

Chapter Management Handbook 2013-2014

Preface

No longer is classroom instruction enough for the development of strong, assertive leadership today in preparation for an active leadership role tomorrow. Through Phi Beta Lambda (PBL), members learn how to lead and participate in group discussions, preside at meetings and conferences, work effectively within committees, and engage in practical problem solving and decision making. Members learn the value of competition on local, district, state, and national levels by experiencing the responsibility of success as well as the challenge of defeat.

Through contact with teachers, advisers, employers, and interested businesspeople, FBLA members gain confidence in themselves and in their abilities. At the same time, they learn that to develop these abilities to the fullest is a personal responsibility as well as an organizational goal.



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General Information

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GENERAL INFORMATION

Future Business Leaders of America-Phi Beta Lambda, Inc. is a nonprofit organization composed of three divisions--FBLA at the high school level, Phi Beta Lambda at the postsecondary level, and the professional for all persons associated with or participating in the professional development of FBLA-PBL, Incorporated. Most local chapters are under the supervision of a state chapter, and all work within the framework of the national organization. Members of the business faculty serve as advisers to local chapters and are assisted by advisory committees composed of school officials, prominent businesspersons, and representatives from the community.

Phi Beta Lambda is a national organization for postsecondary students who are enrolled in business careers or in business education programs to develop career and technical competencies. Phi Beta Lambda is composed of active, professional, honorary life, and national honorary life members, and is the postsecondary division of FBLA-PBL, Inc. All chapters and the Phi Beta Lambda national organization are guided in their plans and activities by advisory committees--business instructors, professional members, school administrators, and/or business and professional men and women.

The purpose of Phi Beta Lambda (PBL) is to provide opportunities for postsecondary and college students to develop career and technical competencies for business careers and business teacher education. PBL is an integral part of the instructional program and, in addition, promotes a sense of civic and personal responsibilities.

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 MISSION

Our mission is to bring business and education together in a positive working relationship through innovative leadership and career development.

FBLA-PBL GOALS

- Develop competent, aggressive business leadership.
- Strengthen the confidence of students in themselves and in 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 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.

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 the people around the world. I agree to do my utmost to bring about better 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.

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 effectively and to think clearly. I promise to use my abilities to make the world a better place for everyone.

FBLA-PBL 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 school.

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 school.

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

CAN YOU MEET THE CHALLENGE OF PBL?

Phi Beta Lambda makes the difference between being a business student and becoming a dynamic business leader.

Personal development is one of the basic concepts of PBL through involvement of the individual on the local, state, and national level. You, as a member of PBL, will be provided the opportunities to develop strong, aggressive leadership; to participate in community and service activities; to establish a working relationship with business leaders; to employ the theory learned in the classroom by practical application; and to learn the importance of fulfilling responsibilities of a leader.

Self-confidence and decision making are key factors as you plan to take your place in business or business education as an employee, employer, or teacher. Phi Beta Lambda, as a professional career and technical organization, offers you a variety of activities designed toward development of personal and professional success. Associating with students from every field of business may broaden your knowledge of the free enterprise system and provides an opportunity for social interaction with your peers.

HISTORY

During 1937-38, Hamden L. Forkner of Teachers College, Columbia University, New York City, proposed to various business teachers attending meetings of their respective state and regional associations that a plan of organization be set up for the thousands of business clubs in high schools and colleges throughout the country. Official sponsorship of the proposed organization for business students was accepted by the National Council for Business Education at its fall meeting in 1940. The sponsoring organization immediately appointed committees to formulate the general plans of the organization. The name FUTURE BUSINESS LEADERS OF AMERICA was selected, and provisions were made for the establishment of local chapters and state chapters and the national organization.

Throughout 1941-42, meetings were held with business teachers, administrators, and businesspersons in many communities to secure the best ideas for successful organization and operation of FBLA chapters. Although the United States was soon engaged in World War II, it was decided to establish a number of "pilot" or experimental chapters. The first local chapter was organized in Johnson City, Tennessee, on February 3, 1942, and the second local chapter at St. Albans, West Virginia, on February 5 of the same year. Of the 41 chapters organized in 1942, 27 were in Tennessee, largely because of the work and enthusiasm of Wayne Hodges, a graduate student at the University of Tennessee, Knoxville.

The first state chapter to receive a charter was Iowa during the 1946-47 school year. It was quickly followed by Indiana and Ohio. By 1950, 10 states had received charters. As mobilization increased during World War II, further promotion of FBLA chapters was discontinued. Even so, 38 additional chapters were organized upon student demand between January 1, 1943, and July 1, 1946. Activities of the chapters during the war years included, for the most part, sponsorship of and participation in war service activities and community work. The National Council for Business Education and the Department of Business Education of the National Education Association merged to form the United Business Education Association (UBEA) in July, 1946. The UBEA, known as the National Business Education Association since 1962, assumed the sponsorship and established a headquarters office at the National Education Business Association Center in Reston, Virginia, near Washington, D.C.

In 1958, a separate postsecondary division of FBLA, PHI BETA LAMBDA, was established. The first postsecondary institution to receive a Phi Beta Lambda charter was State College of Iowa, now called the University of Northern Iowa, on February 10, 1942. After years of steady growth and development in both the secondary and postsecondary divisions, FBLA-PBL chose independent status in 1969 and with an independent board of directors and full-time staff, became Future Business Leaders of America-Phi Beta Lambda, Incorporated. The organization's national office is located in Reston, Virginia, near Washington, D.C.

In December of 1978, a new division called ALUMNI/PROFESSIONAL DIVISIONS of FBLA-PBL was formed. In July, 1989, the Board of Directors of FBLA-PBL, Inc., approved the PROFESSIONAL DIVISION of FBLA-PBL. This move combined the existing Alumni and Professional Divisions. Membership in this division is open to all individuals interested in promoting FBLA-PBL goals. Members may include employers, educators, parents, businessmen and businesswomen, FBLA-PBL alumni, program supporters, or any person who wishes to contribute to the growth and development of the Association and the membership. Chapter advisers are encouraged to show their support of the organization and join the Professional Division.

Since its founding, the organization has made steady progress in the number of chapters organized, in its program of service, and in its total membership. At the end of the 1992-93 school year, total membership in FBLA-PBL has reached 253,638 members including students, advisers and professional members.

COLORADO

The Colorado Chapter of Future Business Leaders of America was first organized in 1962 by John Binnion. The organization was created as a result of increasing interest in business education on the part of the high school students throughout the state and on the interest expressed by the business, teachers, and community leaders. Through FBLA, all three sought to emphasize the importance of business and the role it plays in the lives of all people.

All career and technical business education programs in the State of Colorado must provide an opportunity for their students to participate in a student leadership organization. This organization is the Future Business Leaders of America (FBLA). Its primary purpose is to develop leadership characteristics in each student for his/her career, home, and community.

The Colorado State Chapter of Phi Beta Lambda (PBL) was chartered in 1967 under the direction of the first State Chairperson/Adviser of FBLA-PBL, Mr. Wally Clark, former State Supervisor of Business and Office Education with the State Board for Community Colleges and Occupational Education. Dr. John E. Binnion, Chairperson of the University of Denver Business Department, had the first chapter chartered in Colorado in 1963. However, in 1958 Adams State had chartered a postsecondary FBLA chapter. During the 1973-74 school year, Colorado Phi Beta Lambda experienced tremendous growth. Seven chapters were chartered, bringing the state total to fourteen active chapters with a total of 291 business students involved in Phi Beta Lambda activities during the year. Colorado Phi Beta Lambda currently has 8 chapters with a total of 177 members.

NATIONAL STRUCTURE

Information regarding the National Structure can be found in the National Chapter Management Handbook, or on the National Website, www.fbla-pbl.org.

STATE STRUCTURE

The Colorado State Chapter is comprised of active chartered local PBL chapters with Colorado and is governed by the Colorado State Constitution and Bylaws.

CAREER AND TECHNICAL EDUCATION

Career and Technical education is training that equips the recipients with entry skills, retrains them for changing employment, or updates them with current technological skills.

Program standards:

- Career and Technical education programs are an important component of the total educational system.
- Career and Technical education programs should duplicate or simulate actual work environments.
- Career and Technical education programs must be taught by individuals who have work experience in the occupation.
- Career and Technical education programs are to be operated under the guidance of advisory committees.
- Career and Technical education should be available to all who need it, want it, and can profit by it.

COMPETENCIES

The State Board for Community Colleges and Occupational Education/Colorado Community College System believes that student organizations are an integral part of career and technical education programs.

The value of career and technical supportive education is broader than teaching students an occupation.

Students need to learn not only how to earn a living, but how to live a satisfying and meaningful life. They need to develop social skills and positive attitudes as well as stable and productive values if they are to be successful as employees and as citizens of their communities.

For career and technical supportive education, teaching is more than the act of instruction. It cannot be reduced to something a teacher does in the classroom or laboratory--a technique or a procedure because it involves the teacher's total influence on students' lives. Career and Technical supportive education has a responsibility to provide students with the kind of experiences they need to develop an identity. Therefore, teaching is the kind of example which a career and technical teacher sets by work and action. Interests, attitudes, appreciations, ideals, biases, habits, life style, and much more have an important effect on the personal development of the student.

Student career and technical organizations exist to provide students with the kind of experience they need to develop their full potential for living a satisfying life as well as experiences that develop leadership and planning abilities, moral character, and mutual understanding. Although their stated objectives may be different, the overriding purpose and goals of career and technical student organizations are quite similar as a **co-curricular** activity. Leadership skills are defined as competencies in leadership, citizenship, organization, initiative and personal development responsibility, which are integrated into the career and technical education program. Common elements of leadership competencies include:

- Business and Industry Partnerships
- Community Service
- Decision Making Skills
- Leadership Skills
- Job Search Skills
- Parliamentary Procedure
- Public Speaking
- Team Building
- Critical Thinking Skills

Suggested examples of activities which demonstrate leadership competencies include:

Attend civic, professional or trade meetings

- Elect chapter/club officers
- Emphasize professional dress and grooming
- Establish committees
- Interview and work with business and industry leaders Participate in team and individual competitions
- Participate in mock job interviews
- Plan and conduct field trips
- Prepare a newsletter
- Prepare a talk for a community group
- Prepare an extemporaneous and prepared speech
- Review professional goals and beliefs
- Demonstrate parliamentary procedure skills
- Foster leadership and social skills through participation in school and social activities

COLORADO CAREER AND TECHNICAL STUDENT ORGANIZATIONS

The activities of career and technical student organizations are a required part of all secondary career and technical education programs. Student activities are also an important part of many postsecondary programs. The recognized career and technical student organizations are:

FBLA--Future Business Leaders of America	FCCLA - Family, Career and Community Leaders of America
Colorado DECA – An Association of Marketing Students	HOSA - Future Health Professionals
Colorado FFA – An Association for Agricultural Students	TSA – an Association of Technology Students
	SkillsUSA—An Association for Technical and Industrial Students

Postsecondary

Postsecondary level students in Health Occupations Education, Marketing Education and in Trade and Industrial Education participate in student activities through the organizations of Health Occupations Students of America (HOSA), Delta Epsilon Chi (DEC) and SkillsUSA. The postsecondary organization for business students is **Phi Beta Lambda (PBL)**, which is open not only to postsecondary career and technical students but to other students who enroll in postsecondary courses in general business, business administration, or business-related courses.

Adult

Colorado has one career and technical student organization at the adult level--the Colorado Young Farmers Educational Association (CYFEA). This activity is for all students of the Young Farmer Program, a comprehensive program offered by many high schools and two-year colleges to assist young adults in becoming established in farming, in agriculture-related occupations, and in community life.

STATE CHAIRPERSON-ADVISER

The FBLA-PBL State Chairperson-Adviser is appointed by the Community Colleges of Colorado. The State Chairperson-Adviser's responsibilities, which may in some cases be delegated to other members of the Colorado Board of Directors, include the following:

- Serve as liaison between the National Office and the State Board of Directors.
- Represent the State Board of Directors to the national association.
- Bring matters relative to the operation of the State Chapter to the president/chief executive office and the National Board of Directors.
- Prepare and submit informational reports to the National Office relative to internal revenue service affairs.
- Submit State Chapter reports to the National Office, including budgeting and financial reports, membership projects, and activities.
- Appoint the Colorado PBL State Officer Team Adviser in accordance with Colorado PBL guidelines.
- Coordinate the activities of the Colorado PBL Board of Directors, Fall Leadership Conference, State Leadership Conference, and National Leadership Conference. The adviser serves as a liaison between the local and state levels.
- Promote the PBL organization throughout the state.
- Coordinate PBL activities with the activities of other Career and Technical Student Organizations.
- Encourage teacher training through workshops, in-services, and leadership training seminars.
- Organize and administrate funds and facilities for workshops, training sessions, and production of handbooks and promotional materials.
- Coordinate and supervise the activities of the state officers.
- Serve as the liaison between the Board of Directors and the State Executive Board.

STATE BOARD OF DIRECTORS

The Colorado PBL Board of Directors guides and directs the activities of Colorado PBL. It is composed of the State Chairperson/Adviser, four elected local advisers, the State Officer Team Adviser, and the Colorado PBL State President. The local advisers shall be nominated annually at the State Leadership Conference and serve three (3) year terms. Election shall be through a mail ballot. Each local chapter shall have one vote cast by the adviser with consensus of the chapter members to elect the advisers to serve on this board.

- The board shall serve as the policy-making and long-range planning body for the State chapter and shall be subject to the State bylaws and the State constitution, and the Board of Directors of FBLA-PBL, Inc.
- A majority of the active directors must be present at any board meeting in order to effect policy decisions of the state chapter.
- Each member shall have one vote on the board.
- The State Chairman/Adviser is an ex officio nonvoting member of the Board of Directors.
- Board of Directors meetings can be called by the State Chairman/Adviser, State President, or by consensus

STATE OFFICER TEAM ADVISER

The State Officer Team Adviser will be selected by the State Chairperson/Adviser for a three-year appointment. General duties of the State Officer Team Adviser include:

- Provide communication between the state CTSO staff of career and technical education, the operating advisory committees, state CTSO officers, the career and technical education instructors and CTSO members in Colorado.
- Assist in the planning, conducting, coordinating and evaluating of leadership training activities of the Colorado career and technical student organization.
- Review and recommend changes in all state career and technical student leadership training activities and competitive events.

STATE EXECUTIVE COUNCIL

Members of the State Executive Council establish goals for Colorado PBL, implement state projects to achieve those goals, and present workshops at various conferences. They act as ambassadors to present a positive image of the organization. The Council is composed of the officers of the Colorado chapter of Phi Beta Lambda, the State Chairman/Adviser, and the State Officer Team Adviser. The State Chairperson/Adviser and the State Officer Team Adviser are ex officio non-voting members.

COLORADO PROFESSIONAL DIVISION STATE STRUCTURE

The Professional Division in Colorado will follow the same guidelines as set forth by the national structure.

STATE OFFICE SERVICES

- Starter Packets. Handbooks and materials useful in starting a new chapter are sent upon request to schools interested in PBL.
- Installation/Reactivation. Those wishing to organize local PBL chapters receive guidance in the installation of new and reactivated chapters.
- Idea Exchange. Ideas that can be used by local chapters are shared.
- Technical Assistance. The state chapter helps organize fall and state leadership conferences.
- Material Requests. Requests are quickly filled and inquiries answered.

STATE RESOURCES

- **Colorado Local Chapter Adviser's Operations Manual.** This is the official guide for Colorado PBL.
- **Colorado Awards Program.** This document contains the official regulations and guidelines for all the competitive events offered at the state level.
- **State Officer Candidate Guide.** All candidates considering running for a state office should request this guide. It contains duties and responsibilities for each office along with election guidelines and an application for office.
- **State Officer Team Adviser Handbook.** This is the official guide for the PBL State Officer Team Adviser.
- **Advisory Board Handbook.** This handbook provides information on organizing and utilizing a local chapter advisory board
- **A Guide to Parliamentary Procedure** provides a guide to parliamentary practices for Career and Technical Student Organizations.
- **Brochures and Videos.** Promotional material is available which introduces and provides a general overview of PBL.

STATE PUBLICATIONS

- **The Leader** is a statewide newspaper published by the State Reporter and provided to all local chapters.
- **Adviser Hotline and Updates.** Periodic informational memos are sent to advisers to keep them informed and up to date.
- **Colorado Website:** An extensive web source for members and advisers. The website is updated twice a month and contains invaluable resources and opportunities. The state FBLA-PBL website address is www.fbla-pbl.cccs.edu.

STATE STAFF

State Adviser	Jacqui Geiselman	303-595-1583	jacqui.geiselman@cccs.edu
Program Director	Laurie Urich	720-858-2746	laurie.urich@cccs.edu
Administrative Assistant	Linda Bigley	303-595-1617	linda.bigley@cccs.edu
Website Manager	Victoria Ekelund	303-595-1613	victoria.ekelund@cccs.edu

State Accounting Firm – All payments go to:

The Business Manager, LLC
Colorado FBLA
8101 East Prentice Avenue
Suite 100
Greenwood Village, CO 80111-2928

COLORADO PBL CHAPTERS

Visit the Colorado PBL website, www.fbla-pbl.cccs.edu, for a listing of active Colorado PBL Chapters.

LOCAL CHAPTER STRUCTURE

Local chapters consist of men and women who are enrolled in business education programs at the postsecondary level. Each chapter is organized and officially chartered in accordance with the principles of FBLA-PBL, Inc. The chapter must be affiliated with the state and national organizations.

Adviser - One or more teachers in the business education department must serve as chapter adviser. The success or value of a chapter depends on many factors, but the most important influence is the leadership of the chapter adviser.

Executive Board - Each local chapter elects an executive board which may consist of the following officers: President, vice president, secretary, treasurer, reporter, historian, and parliamentarian. The main function of the board is to guide the chapter and organize a program of work.

WHY HAVE A CHAPTER?

Students today want a voice in their education and an opportunity for self-expression. PBL provides such an opportunity.

Chapter activities can be of value to all business students and to all students interested in business careers. Participation in civic projects, sales projects, social awareness projects, and career development 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 school and beyond. PBL activities provide learning situations which can improve knowledge, increase skills, and shape attitudes that will advance the student's business career.

PBL IS AN INTEGRAL PART OF A BUSINESS CURRICULUM

The PBL program of activities can complement, supplement, enrich and strengthen the instructional business program. Success in any field depends upon attitudes which can be developed through an educationally oriented, student-centered program. PBL provides a method for the enrichment of the instructional program through events and activities planned by students under the guidance and direction of the adviser. Curriculum materials are available through the national office.

FINANCIAL STRUCTURE

Phi Beta Lambda, Inc., like many other student organizations that are an integral part of the school's career and technical training program, is financed primarily through individual memberships in local chapters. Members' dues are paid through the local chapter. Some chapters, acting as a unit for the members, pay the dues from funds derived from income-producing chapter projects. The income from national membership dues is used exclusively by the national association for services provided to local and state chapters.

Colorado state chapter operations are financed through the payment of state dues by members. Local activities are financed through the payment of chapter dues. Memberships at the local, state, and national levels are unified and are not available separately. The basic philosophy of FBLA-PBL has always been that members and chapters engage in fundraising projects to make possible various chapter activities and programs.

STATE DUES

Initial state dues are payable to the National PBL by October 20th. Second semester dues are payable by March 1 of the current school year. National dues should also be sent directly to the national office. Membership cards are sent after membership dues are received at the national office.

- National PBL - \$10.00
- State PBL - \$10.00 (includes liability insurance)
- Professional Division - \$23.00 (recommended for local advisers)



Chapter Information

CHAPTER INFORMATION

BENEFITS OF A CHAPTER

Benefits to Students

Students today want a voice in their education and seek opportunities for self-expression. The FBLA-PBL program provides members with the training to learn valuable personal and career and technical skills as well as the forum in which to develop and build upon their leadership potential.

Chapter activities can be of value to all business students and to all students interested in business-related careers. Participation in civic, sales, social awareness, and career development projects, as well as personal experiences related to business and the profession, can stimulate interest and the self-motivation and confidence necessary for students to succeed in both school and beyond. PBL activities provide learning situations which can improve knowledge, increase skills, and shape attitudes that will advance the student's business career.

Benefits to Teacher and Department

The FBLA-PBL program of activities can complement, supplement, expand, and strengthen the instructional program of business education. Success in any field of study depends upon "attitudes" which can be developed through an educationally oriented, student-centered program. The FBLA-PBL program provides a method for the enrichment of the business instructional program through competitive events and activities planned by students under the guidance and direction of the adviser.

The FBLA-PBL program provides a natural avenue for a teacher to recognize individual and group achievement. In addition to a sense of accomplishment, the business teacher will find that the teaching load becomes lighter because the student members are the "doers" with the teacher serving as the "adviser" in a counseling and guidance role. An active chapter, properly utilized, can bring community, state, and national recognition to members, their adviser, and their school.

The FBLA-PBL program can help the business teacher to:

- complement classroom and/or employment instruction
- encourage student responsibility
- develop student leadership
- develop and strengthen a close student-teacher rapport
- instill proper attitudes and social responsibility

Advisers Role

The success of a PBL chapter hinges on many factors, but the most important one of all is the leadership role of the chapter adviser. Being a chapter adviser is not a responsibility to be taken lightly; on the other hand, it is not to be feared nor dreaded. It is to be understood, worked at, and enjoyed. An adviser should be a good planner, organizer and a capable leader and must display integrity, perseverance, and initiative in professional and daily activities.

Realizing the importance of the teacher's role, PBL provides the opportunity to do the complete teaching and to not only teach skills but also to enhance the students' personal development. One way to best implement PBL is to bring it into the classroom with some meetings and projects planned and organized as part of the instructional program.

Making the business curriculum come alive with the excitement of practical experience, friendly competition, and active participation in projects and activities which contribute to individual growth and instill a sense of civic responsibility is every dedicated teacher's dream. Getting involved in the FBLA-PBL program can help to make it happen.

Responsibilities of the chapter adviser include the following:

- Understand the significance of PBL in achieving the goals of career and technical education.
- Develop, refine, and evaluate materials, methods, and techniques used by local, state and national organizations.
- Be adaptive, innovative, and creative in the management of the chapter.
- Seek support groups that can facilitate PBL and career and technical activities.
- Actively promote career and technical education and PBL in the community.
- Provide a learning environment that will complement and reinforce rather than compete with or duplicate career and technical classroom training.
- Work cooperatively with students and academic teachers in developing skilled responsible leaders.
- Permit students to learn from the responsibility of success and the challenge of defeat.
- Facilitate the development of a meaningful program of work that will guide the chapter for the year.
- Help chapter leaders administer the program of work.
- Remain current with all related organizational policies, documents, publications, procedures, etc.
- Assist with the fiscal management of the chapter.
- Review the career and technical curriculum and determine how best to fully integrate PBL activities into the classroom.
- Encourage members to elect an officer team that is able and willing to provide leadership for the chapter.
- Assist in the development of an effective officer team.
- Encourage all members to take full advantage of the benefits of membership.
- Promote participation in local, state and national competition.
- Help members plan, organize, and conduct fundraising projects to finance chapter activities not supported by school funds.

How to Start a Chapter

- Contact the FBLA-PBL National Office and request a starter packet.
- Contact the State PBL Office and you will be instructed on how to receive the following information:
 - Colorado Local Chapter Adviser's Operations Manual
 - Colorado Awards Program
 - Brochures
 - Officer Resource Guides
 - Names of the Board of Directors, State Officers and Advisers
- Meet with the other teachers in your department and the administration to obtain their support and/or approval to start the chapter. Determine if there are any requirements within the school system that need to be met before starting your chapter.
- Publicize the fact that a PBL chapter will be started for business students at your school.
- Visit each business class and let the students know what PBL is and why they should consider joining the chapter.
- Invite representatives of another PBL chapter to come to your school to talk to your students and sell the idea of PBL. Publicize this visitation to all your business students and make it possible for all of them to attend the presentation.
- Plan and publicize the first meeting of your chapter. Inform the students of the steps involved in chartering or reactivating a PBL chapter and involve them by creating a task force of students who are interested in working on the initial organizational planning.
- Meet with the task force and determine the program of work for the year, develop a constitution/bylaws, and establish the amount for local dues (if desired).
- Help the task force plan and publicize the second meeting of your chapter. Have the task force report to the group their suggestions for the program of work, the constitution/bylaws, and the amount of local dues. Obtain the students' support of the work done by the task force.

- Publicize the establishment of your PBL chapter--collect local, state, and national dues from interested students. Publicize and plan your third meeting. Have the membership elect their officers and appoint standing committees.
- Begin your program of work.
- Maintain close contact with the State Adviser.

Developing a Program of Work

One of the main responsibilities of the officer team and the chapter adviser is to establish and implement a year-long program of activities and events that will foster chapter growth and membership. This program of activities is often referred to as a "program of work" since it sets goals for the organization and facilitates the evaluation of progress made in the achievement of the established goals. The program of work is initiated by the chapter president; but it is developed with the input of the other chapter officers, chapter adviser, and chapter members.

The program of work should span a frame of time from the beginning of one school year to the beginning of the next. In this way a continuous, ongoing program of work will have been established and coordinated from one year to the next. The program of work should include specific goals, ways and means of achieving them, and adequate provision for evaluation of the program.

With early planning the individuals and committees which are responsible for or have been delegated certain aspects or phases of a project have the opportunity to carry out their responsibility to the best of their ability without the pressure which occurs with unnecessary time constraints.

A well-planned program of activities must be balanced between the needs of the individual members, the organization as a whole, and the needs of the community and school. The completed chapter activity program should reflect the input of the majority of the members. To develop such a program requires time, sincere effort, and guidance from the chapter adviser.

When selecting projects, keep in mind that projects should aid in the development and implementation of one of the nine FBLA-PBL goals. The project can be carried out as part of a class activity or as an out-of-class project. Many chapters find it valuable to have one or two continuous projects such as a word processing service or a student store.

Annual Activities

It is suggested that each chapter's program of work for the year include the following activities:

- Prepare students for business careers
- Serve the school and community
- Conduct a public relations program
- Prepare officers and members to be leaders
- Recruit members and new chapters
- Conduct social events
- Conduct fundraising projects
- Attend and participate in the following conferences:
 - Fall Conference
 - National Fall Leadership Conference
 - State Leadership Conference
 - National Leadership Conference

Monthly Activities

It is suggested that each chapter should do the following activities on a monthly basis.

- Hold two executive board meetings
- Hold two regular business meetings
- Publicize all PBL activities

Suggested Program of Work

September

- Elect officers and appoint committees for the school year
- Prepare a Program of Work
- Conduct leadership training for officers
- Collect local, state, and national dues
- Make plans for chapter officers to attend the Colorado Fall Leadership Conference
- Conduct a social event

October

- Collect initial dues and submit to the appropriate people by the stated deadlines.
- Conduct an official installation ceremony for new officers and an induction ceremony for new members
- Attend the Colorado Fall Leadership Conference
- Recruit a new chapter or reactivate an inactive chapter
- Make plans to attend the National Fall Leadership Conference

November

- Conduct a fundraising project
- Plan service project
- Send news articles and photos to state and national offices for publication
- Attend the National Fall Leadership Conference
- Conduct an American Free Enterprise activity
- Conduct an activity to prepare members for a business career

December

- Conduct a second membership drive
- Formulate plans for Career and Technical Education/FBLA-PBL Week
- Conduct a service project
- Host a social event

January

- Continue a second membership drive
- Send news articles to state and national offices for publication
- Host a program on business careers or leadership
- Conduct a fundraising activity

February

- Celebrate FBLA-PBL Week
- Conduct a service and/or fundraising project
- Submit news articles and photos to the State Reporter

March

- Make plans to attend the State Leadership Conference
- Prepare to enter competitive events that begin at the state level
- Continue to conduct a fundraising activity

April

- Attend and participate in the State Leadership Conference
- Provide recognition during Secretary's Week

May

- Make plans to attend the National Leadership Conference
- Prepare for national competition

June/July

- Prepare for and attend the National Leadership Conference

Chapter Projects and Activities

The activities of the local chapters of Phi Beta Lambda are guided by the purposes of the organization. In general, the projects may be divided into the following categories: chapter, school, community, and projects which have as their principal objective the promotion of the PBL organization. Projects normally are in one of the following areas: service, education, fund-raising, and promotion. The following is a representative list of PBL projects that have been successful, and we hope you will find them useful.

- Plan and conduct a business community activity during PBL Week
- Conduct the fundraising activities and keep the financial records
- Assist teachers with office work
- Obtain and donate books to the school or department library
- Help beautify the school grounds.
- Select as an honorary member an outstanding person who has made a contribution to the progress of your chapter
- Prepare appropriate bulletin board displays
- Interview business and professional men and women for the purpose of securing information to be used in preparing for business careers
- Establish a business scholarship fund
- Join the Chamber of Commerce
- Develop a speakers' bureau and arrange speakers for school programs
- Conduct membership drives

Guidelines for Chartering a New Chapter

When establishing a new chapter or reactivating a chapter, the following should be followed:

- Contact a state officer or the state chairperson/adviser
- The state officer or the state chairperson/adviser will request assistance from an active chapter to help organize the new or reactivated chapter
- In the event an active chapter cannot be utilized, it will become the responsibility of the state officers to assist in the charter or reactivation of the local chapter

Ideas for the reactivation or chartering of a chapter:

- Installation and initiation of members
- Showing the emblem ceremony
- Showing the PBL national slide presentation
- Ideas on membership drives and fund-raising
- Use of state and national pamphlets
- Presentation by a state officer

Those to invite:

- College Administration
- Instructors in the department
- Students interested in business
- Radio, television and newspaper representatives
- The business community (advisory board, employers, prospective supporters)

Basic Parliamentary Procedure for Chapter Meetings

The purposes of parliamentary procedure are:

- To enable a group to conduct business with efficiency and harmony; and
- To protect the rights of each individual. Accordingly, there are some basic principles to consider in achieving these purposes

These principles are the following:

- Only one person may have the floor at one time during the meeting
- Each motion is entitled to full and free debate as long as it is debatable
- Every member has equal rights
- The will of the majority must be carried out, and the rights of the minority will be preserved
- **Preparing for a Meeting.** Before a meeting is held, the executive board and the adviser should meet. Members of the executive board discuss the business to come before the chapter and arrange the agenda for the meeting. The executive board meeting can be most helpful in working out details of the proposed business. This is where the adviser and officers can openly discuss problems and work out details, thus allowing the officers to conduct the general meeting without the adviser making excessive suggestions. The president and the secretary should have copies of the agenda and the minutes for each member. This will allow the members to think about some of the agenda items before they reach the floor. The president should also contact each committee chairperson before the meeting to determine whether he or she will have a report at the meeting.

For assistance in running your chapter's meetings, refer to **A Guide to Parliamentary Procedure for Career and Technical Student Organizations**. In addition, each chapter should have available a copy of Robert's Rules of Order Newly Revised, 1990 Edition.

Suggested Agenda for Meetings

- I. Opening Procedure
 - a. President calls meeting to order
 - b. With a rap of the gavel, members rise for recitation of the PBL pledge.
- II. Officer's Reports
 - a. Secretary reads minutes
 - b. Treasurer gives report
 - c. Vice President reports
- III. Committee Reports (should be written and a copy given to the President and Secretary.)
- IV. Unfinished Business
- V. New Business
- VI. Special Feature (guest speaker, etc.)
- VII. Announce next meeting dates
- VIII. Adjournment

Basic Rules for recording Minutes

- Record accurate minutes of all meetings
- Record in the minutes what is done, not what is said.
- Record the exact wording of motions, whether they are carried or not in the voting, and make a record of who made the motion.
- Halt meeting proceedings if necessary in order to get exact wording of motions. Request the presiding officer to have motions repeated slowly in order to make a record of it.
- Record in the minutes the names of members appointed to committees--with the name of the chairperson if designated.
- Attach a copy of the treasurer's report to the minutes if the report is not included in the minutes.
- Keep minutes in a permanent book. Any corrections which are made in the minutes as read should appear in the margin.
- Have the secretary's signature on the approved minutes

Basic Rules for a Treasurers Report

- Keep all records in ink in a permanent book or by computer, Record all receipts by source and purpose.

Always obtain a receipt from the person paid, and never pay out any of the chapter's money except on proper authority.

- List all money paid from the treasury by date, to whom paid, and purpose.
- Keep an up-to-the-minute accounting of funds. It is important that entries be made as incurred. Make an accurate report of the chapter's financial status at every regular meeting and as called for by the president. Adhere to your local institution's policies for proper fiscal management. Know all procedures in regard to your chapter's account.



Conferences

Conferences

Leadership conferences give members of Phi Beta Lambda an opportunity to meet new people and to travel to different parts of their own state and throughout the nation. Members can be helped to develop leadership qualities and to learn about career and technical opportunities from speakers and workshops.

Fall Leadership Conference

The Fall Leadership Conference is an annual event designed to prepare local chapter advisers, officers, and members for the school year. Workshops are conducted by the Colorado PBL Officers, members of the business community and local chapter advisers. Techniques and information necessary to organize and operate a PBL chapter are presented at the conference. The primary objective of the Fall Leadership Conference is to provide leadership training for the local chapter officers and members. The local chapter officers learn the duties and responsibilities of their office as they also become more effective leaders.

National Fall Leadership Conference

National PBL is divided into five regions--Eastern, Southern, North Central, Mountain Plains, and Western. Colorado is part of the Mountain Plains region which also includes Kansas, Nebraska, New Mexico, North Dakota, South Dakota, Texas, and Wyoming. The National Fall Conference is traditionally held in November. The respective Regional Vice President presides at this conference. Workshops are provided to train, orient, and prepare advisers, officers, and members for the coming school year.

State Leadership Conference

Each spring, Colorado Phi Beta Lambda presents the State Leadership Conference. Chapters in good standing are entitled to participate in the conference. The purpose of the conference is to elect state officers, conduct state business, offer leadership and career workshops to members, and conduct competitive events to determine state winners who will represent Colorado at the national level.

National Leadership Conference

The National Leadership Conference is held in the summer. State winners from all states compete in various events to determine the national champion. National officers are elected and workshops are offered.

Professional Conference

All professional members are urged to attend the conferences of both FBLA and PBL. Professional members may be used to judge, administer or coordinate events. The professional division may provide workshops and speakers to help the members become better aware of the free enterprise system and the business world.

Conference Information

Americans With Disabilities Act - reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate, please notify the Colorado Career and Technical Student Organizations Office at (303) 595-1583 two (2) weeks prior to the activity. Both students and advisers need to plan early if they are to attend a conference. Here are some helpful suggestions:

Adviser Responsibilities

- Make and confirm all arrangements made for the conference. This includes travel, registration, hotels, and competitive events.
- Review the Code of Conduct with your students regarding their behavior and their curfew.
- Let them know what you expect.
- For an overnight conference, each student is required to have a signed Code of Conduct and an Authorization-Medical Release on file with the State Adviser.
- Review the PBL Dress Code with your students so they know what clothing to take.
- Meet with your students upon arrival at the conference to finalize arrangements for meals, meetings, competitions, etc.
- Financial Arrangements

You will have to determine how much money you will need for transportation and meals en route plus meals at the conference, registration fees, hotel accommodations, cab or bus fares, etc. Make your hotel and plane reservations early--it may save you money.

You will need extra money for tips, souvenirs, and snacks. The amount you tip and the person you tip will vary with the type of service you receive. The rule of thumb is 17 percent for good service.

Keep all receipts for money spent if you are using chapter money. The money may need to be accounted for when you get back home. Check with your adviser.

Travel Tips

- Be early for departure; Two hours if flying.
- Be responsible for your own belongings; keep valuable equipment with you.
- Room service can be expensive; use it sparingly.
- At a restaurant, ask for separate checks before you place your order.
- Travel light; take just enough clothing for the trip.
- Carry travelers' checks, not cash.

Conference Dress Code

Students as well as advisers, through their participation in FBLA-PBL, should develop a keen awareness of the image one's attire projects in the business world.

The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate FBLA-PBL attire is required for all attendees--advisers, members and guests--at all general sessions, competitive events, workshops, and other activities unless otherwise stated in the conference program. Conference name tags are part of the dress code and must be worn at all times.

Males

- Business suit with collar dress shirt, and necktie or
- Sport coat, dress slacks, collar shirt, and necktie or
- Dress slacks, collar shirt, and necktie
- Banded collar shirt may be worn only if sport coat or business suit is worn
- Dress shoes and socks

Females

- Business suit with blouse or
- Business pantsuit with blouse or
- Skirt or dress slacks with blouse or sweater or
- Business Dress
- Capris or gauchos with coordinating jacket/suit, worn below the knee
- Dress shoes

Inappropriate attire, for both men and women, includes:

- Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts
- Jewelry in visible body piercing, other than ears
- Backless, see-through, tight-fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses
- T-shirts, lycra, spandex, midriff tops, tank tops, bathing suits
- Flip flops, sandals, athletic shoes, industrial work shoes, hiking boots, bare feet or over-the-knee boots
- Athletic wear, including sneakers
- Hats, flannel-fabric clothing
- Visible foundation garments

CLARIFICATION: Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes, open-toe shoes, and sleeveless dresses are accepted. The best way to operate is to avoid walking the line. If there is a doubt, select something else to wear. Be a professional.

REMEMBER: YOU HAVE A PROFESSIONAL IMAGE TO UPHOLD AS YOU REPRESENT YOUR SCHOOL AND COLORADO FBLA.

Code of Conduct

The purpose of the Code of Conduct is to ensure that PBL members who attend a conference are aware of expected behavior. It is the adviser's responsibility to discuss the form with the members and stress the importance of abiding by the rules. Colorado PBL is proud of its reputation and encourages advisers to closely monitor students at all conferences. The adviser must submit a signed copy of the Verification Statement with conference registration materials for both the Fall and State Leadership Conferences.

Conduct and Policies and Procedures for PBL

The following conduct policies reflect minimum behavioral standards for Colorado PBL members. The policies are in effect for all delegates who are attending any State or National PBL function--the term "delegate" shall mean any PBL member.

- Defacing of public property--any damage to or loss of property or furnishings of the properties being utilized for meeting purposes will be paid for by the individual or chapter responsible; this action may be cause for a legitimate complaint.
- Delegates shall keep their adult advisers informed of their activities and whereabouts at all times.
- Out-of-town delegates will spend nights at an assigned hotel and in an assigned room. Conference area delegates not staying at the hotel shall be off the grounds of the hotel by curfew or one hour immediately following the last scheduled event. (Failure to do so will be considered as misconduct and will be cause for a legitimate complaint to be lodged.)
- Members will be prohibited from participation without local supervision provided by the chapter or school. For the National Leadership Conference, the local adviser or parent will be expected to accompany the participant(s).
- **Members are prohibited from the possession or consumption of alcoholic beverages or controlled substances (drugs).**
- Any chapter or member currently on probation in which a member is involved in an occurrence of misconduct (property damage, possession or consumption of beer or intoxicating beverages, marijuana or any hallucinogenic drugs) during the time of probation that causes a legitimate complaint to be lodged will be suspended.
- **All tobacco use must be confined to appropriate times and locations. Miss-use of tobacco in any form in by a PBL member will be considered as misconduct and will be cause for a legitimate complaint to be lodged.**
- Any involvement of violation of dress code **may** be considered as misconduct and may be cause for a legitimate complaint to be lodged.
- **Members of the opposite sex should not be in sleeping rooms in hotels or motels unless the door is WIDE OPEN or the chapter adviser or responsible adult is present in the room, or there is an appropriate reason for the rooming (spouses are both members of the organization). Any violation of this rule may be considered as misconduct and may be cause for a legitimate complaint to be lodged.**
- Any misconduct of a PBL State Officer (during the term of office) will not result in any disciplinary action against the local chapter of which he/she is a member.

PROCEDURES

All official complaints must be:

- Written and postmarked (or delivered in person) to the State PBL Chairperson-Adviser within a reasonable amount of time (10-15 days if circumstances should warrant) following the event.
- A legitimate complaint consists of a written, signed statement lodged by a person or persons believing they have evidence to substantiate the complaint. This includes personnel in commercial establishments, State PBL staff, PBL members, PBL advisers, and other affected persons.

In the event that no local discipline policy exists or that a school district for some reason does not enforce the policy or that the local school district would rather have the state proceed with the state discipline procedures,

then Option 2 will be enforced. The school must inform the state office within ten (10) days as to how they will handle the complaint.

First Option – Campus Level

- The local **campus** will enforce the school disciplinary procedures when a legitimate complaint has been filed against individual or chapter.
- A description in writing of how the disciplinary problem was handled will be forwarded to the state office within ten (10) days after the school district has been notified of the complaint.

Second Option - State Level

The affected individual and/or chapter (chapter adviser, career and technical director, and superintendent of school) will be notified by letter when an official complaint has been received within ten (10) working days following receipt of the written complaint; they will be notified of the meeting date of the hearing and requested to attend and have a right to counsel. The individual or chapter may elect not to attend the hearing.

The State PBL Chairperson-Adviser will conduct the hearing; the State PBL Chairperson-Adviser will determine the disposition of the complaint.

The following action may be taken:

- Case dismissed
- Letter of reprimand to school administration, chapter adviser and chapter
- Chapter and/or member may be placed on probation for a maximum of 13 months
- Chapter and/or member may be placed on suspension for a maximum of 13 months
- The correspondence will be sent by certified mail.
- The school superintendent, career and technical director, and chapter adviser shall receive in writing the decision of the State PBL Chairperson-Adviser within ten (10) working days after the hearing.
- Within ten (10) working days after receiving the decision, the member or chapter may appeal the decision to the State PBL Chairperson-Adviser in writing.
- Within ten (10) working days, the State PBL Chairperson-Adviser must inform the member or chapter of the scheduled meeting date of the appeals hearing before an unbiased board. The Board, appointed by the CTSO Manager, will consist of three individuals who are not associated with PBL (such as, but not limited to: college/university personnel, local school administrator, business/professional persons, local advisory committee members). After deliberation, the decision will be made and presented to the State PBL Chairperson-Adviser.
- The State PBL Chairperson-Adviser will inform the member and/or chapter adviser, career and technical director, and the superintendent in writing of the committee's decision within ten (10) working days after the decision is made.
- Last appeal means an appeal to the civil court.

NOTE: Probation shall be interpreted to mean a warning to the individual or chapter. Probation will not eliminate the member or chapter from participation in state or national activities or events.

Suspension shall be interpreted to mean that any member and/or chapter will not be allowed to participate in any state or national activity for a period of 13 months. Under suspension, state awards and offices for the individual and chapter for the current year shall be withdrawn.

VERIFICATION STATEMENT

This is to acknowledge I have read and understand the PBL Policies and Procedures,
Code of Conduct and Conference Dress code.

School Name

(Student Printed Name)

(Student Signature)

(Date)

(Parent/Guardian Printed Name)

(Parent/Guardian Signature)

(Date)

(Adviser Printed Name)

(Adviser Signature)

(Date)

(School Administrator Printed Name)

(School Administrator Signature)

(Date)

Authorization – Medical Release

One purpose of this form is to show that the parent(s)/guardian(s) grant permission for the student to attend the conference. It also allows for emergency medical treatment if a parent/guardian cannot be reached. The adviser must have in his/her possession an Authorization/Medical Release Form for each dues paid member dated for the entire current school year. Also, a separate medical release form is required for each adviser and guest attending each function.

AUTHORIZATION—MEDICAL RELEASE—PARENTAL CONSENT FORM

A SEPARATE FORM IS REQUIRED FOR **EACH STUDENT** ATTENDING STATE AUTHORIZED ACTIVITIES.

Student Name _____ Name of Organization Colorado FBLA-PBL

Adviser _____ School Name: _____

ADVISER AUTHORIZATION AND STUDENT PARTICIPATION AT ALL LOCAL, DISTRICT, STATE, AND NATIONAL CTSO ACTIVITIES FOR THE YEAR DESIGNATED BELOW:

Date(s) of Activity: From _____ to _____.

I, the adviser, hereby certify that this student has been authorized to represent our chapter as a participant/delegate and has received instructions concerning the organization rules at state authorized activities.

(Signature of Adviser) _____
ate) _____ (D

I, the student, do hereby verify that I have received the above information.

Signature of Student) (Date) _____

MEDICAL RELEASE:

I, _____, _____, of _____
(Parent's/Guardian's Signature Relationship Student

_____ of _____
Date of Birth _____ **Complete home address including ZIP Code** _____

Hereby authorize in advance any necessary medical treatment required for my son/daughter (___Y) (___N)

This student is presently under medical care. ___Yes ___No

Parent/Guardian Home phone _____ Work Phone _____

Other Relative _____ Relationship _____

Home Phone _____ Work Phone _____

Medical Insurance Co. _____ Policy # _____ Name of

Insured _____ Name of

Family Physician _____ Phone # _____ Physician or

Clinic Address _____ Any

allergies, medications, etc. _____

Date of last Tetanus _____

PARENT/GUARDIAN AUTHORIZATION: I hereby grant permission to those parties supervising the trip to obtain emergency treatment for my son/daughter if necessary. I agree not to hold the Colorado Career and Technical Student organizations, the State Board for Community Colleges and Occupational Education, or any of its agents, liable for any accident, illness, or injury to my son/daughter/self during participation in any state authorized activity, including travel to and from activity sites.

Signature of Parent or Guardian (if under 18) _____ Date _____

Signature of Student _____ Date _____

COLORADO PBL

CODE OF CONDUCT MEDICAL RELEASE

CHAPTER VERIFICATION FORM

The PBL members of _____ High School have read the PBL Code of Conduct, and completed the Medical Release and Verification Forms.

The Chapter Adviser has reviewed and collected all member forms to be kept on file with the school and in their possession at all conferences.

Chapter Adviser Signature

Date

AUTHORIZATION

I agree not to hold the Colorado Career and Technical Student Organizations, the State Board for Community Colleges and Occupational Education, or any of its agents, liable for any accident, illness, or injury to me during participation in any state authorized activity, including travel to and from activity sites.

This release is for all local, district, state and national CTSO activities for the **current** school year beginning July 1 and ending June 30

(Signature of Adviser, Teacher or Parent)

(Date month/day/year)

This form is to be submitted with State Registration. Do not send individual forms with state registration. Individual forms must be in possession of the adviser.



Leadership

LEADERSHIP

The experience of running for a local, state, or national PBL office--win or lose--is an educationally rewarding experience and one that is typical of the American way of life. A good campaign demands cooperative effort and allegiance on the part of each member of the team. In no situation other than in an PBL office does a chapter member have more opportunity to develop the qualities of leadership. The qualifications and duties of the officers at each level of PBL are presented in this section.

Local Chapter Office

Qualifications for Local Chapter Office

Each local PBL chapter follows its own regulations for running for local office.

State Office

Qualifications for State Office

The qualifications for state office are listed under Article VIII of the Colorado State Chapter Bylaws.

- Following are the qualifications and procedures for state office as outlined in the State Officer Candidate Guide:
- Each candidate for state office must be a member in good standing in an PBL chapter at the school in which he/she is enrolled.
- A candidate must have at least one full school year remaining.
- An officer candidate must have a 2.5 GPA.
- All candidates for state office shall submit the following to the State Adviser:
 - An official officer application (with all appropriate signatures)
 - Resume
 - Letter of recommendation from local adviser
 - Transcript
- All candidate applications will be reviewed by the Nominating Committee at District and State Leadership Conferences.

State Officer Candidate Guide

The State Officer Candidate Guide is the official guideline for all aspects of running for state office. Specific officer duties are outlined in this guide, as well as responsibilities of the officer and his/her adviser. Advisers are urged to read this guide carefully and to encourage qualified students to run for state office as it is a real opportunity to have a chapter run a campaign. Elected state officers receive a program of leadership training that is a valuable experience. Contact the State Adviser for a copy.

Duties of State Officer

Duties of state officers are outlined in the state chapter bylaws and the state officer guide.

Duties and Responsibilities of Specific State Officers

The President shall:

- Serve as a member of the Board of Directors.
- Serve as Chairman of the Executive Council.
- Preside over the council meetings and business meetings of Colorado PBL.
- Appoint appropriate committees and committee chairmen.
- Serve as an ex officio, nonvoting member of all committees.
- Perform other duties for the promotion, growth, and development of local and state PBL.

The Vice President shall:

- Preside in the absence of the president.
- Assist the president
- Serve as an ex officio, nonvoting member of the Executive Council of the Professional Division.
- Perform other duties for the promotion, growth, and development of local and state PBL.
- Serve on the Colorado Business Education Technical Committee.

The Secretary shall:

- Keep an accurate record of all business meetings of the Fall Leadership Conferences, the Executive Council meetings, and the State Leadership Conference.
- Submit copies of the minutes of all meetings to the Executive Council, Board of Directors, and all local chapters, within two weeks following the meeting.
- Perform other duties for the promotion, growth and development of local and state PBL.

The Treasurer shall:

- Keep an accurate record of the state's receipts and disbursements.
- Be responsible for the reporting of officer expense accounts.
- Present an annual financial report to the members at the State Leadership Conference.
- Perform other duties for the promotion, growth, and development of local and state PBL.

The Reporter shall:

- Initiate communication with the local chapters for quality articles in the state newsletter.
- Prepare and see that **The Leader** is ready to be published by the newsletter deadline.
- Submit articles to be published in **Tomorrow's Business Leader**.
- Prepare the **State Chapter Annual Report**.
- Act as a public relations officer for the State Chapter.
- Submit a news release of the State Leadership Conference highlights to the local chapter members.

The parliamentarian shall advise the president or presiding officer on the orderly conduct of business, serve as ex officio, nonvoting member of the Executive Council, and perform other duties for the promotion, growth, and development of local and state PBL.

The corresponding secretary shall issue notices of meetings, conduct the general correspondence of the organization which is not a function proper to other offices or to committees, serve as ex officio, nonvoting member of the Executive Council, and perform other duties for the promotion, growth and development of local and state PBL.

Adviser Responsibilities

The responsibilities and duties outlined below have been prepared to assist local advisers in helping their state officer during the year.

- Be sure that you understand the duties of the state officer. Advisers must also accept the responsibility for assisting their officer and should secure the endorsement and support of parents, school officials, and employers.
- Be prepared to devote office space and personal time to your officer. Helping your officer get organized is important. He/she must learn to budget time and keep materials readily available. Secure the assistance of your local chapter. All must pitch in during critical periods.
- 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 background information without assistance. Take an active part in helping your officer reach his/her personal and organizational goals.
- Assist your officer in making travel plans, automobile, and hotel reservations.
- See that your officer accepts these responsibilities:
- Acquire good basic knowledge of the organization and be capable of discussing ideas and issues intelligently.
- Portray the proper image when representing the organization; color-coordinated business attire for daytime and appropriate clothes for evening; correct grammar usage; proper manners and etiquette; good attitude and public relations skills in working with individual members and chapters.

Prepare appropriate speeches when asked to visit local or state conferences, business, and civic groups. Local advisers should review speech materials, outlines, etc., and the officer should practice the speech before an appearance.

Answer correspondence and send "thank you" letters promptly. The local adviser should proofread all correspondence before mailing. The officer should write correspondence and articles and present them to you for suggestions and any necessary changes. As the year progresses, fewer changes should be necessary.

Submit required documents to State Chairperson/Adviser and the State Officer Team Adviser. It is sometimes difficult for the adviser to play the dual role of adviser and teacher. The relationship between adviser and officer may be critical to your 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 sometimes delicate situation. The officer must realize that with the local adviser's signature on the application, the adviser pledges support to the officer and the organization.

National Officers

Procedures for Electing National Officers

The national president, secretary, and treasurer are nominated and elected annually at the National Leadership Conference by a majority vote of state chapter delegates. The five regional vice presidents are elected annually at the National Leadership Conference by a majority vote of voting representatives of local chapters from the regions concerned. ~~strike~~

Colorado Guidelines for Selecting National Officer Candidates

Colorado candidates for national office shall be selected as follows: applications for candidacy must be sent to the State Adviser by the published deadline date prior to the state conference.

Duties and Responsibilities of National Officers

For information regarding national officer duties, visit the national website, www.fbla-pbl.org.

Financial Policies for Colorado PBL

The following policies have been adopted by the PBL Board of Directors for use with all funds generated by Colorado PBL:

- Expenditure of funds is the responsibility of the State PBL Adviser with approval of these expenditures by the Board of Directors on a semi-annual basis. If requested, this information can be forwarded at more frequent intervals.
- An annual budget will be approved by the Board of Directors with individual budgets being developed for specific activities and approved by the Executive Council.
- All financial records will be maintained for a minimum of five years. These records will be stored in a storage facility provided by the CCCS. Year-end reports will be maintained on file at the state office indefinitely.
- Tax reports will be filed on an annual basis and will be maintained on file at the state office indefinitely.
- Official minutes of all meetings of the Board of Directors and State Executive Council will be kept on file at the state office indefinitely.
- A three-part accounting system will be used to document control of the funds of Colorado PBL. The CTSO secretary will make all deposits of funds as they are received. This will be during the regular work day and will vary in time of day that deposits will be made directly to the bank. Small deposits may be mailed. The CTSO accountant will handle all financial recordkeeping of the state association. Receipts will not be written for conference registrations and payment of dues unless requested. A receipt will be written for all personal checks received by the CTSO office. The State Adviser and other CTSO Specialists will have the authority to expend funds.
- A "no cash" policy is in effect for Colorado PBL. In the event that cash is received, the following policies will be enforced:
 - numerical receipts will be issued for each cash receipt.
 - two signatures will be required on all receipts for cash.
 - the CTSO accountant will not be responsible for the collection of cash at any CTSO activity.
 - Whenever possible, direct billing accounts will be established with businesses that impact the operation of Colorado PBL.

- For any check in excess of \$5,000, dual signatures will be required. Any of the other CTSO Specialists may serve as the second signature on Colorado PBL checks. In the case of large checks which must be taken out of the state office, a check will be prepared in advance for the estimated amount. Differences can then be billed to the agency at a later date or a second smaller check may be written.
- Maintaining a credit card for Colorado PBL will reduce the number of checks which must be used when on site for state association activities.

Adopted September 26, 1990, by the PBL State Board of Directors

Processional Division Bylaws

- I. Name
 - a. The name of this division of FBLA-PBL, Inc., shall be "Professional Division."
- II. Purpose
 - a. The purpose of the Professional Division shall be to support and further promote FBLA-PBL, Inc. and its goals.
 1. Progress--keep members informed and up to date on current business trends;
 2. Service--support the Association's programs, provide conference assistance, and serve as liaisons from the classroom to the workplace;
 3. Education--assume the role of mentors in order to strengthen members confidence, leadership abilities and provide counsel for career planning.
- III. The Professional Division shall not have any purpose nor engage in any activity inconsistent with the status of an educational and charitable organization as defined in Section 501 (c) (3) of the Internal Revenue Code of 1954 or any successor provision thereto, and none of these goals shall at any time be deemed or construed to be other than the public benefit purposes and objectives consistent with such educational and charitable status, nor shall the Professional Division adopt goals or engage in activity inconsistent with the goals and policies of FBLA-PBL, Inc.
 - a. Membership
 - b. All persons associated with or participating in the professional development of FBLA-PBL, Inc. shall be eligible for membership in the Professional Division.
- IV. Students enrolled in undergraduate programs in a school with an active FBLA or PBL chapter shall not be eligible for membership in the Professional Division. Graduate students shall be eligible for membership provided they do not hold membership in another division.
- V. Any person eligible for membership who has paid current dues to the Professional Division shall be a professional member in good standing, eligible to vote or hold office.
- VI. The membership year shall be August 1 through July 31.
 - a. Dues and Finance
 1. National dues shall be determined by the national Board of Directors based on fiscal reports by the national office and on recommendations from the members, national officers of the Professional Division, or the Board of Directors. National dues shall be remitted to the national office.
 2. Any person eligible for membership who has paid dues shall be a professional member for a period corresponding with the membership year. Renewal notices shall be sent to members by the national office.
 - b. An annual audit shall be provided.
 - c. The fiscal year shall be July 1 through June 30.
- VII. National Officers and Elections
 - a. The national officers of the Professional Division shall be a President, a President-Elect, and a Secretary-Treasurer.
 - b. To be considered a candidate for office, a current professional member shall file an official application, signed by nominating member, with the association President and CEO by March 1.
 - c. No two national officers shall be elected holding membership in the same state.
 - d. The President-Elect and Secretary-Treasurer shall be elected by mail by plurality vote. Ballots shall be sent to members prior to March 15 and shall be returned postmarked no later than May 20 in order to be counted.
 - e. National officers shall serve for a term of one year or until their successors are elected and take office and shall assume their duties at the close of the National Leadership Conference. The President-Elect shall automatically become President upon completion of his or her term or as stated in Article V, Section 6 of these bylaws.
 - f. A vacancy in any office other than President shall be filled by the Professional Executive Board.

Should the office of President become vacant, the President-Elect shall automatically become President.

VIII. Duties of Professional National Officers

- a. The President shall:
 1. preside at meetings of the Professional Division and the Professional Executive Board
 2. appoint committees and chairmen
 3. appoint a Parliamentarian to serve in an advisory capacity
 4. serve as an ex officio member of all committees
 5. promote the goals of FBLA-PBL, Inc.
 6. serve as a member of the Board of Directors
- b. The President-Elect shall:
 1. preside in the absence or upon the request of the President
 2. assist the President
 3. coordinate all committees
 4. become President the following term
 - i. assume the office of President in case of vacancy

IX. The Secretary-Treasurer shall:

- a. keep an accurate record of all meetings of the Professional Division and the Professional Executive Board
- b. submit the required reports to the national office and other reports as requested
- c. maintain necessary files
- d. assist the national office in keeping an accurate record of national officer travel expenses and disbursements, and in planning national officer travel
- e. present an annual financial report to members at the National Leadership Conference

X. Meetings

- a. A meeting shall be held annually at the FBLA-PBL National Leadership Conference for the purpose of receiving annual reports and other business as necessary.
- b. Special meetings may be called by the President with the approval of the Professional Executive Board and association President and CEO.
- c. Written notice of meetings shall be sent to members at least forty-five days in advance.
- d. The voting body shall consist of members in good standing registered at the meeting. There shall be no proxy voting.
- e. A quorum for all meetings shall consist of a majority of the members in good standing who are registered at the meeting.

XI. Professional Executive Board

- a. The national officers of the Professional Division shall, with the ex officio, nonvoting members, constitute the Professional Executive Board.
- b. The Chairperson of the Board of Directors, association President and CEO, the association Professional Liaison, and the national presidents of the FBLA and PBL student divisions shall be ex officio, nonvoting members.
- c. The Professional Executive Board shall have general supervision of the affairs of the Professional Division between its business meetings, fix the time and place for meetings, make recommendations to the Professional Division, and shall perform such other duties as are specified in these Bylaws. The Board shall be subject to the orders of the Professional Division, and none of its acts shall conflict with actions taken by FBLA-PBL, Inc. or the Board of Directors of FBLA-PBL, Inc.

XII. The Professional Executive Board shall meet at least once annually. Additional meetings may be called upon the written request of one voting member of the Professional Executive Board, upon approval by the association President and CEO.

- a. Action of the Professional Executive Board shall require a majority vote of the voting members of the

Executive Board.

XIII. Committees

- a. The President shall appoint committees and chairmen as deemed necessary by the Professional Executive Board or the national officers of the Professional Division.

XIV. Emblems and Insignia

- a. The Professional Division emblems shall be the emblems of FBLA-PBL, Inc. Only members in good standing may use official emblems and insignia.

XV. Parliamentary Authority

- a. The rules contained in Robert's Rules of Order, Newly Revised shall govern the Professional Division 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 of order the Professional Division may adopt.

XVI. Amendments

- a. These Bylaws may be amended by the Board of Directors of FBLA-PBL, Inc. upon recommendation by the national officers of the Professional Division.
- b. All national officers of the Professional Division must agree to the recommendation to amend these Bylaws before the recommendation may be submitted to the Board of Directors.
- c. The Board of Directors of FBLA-PBL Inc. may amend these Bylaws by a three-fourths vote of the Board of Directors.

No amendment shall be in conflict with the ethics or rules of FBLA-PBL, Inc. Amendments required to qualify or retain qualification as an educational and charitable organization as defined in the Internal Revenue Code of 1954 or any successor thereto, shall automatically become part of these Bylaws upon adoption by the Board of Directors of FBLA-PBL, Inc.



Ceremonies and Services

Ceremonies

The procedures for ceremonies which follow are given only as suggestions and guidelines. Appropriate additions and omissions in the ceremonies can and should be made to conform to local structures.

While many chapters are established with the assistance of an installation team from a nearby FBLA or PBL chapter, such a procedure is not required. However, a visiting installation team does contribute to the occasion and should be encouraged when possible. Special guests, the chapter advisory board, and school officials are often invited to attend the ceremonies.

Chapter Installation of New Members

The following setting is recommended for Chapter Installation and Induction of New Members ceremony. Individual tables for the four speakers representing the written words - Future, Business, Leaders and America (note: for PBL ceremonies, disregard all "America" segments of the program); one long rectangular table for the president, adviser, or installing officer.

Many chapters have impressive candlelight services. Candles lend a soft light to the setting and symbolize sealing of pledges. Chapters are encouraged to use candles of various colors to represent certain offices as specified in some of the services. The candle on the table of the installing official should be the tallest candle used.

Background music adds to the effectiveness of the ceremony. Appropriate music may be used throughout the entire ceremony or during certain parts of the program, such as during the reading of the creed or at the end of the ceremony.

In more formal ceremonies, the officers and members may wear robes. Otherwise, business attire is recommended.

At the conclusion of the ceremonies, members may be presented with membership cards and pins and keys if they have been purchased.

The following copy of the Creed has been marked for reading by phrases for use during ceremonies:

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 / 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.

Chapter Installation

Whenever possible, this ceremony should take place before a large group such as an assembly, assembly of business students or a special meeting to which parents and business people are invited. Members of the installation team should be seated on a stage or a raised platform.

Installing Official: (Standing) Phi Beta Lambda is a national organization for business students who are preparing for careers in business and business education. I have been authorized by the national association to conduct the installation into the national organization to conduct the installation into the national organization of the (name) Chapter of _____ at (Name of School).

Since the letters, FBLA, are used to designate the organization, its units and members, it is fitting that we consider what these letters and the words they represent mean to our organization.

FUTURE: Our daily educational experiences and our involvement in leadership activities prepare us for the future - a time to accept challenges.

In FBLA-PBL, we have found the tools to prepare for the future. We profit from the experiences of others, those who have preceded as well as our teachers and others with who we associate. Our studies and activities help us meet changing conditions and further our understanding of the world's varied economic systems.

BUSINESS: We realize the importance of education and training in business methods and procedures. We appreciate the roles of business and education in our daily lives.

LEADERS: The future of our country depends on the quality of leadership. Leadership implies honor, foresight, tact, competence, dependability, discretion and integrity. A leader must listen, withstand criticism and be flexible. A leader accepts failure in stride but is willing to profit from it. As members of PBL, it is our duty to prepare for the enormous responsibility of business leadership in the years ahead.

AMERICA: If America is to remain a world leader, alert young men and women are needed to guide our country. As members of FBLA, we prepare ourselves for this responsibility by studying America's past and analyzing her present. The initiative and success of leaders in business help shape the future of America. FBLA is our opportunity to strive for leadership in the field of business, thereby helping to strengthen America.

Installing Official: Our organization has a definite and worthwhile list of goals. I should like to ask (name of assistant installing officer or member of installation team) to read these goals.

Assistant Installing Official: (Standing, reads the goals.)

Installing Official: Will the new officers of the (name) Chapter of PBL at (name of school) please rise and remain standing as I announce each office and name. (Installing officer calls name and title of each officer.)

You have been chosen from among PBL members at (name of school) as officers for the coming year. You have been selected because your 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. Please raise your right hand and repeat after me.

I, as an officer/ of the (name) Chapter of PBL, / do solemnly promise/ that I will fulfill the responsibilities of my office/ to the best of my ability, / and that I shall carry them out / in accordance with the bylaws of PBL.

(While lighting the tall candle) By lighting this candle, I seal the vow you have taken and vest in you the authority of your office.

(Speaking to all members) 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 (name) Chapter of PBL for the year of 19__.

(Speaking to officers and members, and particularly to chapter president) By authority of FBLA-PBL, Inc., I am pleased to present you with the official charter of your chapter. (Reads the charter) By virtue of this charter, this chapter now becomes a part of the national organization. You now have the privilege and responsibility of operating under the name PBL and as a part of the state chapter and the national organization. The responsibility of making (name) Chapter a success rests with its members and officers.

Chapter President: I, in behalf of the officers and members of (name) Chapter of _____ accept the honor, privileges, and responsibilities entrusted to us, and together we shall endeavor at all times to carry out the purpose of PBL.

Installing Official: The (name) Chapter president, (name of president), will give the oath of membership to the charter members of the chapter. (Chapter officers turn and face audience.)

Chapter President: The secretary will now read the names of the Charter members of (name) Chapter of PBL. As the names are read, the members will please rise and remain standing until all members have been presented.

Chapter Secretary: (Reads slowly the name of each charter member. Charter members stand as their names are called and remain standing until the oath has been administered.)

Chapter President: Each of you, please raise your right hand and repeat the oath of membership in unison after me.

I do solemnly promise / to uphold the aims and responsibilities of PBL / and, as an active charter member of (name) Chapter, / I shall strive to develop the qualities necessary / to become a leader in business / and in the community in which I live.

As president of (name) Chapter of PBL, I declare you duly inducted as charter members.

Installing Official: (Name of assistant installing official or member of installation team) will lead the members in reciting in unison the PBL Creed. (The Creed is recited.)

Installation of Officers

The room is darkened. Eight candles are arranged on the table in the following order: White, grey, red, orange, yellow, blue, green and violet.

The new officers should come forward in the following order: parliamentarian, historian, reporter, treasurer, secretary, vice president and president. Other officers may be appropriately placed. Each enters from the lower left corner of the stage when his/her office is announced, stands before the installing officer during the charge, then retires to the opposite end of the table still holding the candle and facing the on looking members.

Additions to the ceremony may be made for other officers as necessary.

Installing Official: Will the newly elected officers of (name) Chapter of PBL please come forward as I announce your office. (Installing official lights white candle.) Lighting the tallest candle symbolizes the chapter in its entirety will all its members working together. With this symbol we shall charge each officer to do the job for which he/she has been elected.

(Name of parliamentarian, parliamentarian. (Parliamentarian comes forward.) You have been named parliamentarian of the (name) Chapter of PBL. As parliamentarian, it will be your responsibility to monitor all formal chapter meetings so that they are conducted within the framework of parliamentary procedure. Through

your efforts, the chapter meetings will be conducted in an orderly fashion, resulting in the efficient disposition of business. Do you accept this responsibility?

Parliamentarian: I do.

Installing Official: I now declare you in the name of the _____ (name) Chapter of PBL the parliamentarian (grey candle is lit by white candle.)

This grey candle symbolizes the achievements possible when chapter meetings are conducted in an orderly fashion.

(Name of historian), historian. (Historian comes forward.) You have been elected historian of the (name) Chapter of PBL. As historian, it will be your responsibility to maintain records of the chapter, including a report of activities, awards and publicity. Through your efforts people see the progress and activities of your chapter. Do you accept this responsibility?

Historian: I do.

Installing Official: I now declare you in the name of the (name) Chapter of PBL historian (green candle is lit by white candle.)

This green candle symbolizes the satisfaction that can be derived from preserving the past and recording the present, while preparing for the future.

(Name of reporter), reporter. (Reporter comes forward.) As reporter, your job will be to report meetings and other newsworthy activities of the chapter through the proper channels. Do you accept this responsibility?

Reporter: I do.

Installing Official: I now declare you in the name of the (name) Chapter of PBL, the reporter. (Reporter selects violet candle from table, and installing official lights it with white candle.) This violet candle symbolizes the inspiration and enlightenment that can be brought by reporting the activities of the (name) Chapter of PBL.

(Name of treasurer), treasurer. (Treasurer comes forward.) You have been elected treasurer for the (name) Chapter of PBL. 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 spent and to present orderly reports upon proper requests.

Treasurer: I do.

Installing Official: I now declare you in the name of the (name) Chapter of PBL, the treasurer. (Treasurer selects blue candle from the table and installing official lights it with white candle.) This lighted blue candle symbolizes the trust and confidence which the members have in your ability to safeguard all funds.

(Name of secretary), secretary. (Secretary comes forward.) You have been elected secretary of the (name) Chapter of PBL. Accepting this office obligates you to be present and keep a record of what takes place at every meeting. Do you accept this responsibility?

Secretary: I do.

Installing Official: I now declare you, in the name of the (name) Chapter of PBL, the secretary. (Secretary selects yellow candle from table and installing official lights it with the white candle.) This yellow candle symbolizes constancy in attendance and in keeping members informed of the chapter's progress.

(Name of vice president), vice president. (Vice president comes forward.) You have been elected vice president of the (name) Chapter of PBL. Your duty will be to assume the responsibilities in the absence of the president. Will you strive to carry out the duties of this office?

Vice President: I do.

Installing Official: I now declare you, in the name of the (name) Chapter of PBL, the vice president. (Vice president selects orange candle from table and installing official lights it with the white candle.) This orange 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.

(Name of president), president. (President comes forward.) The members of the (name) Chapter of PBL have bestowed upon you a great honor in electing you the 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?

President: I do.

Installing Official: I now declare you in the name of the (name) Chapter of PBL, the president. (President takes red candle from the table and installing official lights it with the white candle.) This red candle is the symbol of your duties and obligation to the chapter and its members.

(Addressing members of the chapter.) In your presence, I now declare them officially installed as officers of the (name) Chapter of PBL for the coming year. (Lights are turned on.) You may be seated.

(The newly elected president is called forward, and with a few appropriate remarks, the installing official presents the gavel to the new president who closes the meeting.)

Induction of New Members

The president and adviser are seated behind a long table; the other officers are seated at individual tables. The guide leads the initiates to the front of the room where they form a semicircle and remain standing in front of the officers until the close of the ceremony. As in the chapter installations, a candlelight service is often used.

Guide: Mr. (or Madame) President, these candidates have expressed a desire and meet the necessary requirements to become members of (name) Chapter of PBL at (name of school).

President: (to the candidates) We accept you as candidates for membership in (name) Chapter of PBL at (name of school). Before you become members, however, let us consider the meaning of the words in the name of our organization.

FUTURE: Our daily educational experiences and our involvement in leadership activities prepare us for the future - a time to accept challenges.

In PBL, we have found the tools to prepare for the future. We profit from the experiences of others, those who have preceded us as well as our teacher and others with who we associate. Our studies and activities help us meet changing conditions and further our understanding of the world's varied economic systems.

BUSINESS: We realize the importance of education and training in business methods and procedures. We appreciate the roles of business and education in our daily lives.

LEADERS: The future of our country depends on the quality of leadership. Leadership implies honor, foresight, tact, competence, dependability, discretion and integrity. A leader must listen, withstand criticism

and be flexible. A leader accepts failure in stride but is willing to profit from it. As members of PBL, it is our duty to prepare for the enormous responsibility of business leadership in the years ahead.

AMERICA: If America is to remain a world leader, alert young men and women are needed to guide our country. As members of PBL, we prepare ourselves for this responsibility by studying America's past and analyzing her present. The initiative and success of leaders in business help shape the future of America. PBL is our opportunity to strive for leadership in the field of business, thereby helping to strengthen America.

President: You have just heard the meaning of the letters used in our title. We are a national organization for business students who are preparing for careers in business and business education.

The PBL organization is based on a definite set of goals including development of competent, aggressive business leadership; creation of more interest and understanding of American business enterprise; and participation in worthy undertakings for the improvement of business and citizenship.

Emblem Ceremony

The organization's official emblem should be constructed from paper, cardboard, felt or wood large enough for handling and have a number of removable parts (see next paragraph for each division's description). These parts are to be affixed to the shield. An alternative would be using prepared slides.

FBLA parts include: a likeness of an eagle, and the words "Service," "Education," "Progress," "Future," "Business," "Leaders," "America." PBL parts: a likeness of an eagle, and the words "Service," "Education," "Progress," "Phi," "Beta," "Lambda."

The president raps the gavel once for the group to come to order and the members to take their places. He/she begins: "You are about to witness the emblem ceremony in which the significance of each component of our emblem is described." (President raps gavel once, and the members stand.)

President: (Stands at rostrum and picks up eagle.) The eagle denotes our belief in democracy, liberty and the American way of life. (Affixes the eagle to stand and steps back a few feet from rostrum.)

Member No. 1: (Moves to rostrum and picks up word "service.") The word "service" denotes the idea that every individual should be interested in and take responsibility for promoting better social, political, community and family life. (Affixes the word and steps back.)

Member No. 2: (Moves to rostrum and picks up word "education.") The word "education" is symbolic of the idea that education is the right of every individual in America. (Affixes word and steps back.)

Member No. 3: (Moves to the rostrum and picks up word "progress.") The word "progress" represents the challenge of tomorrow which depends upon mutual understanding and cooperation of business, industry, labor, religious, family and educational institutions and by the people of our own and other lands. (Affixes word and steps back.)

Member No. 4: (Moves to rostrum and picks up word "future.") The word "future" reminds us that the future of the world depends upon the quality of leadership we are able to produce and we in PBL will be the business leaders of the future. We must learn to recognize the situations in which our individual talents will become useful. (Affixes the word and steps back.)

Member No. 5: (Moves to rostrum and picks up word "business.") The world of business is our world. To be successful in business, a person must be educated both formally and informally in business methods and procedures and in the basic principles of our economic system and government. (Affixes word and steps back.)

Member No. 6: (Moves to the rostrum and picks up word "leaders.") The word "leaders" represents the search for knowledge in order for us to become better citizens. This knowledge will prepare us for the great task of leadership in years ahead. (Affixes word to stand and steps back.)

Member No. 7: (Note: omit for PBL ceremony.) (Moves to rostrum and picks up the word "America.") Finally, we think America. The future of America depends upon our generation. We should pledge ourselves to use any abilities endowed to us to make America a better place for everyone.

President: (Moves to rostrum and gives closing.) All the words now attached stand for (pauses) PBL. The shield stands for our organization which provides opportunities for each member to become a leader of tomorrow. The ceremony will close with all members reciting the Creed. (All members say the Creed in unison)