

BYLAWS
ILLINOIS STATE CHAPTER of PHI BETA LAMBDA
REVISED 2018

ARTICLE I – NAME

The name of this association shall be the Illinois State Chapter of Phi Beta Lambda, hereinafter referred to as Illinois PBL.

ARTICLE II – PURPOSE

Section 1. Illinois PBL is a subordinate organization of the Future Business Leaders of America-Phi Beta Lambda, Inc. As such it is dedicated to furthering the purposes of FBLA-PBL, Inc., within the state of Illinois.

Section 2. The purpose of PBL is to assist, as an integral part of the instructional program, in developing vocational competencies in the education of students for business, for the office, and for teacher education and to promote a sense of civic and personal responsibility.

Section 3. The specific goals of PBL are:

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 the American business enterprise system.
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. PBL membership shall consist of post-secondary students who are members of chartered chapters in Illinois or members of the virtual PBL chapter. Membership shall be open to all students enrolled in post-secondary schools, colleges, and universities.

Section 2. Membership classes identical to those classes established by FBLA-PBL, Inc., shall be established in Illinois PBL. These classes shall include active members and professional members. Voting and other rights accrued to each class shall be determined by FBLA-PBL, Inc.

ARTICLE IV – DUES AND FINANCE

Section 1. Upon receipt of dues by a local chapter, they must be forwarded immediately to the National Office.

Section 2. State dues must be postmarked by March 1 to compete at the State Leadership Conference.

Section 3. The state chapter dues will be determined by a majority vote of the delegates present at the State Leadership Conference.

Section 4. The fiscal year of Illinois PBL will be July 1 through June 30, corresponding and concurrent to FBLA-PBL, Inc.

Section 5. The budget shall be determined by the State Adviser and State President and submitted to the Executive Council and Board of Directors for approval.

Section 6. State competitive event winners will receive funding, equitable only to the extent that the treasury can bear, as determined by the Finance Manager and approved by the Board of Directors. There shall be no guarantee of funding.

Section 7. Illinois PBL, at its discretion, may apply to the Internal Revenue Service for a group tax exemption ruling on behalf of the local chapters within the state.

Section 8. Other restrictions shall be explicit as cited in the National Articles of Incorporation.

Section 9. Annual Dues shall be \$8.00.

ARTICLE V – ORGANIZATION

Section 1. Illinois PBL shall be an association of local chapters within Illinois and one Virtual Chapter, each operating in accordance with a charter granted by FBLA-PBL, Inc.

Section 2. The general administration of Illinois PBL shall be governed by a Board of Directors, of which this body shall act within the framework of these Bylaws and be subject to the ultimate authority of the Board of Directors of FBLA-PBL, Inc.

Section 3. There shall be a State Executive Council which shall perform duties as prescribed in these Bylaws.

Section 4. The State FBLA-PBL Chair shall be appointed by the National Office.

Section 5. It shall be the prerogative of the State FBLA-PBL Chair to appoint the Illinois PBL Adviser, pending majority approval of the Board of Directors.

Section 6. The State Adviser, with the consent of the Board of Directors, shall appoint a Finance Manager and Competitive Events Manager. The duties and terms of service shall be as follows:

- a. The Illinois PBL Competitive Events Manager shall coordinate all PBL registration for the State Leadership Conference. It shall be the duty of the Competitive Events Manager to coordinate all competitive events including scheduling, judges, scoring, and awards. The length of term shall be unlimited with authority of removal vested in the Board of Directors.
- b. The Illinois PBL Finance Manager shall support all financial aspects of Illinois PBL as it relates to funding, IRS filings, budgets, Illinois Coordinating Council for Career and Technical Student Organizations accounts, and the Illinois PBL Foundation account. The length of term shall be unlimited with authority of removal vested in the Board of Directors.

Section 7. Illinois PBL may establish Student Divisions corresponding to the Student Divisions of FBLA-PBL, Inc. The Student Divisions shall not adopt any purpose or policy nor engage in any activity inconsistent with the purposes of Illinois PBL or with any provisions of these Bylaws or the Bylaws of FBLA-PBL, Inc., all governing authority of FBLA-PBL, Inc., and the governing authority of Illinois PBL.

ARTICLE VI – OFFICERS AND ELECTIONS

Section 1. The elected state officers of Illinois PBL shall be President, Vice President of Programs, Vice President of Membership, and Vice President of Communications.

Section 2. State officers of Illinois PBL are elected at the annual State Leadership Conference and only active members are eligible to hold office.

Section 3. To be considered for a state office position in Illinois PBL, a candidate shall submit the Candidate Application Packet by the required deadline to the State Adviser. The application packet is developed by the State Adviser and approved by the Board of Directors.

Section 4. A candidate for a state office of Illinois PBL shall be from an active local chapter or from the Virtual Chapter.

Section 5. Only those applicants who are officially certified by the Elections Committee are eligible to become candidates for a state office.

Section 6. No more than two officers may be elected from the same local chapter.

Section 7. The candidates for state office must be present at the State Leadership Conference of Illinois PBL to be eligible for official nomination.

Section 8. State officers of PBL shall be elected for one year or until their successors are elected or appointed, and their terms of office shall begin at the close of the National Leadership Conference following their election.

Section 9. The order of offices shall be: 1) President, 2) Vice President of Programs, 3) Vice President of Membership, and 4) Vice President of Communications.

Section 10. An officer may be elected for two terms to his or her office. An officer who chooses to run for state office again and meets all the requirements provided in these bylaws is eligible to run for any office. The President may be elected to another state office after his or her term.

Section 11. Should any Vice President terminate his/her academic affiliation during his/her term of office or become incapable of performing his/her duties, the Executive Council may appoint another member to his/her office. Should the State President terminate his/her academic affiliation or become incapable of performing his/her duties before the end of his/her term, the Vice President of Programs shall assume these duties. The Executive Council may then appoint someone to assume the responsibilities of the Vice President of Programs. If the Vice President of Programs is unable to fulfill the presidential responsibilities, the Vice President of Membership shall fill that role. In filling all vacancies, a strong consideration should be given to the runner-up in elections.

Section 12. No distribution of printed and/or electronic campaign matter of any kind will be allowed

before the interviewing at the State Leadership Conference. Any violation will automatically cause the candidate to be withdrawn from the election.

Section 13. All candidates for office shall be interviewed by the committee described in Article VI, Section 5 (Elections Committee or “the committee”).

- a. The committee shall be composed of members of the Illinois Phi Beta Lambda Board of Directors and such representatives from local chapters as the Board shall define.
- b. The committee shall present to the membership or voting delegates an election “slate”, composed of recommended positions for each officer candidate as determined by the committee.
- c. The voting delegates shall vote to:
 - i. Approve the slate of candidates as is
 - ii. Vote to modify the recommended slate
 - iii. Vote no to all candidates in the slate
- d. Article VI, Section 12 of the bylaws (concerning oral campaigning) may be modified as necessary, as officer candidates are not campaigning for one specific position, but rather for a position on the officer team.
- e. Should a position be unfilled in elections, the Board of Directors shall determine how the vacant position may be filled.
- f. All other components of Article VI, governing officer conduct, candidacy rules, positions, and order of succession, shall remain enforced.

Section 14. State officers elected or appointed at the State Leadership Conference must pay their dues to the National Office before October 20 of that year. Officers appointed after must pay their dues within two weeks of their appointment.

ARTICLE VII – DUTIES OF PBL STATE OFFICERS AND CHAIRMAN

Section 1. The officers of this organization with prescribed duties shall be, in order of importance: President, Vice President of Programs, Vice President of Membership, and Vice President of Communications.

Section 2: The President shall preside at State Executive Council Meetings and coordinate the duties of all state officers. The President shall maintain communication with the State Adviser and State Chair, while also serving on the Board of Directors. It shall be the duty of the President to make those preparations deemed necessary for the state events hosted by Illinois Phi Beta Lambda. As a representative, the President shall attend national FBLA-PBL conferences, and events of other professional organizations, as necessitated.

Section 3. The Vice President of Programs shall fulfill the role of President in the absence of the President. It shall be the responsibility of the Vice President of Programs to coordinate a state community service project, and promote participation in national programs. As deemed necessary, the Vice President of Programs shall assist in hosting Illinois PBL events, and serve as a representative to

national FBLA-PBL conferences, and events of other professional organizations, as necessitated.

Section 4. The Vice President of Membership shall fulfill the role of President in the absence of the President and Vice President of Programs. It shall be the duty of the Vice President of Membership to maintain a state directory, recruit new PBL chapters and Professional Division members, and serve as a liaison to the other divisions of FBLA-PBL. The Vice President of Membership shall make an effort to secure new sponsorships for Illinois PBL. The Vice President of Membership shall serve as a representative to all Illinois PBL events and to national conferences of FBLA-PBL.

Section 5. The Vice President of Communications shall publish Illinois State communications via appropriate outlets, and compose state chapter news releases. It shall be the duty of the Vice President of Communications to complete minutes of all Executive Council meetings. The Vice President of Communications shall inform the Illinois PBL membership, its alumni, partners, and other friends of the association through an accurate state website, e-mail blasts, and appropriate use of social media. The Vice President of Communications shall serve as a representative to all events of Illinois PBL, and to national FBLA-PBL conferences.

Section 6. The State Adviser of Illinois PBL shall coordinate all activities of Illinois PBL and act as liaison between the State Chapter, the state FBLA-PBL Chair, and the National Office of FBLA-PBL, Inc.

ARTICLE IX – STATE EXECUTIVE COUNCIL AND BOARD OF DIRECTORS

Section 1. The State Executive Council of Illinois PBL shall be composed of the President, Vice President of Programs, Vice President of Membership and the Vice President of Communications.

Section 2. The Executive Council shall meet upon the call of the State President and approval of the PBL State Adviser for the purpose of planning and carrying out the activities which promote the welfare of PBL, properly presenting the image of PBL, and effectively representing PBL as occasions arise.

Section 3. The Board of Directors shall include the FBLA-PBL State Chair, PBL State Adviser, a Director of Leadership Programs, Director of Marketing, Director of Recruitment, a Local Chapter Adviser Representative, no more than three (3) Members-At-Large, and the current PBL State President.

Section 4. Illinois PBL members currently serving as National PBL officers shall automatically be members of the Board of Directors.

Section 5. The Director of Leadership Programs, Director of Recruitment, Director of Marketing, Local Chapter Adviser Representative, and Members-At-Large shall submit an application to the PBL State Adviser no later than one (1) month prior to appointment. The immediately aforementioned Directors shall be appointed on a rotating basis. The PBL State Adviser shall make recommendations of new Directors to the sitting Board of Directors, who shall provide or withhold their consent.

Section 6. Service specifications, including terms of service, for Board of Directors members is as follows:

- a. The Director of Leadership Programs will lead and oversee workshops, seminars, and assist with aspects of planning for the State Leadership Conference as well as promote national

programs. The length of term shall be three (3) years, not to exceed two (2) consecutive terms.

- b. The Director of Recruitment will secure future funding and sponsorships for Illinois PBL, maintain sponsor relationships, and liaise with FBLA to ensure future growth and opportunities. The length of term shall be three (3) years, not to exceed two (2) consecutive terms.
- c. The Director of Marketing will support communication aspects of Illinois PBL as it relates to: news releases, website and social media management, media management, and March of Dimes fundraising. The length of term shall be three (3) years, not to exceed two (2) consecutive terms.
- d. The Local Chapter Adviser Representative will represent all local chapters at the state level for the Illinois PBL Board of Directors. The length of term shall be two (2) years, not to exceed two (2) consecutive terms.
- e. Members-At-Large shall serve in varied capacities on the Board of Directors. The length of term shall be one (1) year, not to exceed two (2) consecutive terms.

Section 7. The membership of the Board of Directors shall be announced at the Illinois State Leadership Conference.

Section 8. If the PBL State Adviser is unable to serve, the adviser serving as director with the most experience shall serve. The same shall apply if the PBL State Adviser should step down for any reason.

Section 9. The Board of Directors shall meet at least twice a year to review the general conditions of Illinois PBL. The Board shall meet upon the recommendation of its Chair.

Section 10. The Board of Directors, in conjunction with the PBL Executive Council, shall be in charge of the general administration of Illinois PBL.

Section 11. In the event the State Adviser cannot carry out his or her duties, a member of the Board of Directors shall fill the role of State Adviser. The order of succession shall be as follows: (1) Director of Leadership Programs, (2) Director of Recruitment, (3) Director of Marketing, (4) Local Chapter Adviser Representative.

ARTICLE VIII – STATE LEADERSHIP CONFERENCE

Section 1. A State Leadership Conference shall be held each year. Dates and locations will be recommended by the State Adviser and approved by the Board of Directors.

Section 2. Each affiliated chapter shall be entitled to 5 voting delegates. In addition, a chapter may send one voting delegate for each 25 members or fraction thereof beyond the initial 25 members. Delegates

must be present in person to cast votes.

Section 3. All voting delegates of a local chapter shall be officially certified by their respective advisers to the conference coordinator at registration on the first day of the conference. Alternates must also be certified before taking the place of any voting delegates.

Section 4. All bills or outstanding debts concerning the state chapter must be paid in full no later than fifteen (15) days prior to the state conference. Failure to comply will result in that chapter's ineligibility to participate in competitive events, have voting delegates, or have candidates for office.

Section 5. A competitive event participant must register for an event and meet the deadline set by the conference coordinator.

Section 6. A competitive event participant must be an active member of a local chapter of Illinois or the Virtual Chapter.

Section 7. A member may participate in one or more individual events and/or team events subject to the time constraints of the State Leadership Conference competitive events schedule.

Section 8. Competitive event rules will be established by the Competitive Events Manager.

Section 9. If a first and second place winner in an individual event cannot attend the National Leadership Conference, the third-place winner may substitute. The Board may appoint a substitute to participate in the event if none of the above winners can attend.

Section 10. The quorum for all business meetings of the State Leadership Conference shall be a majority of the registered voting delegates.

ARTICLE X – COMMITTEES

Section 1. Advisory committees to assist in growth and development of PBL may be appointed as deemed necessary by the State President pending approval by the Board of Directors. Committee members shall not serve a tenure to exceed that of the State President's term. Recommendations of persons for such appointments shall be requested of local chapters.

Section 2. Local chapters may select advisory committees to assist the growth and development of their respective chapters.

Section 3. The Election Committee may consist of the PBL State Adviser and board members, the Illinois PBL State Officers, state ambassadors, and businesspersons. The Election committee shall, after consideration of a candidate's credentials for office of PBL, officially approve a candidate for office. No candidate is eligible to be officially nominated unless approved by this committee.

ARTICLE XI – EMBLEMS AND COLORS

Section 1. 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 FBLA-PBL, Inc., Board of Directors.

Section 2. Emblems and insignia shall be uniform in all local chapters and within special-emphasis groups; they shall be those of PBL. Only members in good standing may use official emblems and insignia.

Section 3. The official colors of PBL shall be blue and gold.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Newly Revised shall govern Illinois PBL in all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA-PBL, Inc., these Bylaws, or any special rules or order that Illinois PBL may adopt.

ARTICLE XIII – AMENDMENTS

Section 1. Proposed amendments to these Bylaws shall be submitted in writing to the State Adviser no later than January 31 by local chapters or by a state officer. Proposed amendments shall be revised and/or approved by the Board of Directors before they can be submitted to the voting delegates. The State Executive Council shall present approved proposed amendments with recommendations from the Board of Directors 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. The State Adviser and the Board of Directors with a majority vote shall be authorized to revise these bylaws to correct punctuation, grammar, cross-references, article and section designations, and to make such other technical changes as may be necessary, where these changes shall be minor in detail and shall not alter the meaning or intent of the bylaws. Notice of changes made under this authority shall be communicated in writing to the State Executive Council and to the Board of Directors within 30 days.

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