



# COLORADO PBL CONSTITUTION AND BYLAWS



## STATE CHAPTER CONSTITUTION

### Name

The name of this organization shall be the Colorado State Chapter of the Future Business Leaders of America-Phi Beta Lambda, Inc., hereinafter referred to as "the Chapter."

### Purpose

The purpose of this Chapter shall be to further the goals of PBL within the State of Colorado. The PBL Chapter shall provide as an integral part of the instructional program additional opportunities for **post secondary students** in business and education to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

The purpose of this Chapter shall be to further the goals of PBL within the State of Colorado. The Chapter shall provide opportunities for postsecondary and college students to develop vocational competencies for business and office occupations and business teacher education. FBLA-PBL is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

The specific goals of FBLA-PBL and the Chapter are to:

Develop competent, aggressive business leadership

Strengthen the confidence of students in themselves and their work

Create more interest in and understanding of American business enterprise

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

Develop character, prepare for useful citizenship, and foster patriotism

Encourage 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

The Chapter 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 Chapter adopt goals or engage in any activity inconsistent with the goals and policies of FBLA-PBL, Inc.

## **Membership**

The membership of the Chapter shall consist of PBL members residing within the State of Colorado. Classes of membership identical to those established by FBLA-PBL, Inc., shall be established by the Chapter. Such classes, together with the voting and other rights of each, may be more specifically set forth in the Bylaws.

**Virtual members should follow what is provided on the National Website.**

## **Dues and Finance**

The Chapter may assess dues from the members in addition to dues assessed by FBLA-PBL, Inc.

No part of the net earnings of the Chapter shall inure to the benefit of any member, sponsor, donor, creator, director, officer, employee, or any other private individual or to the benefit of any corporation or organization, any part of the net earnings of which inure to the benefit of any private individual; provided, this shall not prevent payment of reasonable compensation for services actually rendered the Chapter in effecting its goals.

The Chapter shall not divert any part of its income or corpus to any member, sponsor, donor, creator, director, officer or employee; by lending any part of its income or corpus without receipt of adequate security and a reasonable rate of interest; by paying any compensation in excess of reasonable allowance for salaries, of other compensation for personal services actually rendered; by making any purchase of security or other property for more than adequate consideration for money or money's worth; by selling any substantial part of its securities or other property for less than adequate consideration for money or money's worth; or by engaging in any other transaction which, either directly or indirectly, results in such diversion of its income or corpus. The Chapter shall not make any accumulation of its income unreasonable in amount or duration.

The Chapter shall not use any income for purposes other than objects in this Constitution set forth or invest any income in any manner which might jeopardize the fulfillment or carrying out of its objects. The Chapter shall not devote a substantial portion of its activities to carrying on propaganda or otherwise attempting to influence legislation, and in no event shall the Chapter engage in any legislative activities other than those in direct furtherance of the Chapter's stated objectives. The Chapter shall not participate in or intervene in any political campaign on behalf of any candidate for public office. In general, the Chapter shall not act in any way or engage in any activity which might affect its right or the right of FBLA-PBL, Inc., to full tax exemption or the right of donors to the Chapter of FBLA-PBL, Inc., and the Chapter shall be so operated as to be entitled to and receive all tax exemptions, federal or local, which may be granted to charitable, scientific, or educational associations or foundations.

## Organization

The Chapter is a subsidiary of the Future Business Leaders of America-Phi Beta Lambda, Inc. As an integral part of FBLA-PBL, Inc., the Chapter shall have goals and engage in activities consistent with the organization's status as a charitable and educational organization as defined in Section 501 (c)(3) of the Internal Revenue Code of 1954. Reports shall be submitted to FBLA-PBL, Inc., as requested.

The Chapter shall be governed by a Board of Directors which shall serve as the policy-making body for the Chapter, and which shall be subject to this Constitution, the FBLA or PBL Bylaws, and the Board of Directors of FBLA-PBL, Inc.

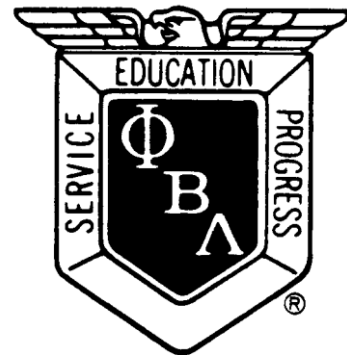
The Chapter shall adopt a set of Bylaws consistent with this Constitution, which shall include the powers and duties of the Board of Directors, officers and elections, meetings of the Chapter, and any other provisions necessary for the orderly administration of the Chapter.

The Chapter shall maintain such relationship with FBLA or PBL local chapters within the State of Colorado as shall be approved by the Board of Directors. The Chapter may apply to the Internal Revenue Service for a group tax exemption ruling on behalf of the local chapters within the state.

Upon dissolution, all the assets of the Chapter shall be and remain the assets of FBLA-PBL, Inc.

## Emblems and Insignia

The Chapter emblems shall be the emblems of the national organization. Only members in good standing may use official emblems and insignias.



## **Amendment**

This Constitution is a mandatory Constitution drafted by FBLA-PBL, Inc., for adoption by its state chapters and shall be un-amendable without the written consent of FBLA-PBL, Inc. Should amendments be required for the purpose of qualifying or retaining qualification under Section 501 (c)(3) of the Internal Revenue Code of 1954 or any successor provision thereto, such amendments, as approved by the Board of Directors of FBLA-PBL, shall become a part of this Constitution with or without the consent of the Chapter.

## BYLAWS

### PHI BETA LAMBDA STATE OF COLORADO

#### Name

The name of this division of FBLA-PBL, Inc., shall be "Phi Beta Lambda" and may be referred to as "PBL."

#### Purposes

It shall be the purpose of the state chapter to coordinate the program of the local chapters of Phi Beta Lambda and maintain effective communication with all local chapters in Colorado.

The purpose of PBL is to provide opportunities for postsecondary and college students to develop vocational competencies for business and office occupations and business teacher education. PBL is an integral part of the instructional program and promotes, in addition, a sense of civic and personal responsibility.

#### Membership

Membership in this organization shall consist of all local chapters of Phi Beta Lambda in the State of Colorado chartered by the national organization which are on active status determined by payment of local, state, and national dues by members of the local chapters.

Membership in Phi Beta Lambda is unified on local, state, and national levels and is not available separately. Membership is established by payment of local, state, and national dues and by the fulfillment of other required obligations.

Membership in the chapters of Phi Beta Lambda may consist of four types:

**Active members** shall be students interested in business who accept the purposes of Phi Beta Lambda and subscribe to its creed. Active members shall pay dues as established by Phi Beta Lambda and may participate in national events in accordance with the guidelines of the National Awards Program, serve as voting delegates to the National Leadership Conference, hold national office, and otherwise represent their state or local chapters as approved by their respective state and local advisers.

**Professional membership** shall be open to all persons associated with or participating in the professional development of FBLA-PBL, Inc. Shall be eligible for membership in the Professional Division. 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. 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 and hold office. The membership year shall be August 1 through July 31.

**Honorary life members** may be nominated by a local chapter and decided upon by a majority vote by the Board of Directors at the State level. They shall be persons who are assisting in the advancement of business education and/or who are rendering outstanding service to Phi Beta Lambda. Honorary life members shall not vote or hold office and shall not be required to pay dues.

## Dues and Membership Years

The fiscal and membership year shall be from July 1 to June 30.

Membership dues in the Colorado State Chapter of Phi Beta Lambda shall be established by the State Board of Directors and approved by a vote of the delegates present at the State Leadership Conference. The state dues are payable prior to **March 1** of the current school year. All state dues shall be sent to the Career and Technical Student Organizations Office, and national dues shall be sent to the national office. State and national dues of additional members taken into the chapter after **March 1** are payable at the time of induction to the Career and Technical Student Organizations Office. Annual Colorado state dues shall be \$10.

Any established chapter whose state and/or national initial dues are not paid by February 15 shall be ineligible to attend the State Leadership Conference, nominate a candidate for state office, and enter any state competitive event.

For new and/or reactivated chapters to be eligible to participate in the State Leadership Conference, the following steps must be completed:

Charter applications must be sent to the State Office.

State dues must be submitted to the Career and Technical Student Organizations office two weeks prior to the State Leadership conference.

National dues must be sent to the national office two weeks prior to the State Leadership Conference.

Eligibility to participate in the State Leadership Conference will not be extended beyond the two-week deadline.

## Organization

Colorado Phi Beta Lambda is the state organization for postsecondary students with an interest in business (at public, parochial, and private schools) including students operating under the provision of the State Plan for Vocational Education as provided by current state and federal legislation.

The state chapter shall be a member of the national organization of FBLA-PBL, Inc., and will be affected by the guiding principles in the national bylaws.

Official delegates and members from active chapters shall meet annually at a State Leadership Conference to elect officers and to carry on and complete current business affairs.

A local chapter may have as many special emphasis groups within its organization as it deems necessary to provide for all students' interests. For example: A certain group of students may be enrolled in a federally reimbursed program within the business department (including cooperative programs) and may be taught by a teacher authorized to handle such classes. Other interest groups may be provided. The local chapter shall assume full responsibility for coordinating the interest groups to the end that a team atmosphere exists.



### **State Board of Directors**

The State Board of Directors shall consist of the Colorado Phi Beta Lambda President and the Board members that shall be appointed by the current Board Members. 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 National 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 of the Board.

### **The Executive Council**

The Executive Council may consist of the officers of the Colorado State Chapter of Phi Beta Lambda, the State Chairman/Adviser, and the State Officer Team Adviser. The State Chairman/Adviser and the State Officer Team Adviser are ex officio nonvoting members.

The Council shall serve as the policy-making body for the State chapter and shall be subject to the State bylaws, the State constitution, and the Colorado PBL Board of Directors.

A majority of the council must be present at any council meeting in order to effect policy decision of the state chapter.

Each non ex-officio member shall have one vote on the council.

The Colorado PBL Executive Council shall be responsible to plan, direct, and conduct the activities of the Colorado PBL chapter and shall be subject to the orders of the state membership represented by delegates from active chapters.

## Officers

Elected officers shall be President, Vice President, Secretary, Treasurer, and Reporter. The Executive council may appoint a Corresponding Secretary and/or Parliamentarian.

**Eligibility.** To be eligible to be nominated for and hold a state office, a member in good standing must have been registered as a student in the school of his/her local chapter at during the current Phi Beta Lambda fiscal year of the date of election. Only those candidates who have been approved by their local chapter and adviser(s) and maintain a GPA of 2.5 throughout the year are eligible to run for a state office. Application for the office must be received by the State Chairman/Adviser fifteen (15) days prior to the scheduled State Leadership Conference. A state officer must be enrolled as at least a part-time student to be eligible to be nominated and hold a state office.

**Term of Office.** The term of office shall be for one year (from time of election or appointment at the State Leadership Conference through the conference of the following year). There shall be no more than two officers representing one school.

**Vacancies.** If the office of the President becomes vacant by resignation or otherwise, the Vice President shall assume the Presidency. If any other state office becomes vacant by resignation or otherwise, the vacancy shall be filled by the Executive Council by appointment, if deemed appropriate.

If a President is not **appointed** at the State Leadership Conference, the newly **appointed** Vice President will assume the President's position. If any other state office is not filled by election at the State Leadership Conference, the office will be filled by appointment by the Executive Council, subject to approval by the State Board of Directors.

Only those candidates who meet all of the qualifications and eligibility requirements may run for state office.

**Removal from Office.** Removal from office shall occur when an officer:

Does not follow Colorado PBL policies and procedures

Misses Executive Council Meetings without an excusable absence, as determined by the Executive Council

**Fails to perform the required responsibilities for their elected office**

## **Nominations and Elections**

**Nominations.** State and national officer candidates shall be nominated by a member at a general session of the State Leadership Conference. The order of nominations of the officers shall be done in the following order: President, Vice President, Secretary, Treasurer, Reporter, and National Officer Candidate.

**Elections.** The elections shall be conducted, using the following procedure:

State and national officer candidates shall be elected annually by a majority vote of the delegates present at the annual State Leadership Conference.

The order of election of officers shall be: President, Vice President, Secretary, Treasurer, Reporter and National Officer Candidate(s).

The State and National Officer Candidates shall be elected by a written vote of the voting delegates at the annual State Leadership Conference. A majority vote shall be required for election. If no candidate for an office receives a majority vote on the third ballot, the candidate receiving the lowest number of votes shall be dropped from the fourth ballot.

Each local chapter may have no more than two (2) members selected to the Executive Council if other suitable and qualified candidates are available. In cases where suitable and qualified candidates from other chapters are not available, more than two (2) members from a single chapter can be selected to the Executive Council by a majority vote of the Board of Directors.

The state may submit more than one candidate to run for a National office as long as there are not two or more candidates running for the same office.

## **Duties of PBL 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 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

Perform other duties for the promotion, growth and development of local and state PBL.

### **Voting Delegates**

Each local chapter in good standing shall be entitled to the following number of voting representatives:

Under 50 members - two voting delegates

50 - 100 members - three voting delegates

Over 100 members - four voting delegates

### **State Committee**

The State Chapter shall have a Phi Beta Lambda State Committee consisting of the following:

State Chairman/Adviser appointed by the sponsoring agency.

State Officer Team Adviser selected by the State Chairman/Adviser.

The State Committee shall be responsible to serve as an advisory group and to cooperate with the State Officers and shall actively participate in the activities of the Phi Beta Lambda State Chapter. The State Committee, if necessary, may establish a plan whereby the organization may receive grants or gifts of money or other property.

The State Committee shall appoint a State Advisory Board to assist in the growth and development of Colorado Phi Beta Lambda. Advisory board members may include representatives of business and/or professional organizations and leading business persons from throughout the state.

## **Meetings**

A State Leadership Conference of Phi Beta Lambda shall be held annually and will be held at a time and place determined by the Executive Council and approved by the PBL Board of Directors.

A Fall Leadership Conference of Phi Beta Lambda shall be held annually for officers, advisers, and interested members. It will be held at a time and place determined by the Executive Council and approved by the Executive Council and approved by the PBL Board of Directors.

The Executive Council will meet at least three (3) times annually to discuss State Chapter policy-making and to implement policy decisions.

The Executive Council meetings are open to all interested persons; however, the Executive Council may call a closed executive session when deemed necessary.

## **Emblems, Insignia, and Colors**

The chapter emblems and insignia shall be those designated by the national organization.

All active, professional, and honorary members shall be entitled to display and wear the emblem and insignia.

The official colors of Phi Beta Lambda are blue and gold.

The National President/Chief Executive Officer shall be the custodian of all Phi Beta Lambda emblems and insignia items and all items of this nature will be purchased through the national organization.

## **Parliamentary Authority**

The rules contained in Robert's Rules of Order, Newly Revised shall govern the state chapter of Phi Beta Lambda in all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA-PBL Alumni, Inc., the national bylaws, and bylaws of the State of Colorado, or any special rules of order that Phi Beta Lambda may adopt.

## **Amendments**

Proposed amendments to the bylaws of the Colorado State Chapter of Phi Beta Lambda must be submitted in writing by any active member in good standing of the local chapter at any state planning meeting or thirty (30) days prior to the State Leadership Conference. These proposed amendments must be reviewed by the Executive Council who must submit them to the delegates at the State Leadership Conference with or without recommendation. Amendments may be added or revisions made in the state bylaws by a two-thirds (2/3) vote of the delegates present.

PBL11 (11-96)  
Amended April, 2009  
Amended June 2014