds.

INSTALLATION OF SECRETARY

" _____, Secretary.

(comes to podium)

You have been elected Secretary for the _____ Chapter of Phi Beta Lambda at _____.

Accepting this office obligates you to be present and keep a record of what takes place at every meeting.

Do you accept this responsibility and promise to fulfill your duties to the best of your ability?

(Secretary answers "I do.")

I now declare you, in the name of the _____ Chapter of Phi Beta Lambda at _____, the Secretary.

(Secretary lights candle)

This yellow candle symbolizes constancy in attendance and in keeping members informed of the chapter's progress.

INSTALLATION OF VICE PRESIDENT

" _____, Vice President.

(comes to podium)

You have been elected Vice President for the _____ Chapter of Phi Beta Lambda at _____.

Your duty will be to assume chapter leadership responsibilities in the absence of the president, acting in his/her stead. Will you strive to carry out the duties of this office?

(Vice President answers "I will.")

I now declare you, in the name of the _____ Chapter of Phi Beta Lambda at _____, the Vice President.

(Vice President lights candle)

This orange candle is the symbol of the harmony and faithfulness which should characterize your efforts in working with the president to carry out the ideals of this chapter.

INSTALLATION OF PRESIDENT

"_____, President.

(comes to podium)

The members of the _____ Chapter of Phi Beta Lambda at _____ have bestowed upon you the honor of being their President. Your major responsibility is to lead and encourage this chapter in all its activities. It is your duty to preside at all meetings and see that they are conducted in accordance with the constitution and correct principles of parliamentary practice.

Do you accept this responsibility and promise to fulfill your duties to the best of your ability?

(President answers "I do.")

I now declare you, in the name of the _____ Chapter of Phi Beta Lambda at _____, the President.

(President lights candle)

This red candle is the symbol of your duties and obligation to the chapter and its members.
(Installing official)

"You have heard the vows that these officers of your chapter have taken. In your presence, I now declare them officially installed as officers of the _____ Chapter of Phi Beta Lambda for the 20__ - 20__ year. Congratulations!!

PRESENTATION OF CHARTER (Installing Official)

"_____, President of the _____ Chapter at _____, will you please come forward to receive your chapter's official charter.

"By authority of FBLA-PBL, Inc., I am pleased to present you with the official charter for your chapter.

(Read the charter)

"By virtue of this charter, this chapter now becomes a part of the state and national associations. You now have the privilege and the responsibility of operating under the name Phi Beta Lambda and as a part of the Illinois state chapter and the national association. The responsibility of making the _____ chapter's success rests with its members, officers, and advisers."

(Charter presentation may be mocked if charter has not been received. Greek letter designation may be omitted throughout.)

ACCEPTANCE OF CHARTER (by chapter president)

"I, on behalf of the officers and members of the _____ Chapter of Phi Beta Lambda, accept the honor, privileges, and responsibilities entrusted to us, and together we shall endeavor at all times to carry out the purposes of Phi Beta Lambda."

(Installing Official makes closing remarks)

(Installing Official)

If you will, let us please close this Installation Service by all of us reminding ourselves of what it is that we believe as members of this association. Please join me in reading the Creed which is on the back of your program.

(Installing official turns podium over to the chapter president)

(Chapter president thanks installation team, etc.)

(President introduces speaker)

(Speaker)

(President provides closing remarks)