

Southeast Missouri State University

Phi Beta Lambda Constitution

Article I. Name

The name of this organization shall be Southeast Missouri State University, Zeta Alpha Lambda Chapter of Phi Beta Lambda and may be referred to as “PBL.”

Article II. Purpose

Section 1. The purpose of PBL is to provide additional 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 in addition promotes a sense of civic and personal responsibility.

Section 2. The specific goals of PBL are to:

- ✓ Promote competent, aggressive business leadership.
- ✓ Understand American business enterprise.
- ✓ Establish career goals.
- ✓ Encourage scholarship.
- ✓ Promote sound financial management.
- ✓ Develop character and self-confidence.
- ✓ Facilitate transition from school to work.

Article III. Membership

Section 1. Members shall be students in good standing at Southeast Missouri State University. The members shall hold membership in the state and national chapters.

Section 2. Members will consist of all people who have paid dues, joined the group feature, and are attending chapter and committee meetings. All members will be required to join a standing committee and attend committee meetings. The committee meetings will be held at different times of the week and month, so that every member has an opportunity to attend. Members may only miss one chapter meeting per semester. Attendance at fundraisers and community service projects will make up for lost meetings. The second absence will result in the removal of active status of the member. An inactive member may still attend meetings, but may not vote or receive chapter funds for any conference. A member may appeal their absence to the Membership Committee. A majority vote of this committee will excuse an absence.

Article IV. Dues

The membership dues in Phi Beta Lambda shall be \$30 per semester. A \$10 discount will be given if both semesters are paid for at once. \$10 shall be remitted to the PBL national center in payment of the national dues and \$5 to the PBL state chapter in payment of state dues.

Article V. Officers and Elections

Section 1. Chapter officers shall consist of the following offices: President, Vice president, Secretary, Treasurer. These officers, the standing committee chairs, and advisor acting as ex officio member, shall constitute the Executive Board.

Section 2. The term of office for Executive Board members shall be one year or until their successors are elected.

Section 3. Executive board members must be in good standing with Southeast Missouri State University.

Section 4. The advisor(s) shall be a member of the Southeast Missouri State University faculty or staff. The advisor(s) shall serve as an ex officio member on the Executive Board.

Section 5. Election of officers will occur during the spring semester at a time to be determined by the Executive Board.

Section 6. Each member present at the election is accorded one vote per office.

Section 7. A simple majority vote will constitute an officer being elected.

Section 8. A tie shall be broken in accordance with policies set by the membership committee.

Article VI. Duties of PBL Officers

Section 1. The president shall (a) preside over all meetings of the chapter, (b) appoint all committees, (c) conference coordinator, (d) maintain online membership records, (e) completes annual chapter registration with SGA, (f) sign pre-approved checks for chapter expenses, (g) sign checks for necessary chapter activities, and (h) promote the growth and development of PBL.

Section 2. The vice president shall (a) preside in the absence of the president and (b) assist the president.

Section 3. The secretary shall (a) keep an accurate record of the chapter and executive committee meetings, (b) submit the required reports and articles to the state chapter and the national center, (c) maintain records of absences per member, (d) serves as an ex officio member to membership committee, and (e) maintain a member point system for priority sign up and determining funding.

Section 4. The treasurer shall (a) act as custodian of the funds of the organization, collect dues and give financial reports, (b) sign pre-approved checks for chapter expenses, (c) sign checks for necessary chapter activities up to \$100, and (d) serves as an ex officio member to finance committee.

Section 5. The reporter/historian shall (a) maintain records of all events outside of regular chapter meetings, (b) keep the website up to date, and (c) produce at least two newsletters per semester highlighting the chapter's fundraising, socials, and community service projects.

Article VII. Meetings

Section 1. All meeting dates will be determined by the Executive Board and presented to the membership at large on the first meeting of the fall semester.

Article VIII. Parliamentary Authority

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

Article IX. Amendment of Bylaws

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

Article X. Anti-Hazing Policy

- A. Hazing for the purpose of pledging, initiation, admission into, affiliation with, or as a condition for maintaining membership in a group, organization or team shall be defined as:
1. Any intentional, knowing or reckless act, whether on or off campus, which endangers the mental or physical health or safety of any person, regardless of consent, or which violates public law or University policy.
 2. Hazing includes, but is not limited to:
 - a. Any physical brutality such as whipping, beating, striking, paddling, branding, placing of a harmful substance on the body, or similar activity;
 - b. Any physical activity such as sleep deprivation, exposure to the elements, confinement, calisthenics, or other activity that subjects a student to risk of harm, or that adversely affects the mental or physical health or safety of a student;

- c. Any activity involving consumption of food, liquid, alcoholic beverage, drug, or substance that subjects a student to risk of harm, or that adversely affects the mental or physical health or safety of a student;
 - d. Any activity that intimidates or threatens a student with ostracism, subjects a student to extreme mental stress, shame or humiliation, or adversely affects the mental health or dignity of a student, or that may reasonably be expected to cause a student to leave the organization or institution rather than submit to acts described above; and,
 - e. Any activity, in which a person solicits, plans, encourages, directs, aids, or attempts to aid another in hazing or intentionally, knowingly, or recklessly permits hazing to occur and/or knowingly fails to report the incident.
- B. Hazing is inconsistent with Missouri laws/statutes, University policies, the Student Code of Conduct, and fraternal/organizational laws. Phi Beta Lambda and its members agree to abide by the anti-hazing policy required of all student organizations at Southeast Missouri State University.

Article XI. Standing Committees

Section 1. The membership committee will be responsible for maintaining the membership roster, conducting all elections, executing social events, and public relations. The committee will serve as election board for all elections. The committee will submit a proposal to the chapter for dues and changes to policies and procedures in May of each year. The chair of this committee will be elected by the full membership and will be a member of the executive board. The chair and/or designee will also be responsible for completing the local annual business report for competitive events.

Section 2. The community service committee will be responsible for the planning and execution of whole community service projects for the year. The chair of this committee will be elected by the full membership and will be a member of the executive board. The chair and/or designee will also be responsible for completing the community service report project for competitive events.

Section 3. The finance committee will be responsible for maintaining accurate records, planning and promoting all fundraisers, and completing funding requests. The treasurer will serve as an ex officio member to this committee. The chair of this committee will be elected by the full membership and will be a member of the executive board.

Article XII. Non Discrimination Policy

Phi Beta Lambda shall not discriminate on the basis of race, ethnicity, religion, sex, sexual orientation, national origin, gender identity and expression, disability, social status, age, creed, or any other factors not specified as a basis for qualification, in all facets of its operations and governance.