



PHI BETA LAMBDA

UC SAN DIEGO EST. 2005

PHI BETA LAMBDA at UC SAN DIEGO CONSTITUTION

Article I Name

The name of this division of FBLA-PBL, Inc. shall be “Phi Beta Lambda” and may be referred to as “PBL.” The name of this chapter shall be “Phi Beta Lambda at UC San Diego.”

Article II Purpose

Section 1.

PBL is a not-for-profit organization with the purpose of providing opportunities for postsecondary students to develop business-related career competencies.

Section 2.

The specific goals of PBL are to:

- Develop competent 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 that 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.

Section 3.

PBL will meet at least four times a quarter to discuss projects and other matters.



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Section 4.

Phi Beta Lambda at UC San Diego is a non-profit student organization.

Article III Membership

Section 1.

PBL membership shall consist of members of chartered local chapters. These members shall hold membership in their state and national chapters. Individual members shall be recognized only through a state chapter of PBL except that, in the case where there is no state chapter, the member shall be recognized by the national office. Membership is open to all enrolled UCSD postsecondary students.

Section 2.

National PBL, as well as the state and local chapters, shall be open for membership to these classes of members:

- Active members shall be students enrolled at UCSD, accept the purpose of PBL, and subscribe to its creed. Active members shall pay dues as established by PBL 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, in accordance with Article VI; and otherwise represent their state and local chapters as approved by their respective state or local advisers.
- Honorary life members may be elected to a state or local chapter by majority vote. They shall be persons who are assisting in the advancement of business and office education and/or who are rendering outstanding service to PBL. Honorary life members shall not vote or hold office and shall not be required to pay dues.
- National honorary members may be recommended by the membership and shall be accepted upon approval by the board of directors of FBLA-PBL, Inc. They shall be persons making significant contributions to the field of business and office education and/or to the growth and development of FBLA-PBL, Inc. National honorary life members shall not vote or hold office and shall not be required to pay dues.



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Section 3.

All members are required to abide by the following guidelines:

- Attend all chapter meetings and gbms as denoted by the officer team. Members will be allowed three absences per quarter as long as the form is filled out six hours prior to meetings.
- Attend all recruitment events unless submitting an absence form.
- Maintain a professional viewpoint, be open to learning, and abide by the code of conduct for the University of California, San Diego's Student Code of Conduct.
- Pay dues quarterly or annually as denoted within Article IV - Section 2.

Section 4.

In the case that any of the above guidelines are not followed the members will be subject to the following reprimands:

- Upon breaking the Student Code of Conduct, will be subject to a review panel as denoted by the presiding Officer Board and will need to receive a $\frac{2}{3}$ vote in order to continue membership.
- Upon receiving four absences will be given a warning regarding probation of membership, upon five absences will be required to attend an officer meeting and will need a $\frac{2}{3}$ vote of the presiding Officer Board in order to continue membership.

Article IV Dues and Finance

Section 1.

National dues based on fiscal reports by the national office, and on recommendations by the national executive council and the board of directors, shall be determined by a majority vote of the local voting delegates at the National Leadership Conference. National dues of members shall be forwarded directly to the PBL national office or shall be submitted through state chapters at the discretion of the state chapter. Chapter Dues will be determined by the officer board via this constitution and can only be changed on a $\frac{2}{3}$ majority vote of the elected officer board.



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Section 2 .

Annual dues shall be:

- Returning Members: \$90
- New Members: \$135

Quarterly dues (if chosen to pay quarterly) shall be:

- All Members: \$60

Section 4.

An annual financial business report will be prepared and published by the VP of Finance as well as Quarterly Reviews that will be made in accordance to the executive boards review.

Section 5.

The fiscal year of the PBL shall be July 1 through June 30.

Section 6.

Members unable to pay dues will have the option of setting up an installment payment plan. If members are still unable to pay, membership will be temporarily suspended for the remainder of the quarter.

Article V Organization

Section 1.

PBL shall be an association of state and local chapters, each operating in accordance with a charter granted by FBLA-PBL, Inc. Only chapters that have received charters, Greek names, numbers issued by FBLA-PBL, Inc. and that are currently in good standing shall be referred to as "Phi Beta Lambda" or "PBL."



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Section 2.

The board of directors of FBLA-PBL, Inc. shall serve as the policymaking body of this organization and derives its authority from the Articles of Incorporation of FBLA-PBL, Inc. and the laws of the District of Columbia. It may be referred to as the board of directors. Members of the board of directors shall be nominated by state chairmen and elected by the local FBLA-PBL chapters of their respective regions for three-year terms in accordance with the nominating and voting procedures determined by the board of directors.

Section 3 .

The administration of PBL shall be vested in the association president and chief executive officer of FBLA-PBL, Inc.

Section 4.

There shall be five administrative regions. The Eastern Region consists of Connecticut, Delaware, District of Columbia, DODDSEUR (Europe), Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, and Virgin Islands. The Southern Region consists of Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia. The North Central Region consists of Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin. The Mountain-Plains Region consists of Colorado, Kansas, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, and Wyoming. The Western Region consists of Alaska, Arizona, California, Canal Zone, Guam, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, and Washington.

Section 5.

Each local chapter shall have an adviser who is either a faculty member teaching a business and/or business-related class or school staff member. A local chapter may have as many special- emphasis groups under the chapter charter as it deems necessary to meet the interests to necessary, the candidate receiving the lowest number of votes shall be dropped from each subsequent ballot until one candidate receives a majority of votes.



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Section 6.

Term of Office. Officers shall be elected for one year or until their successors are elected or appointed.

Section 7.

Vacancy in Office. A vacancy in any office shall be filled by appointment by the president with the approval of the executive officer team.

Section 8.

Candidates for officer positions must be enrolled UCSD postsecondary students. Voting delegates can include both UCSD enrolled students and alumni as well.

Section 9.

Meetings will be held on a biweekly basis at a minimum. Every meeting will have notes taken by the VP of Internal Affairs and there is a requirement of 7 meetings per quarter that the chapter must meet.

Article VII Duties of PBL Officers

Section 1. General Expectations & Responsibilities

All officers are expected to:

- Attend all officer, general, and other events held by Phi Beta Lambda. Officers will have 3 absences (2 excused and 1 unexcused) from GBM's, Chapter Meetings, or Officer Meetings per quarter
- Submit an absence form in case of their absence and, in the case it is less than 24 hours until said event, officers will contact the Executive Vice President or President to notify them
- Serve out the full duration of their term. In the case officers DO NOT serve their whole term, they will not be allowed to run for a position for the following year



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- Use and engage in all communication platforms with general members and fellow officers
- Update and track progress on various tasks, projects, and initiatives within the task management platform
- Maintain professional demeanor and decision-making process at all times
- Attend all recruitment events unless excused by the Executive Vice President and President
- Prepare a guide for their successor two weeks prior to elections occurring

Section 2. President

PRESIDENT: Face of the organization at every level, leader of both member body and officer team. Business Council Board of Directors representative.

- Represent PBL at UC San Diego as a whole
- Oversee Officer Team and projects
- Conduct and facilitate officer meetings
- Speak in front of general body at GBM
- Appoint and delegate tasks
- Motivate and maintain officer team and members
- Member of Board of Directors on Business Council

Section 3. Executive Vice President

EXECUTIVE VICE PRESIDENT: Right-hand to the President. Holds all officers responsible for the completion of tasks by maintaining an efficient and effective officer team. Business Council Senator 1.

- Managing the officer team
- Helping the President with GBM's
- Incharge of expectations and responsibilities
- Management tool
- Recruitment
- Helping run Mentorship program



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Section 4. Vice Presidents

A) VICE PRESIDENT of MARKETING: Responsible for maintaining the outward face of Phi Beta Lambda at UC San Diego, including both its web and materials presences. Responsible for creating and managing recruitment programs, but not management of events themselves.

- Maintaining the face of PBL (Creating facebook event pages, posters, flyers etc...)
- Ensuring that other members participate in marketing (Tabling, flyering, social media sharing)
- Attending all officer meetings
- Overseeing the tasks done by the director of PR, ensuring social media content is regularly updated.

B) VICE PRESIDENT of FINANCE: Responsible for maintaining the budget and swift payment of the organization's expenses. Ensures internal control over organization funds and raising of additional funds when applicable. Responsible for understanding relevant university policies.

- AS funding: read the handbook finance.ucsd.edu (submit form for as funding and see everybody's request for funding).
- 6 weeks in advance go with business day.
- Be proactive about turning as funding for recruitment
- Each application goes to a certain person Ana Dickson- in charge of prof orgs
- Triton activity planner form due 21 days in advance
- Build relationships with people like Ana and constantly keep in contact with her
- Use estimates and invoices keep records of everything
- List of sources of funding/as funding has a lot of mistake so communicate with them
- UCSD Community Fund
- UCSD Competition Fund

C) VICE PRESIDENT of EXTERNAL AFFAIRS: Responsible for creating and completing events that present the organization outward, including those that collaborate with other organizations, those that face the business community, and those that face the general public. Responsible for completing recruitment events and logistics, but not creation of programs themselves. Responsible for understanding relevant university policies.



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D) VICE PRESIDENT of INTERNAL AFFAIRS/OPERATIONS: Responsible for creating and completing events that serve the organization and its membership base. Responsible for maintaining operational continuation of the organization. Responsible for understanding relevant university policies.

Section 5. Directors

A) DIRECTOR of PUBLIC RELATIONS: Maintains digital presence of the organization, as well as the relevant social media content for specific events. Assists the Vice President of Marketing in creation of materials and any other responsibilities as necessary. MARKETING tree.

B) DIRECTOR of FINANCE: Responsible for the creation and completion of fundraisers. Responsible for market updates, if necessary. Assists the Vice President of Finance in responsibilities not pertaining to internal controls of budgets, if necessary. FINANCE tree.

- Keep the members of PBL updated on the financial markets.
- Updates are to be given either through GBM or through the Facebook page.
- Required to generate and plan out fundraising ideas.

C) DIRECTOR of MEMBERSHIP DEVELOPMENT: Responsible for creation and management of member introduction program. Manages the database of membership and all logistics related to it, including Facebook group invites and state membership card distribution. Assists the Vice President of Operations and the Director of Programming in completing the year-ending banquet. OPERATIONS tree.

- Creating the member induction program
- Keeping Facebook up to date with new members
- Making chat channels for the new classes
- Workshops for the new class (and potentially all of PBL as well)
- Distributing state membership cards
- Planning new class initiation
- Work with VP Finance to ensure the new class pays their dues

D) DIRECTOR of PROGRAMMING: Responsible for ideation, creation, and completion of social and community service events, including year-ending banquet.. Works closely with the Vice President of Operations on the logistical completion of planned events. OPERATIONS tree.



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- Booking rooms for gbms
- Planning socials and clean up
- Making google sign in forms and organizing necessary carpools
- Planning end of the year banquet

E) DIRECTOR of COMMUNITY RELATIONS: Responsible for maintaining relationships with outside organizations, including both the professional world and the UC San Diego business community. Assists the Vice President of External Affairs in maintaining close relationships with as many of these organizations as possible by acting as a direct liaison to these groups. May involve attendance of occasional meetings of officer and committee teams from other organizations, when necessary. EXTERNAL AFFAIRS tree.

F) DIRECTOR of ALUMNI RELATIONS: Responsible for maintaining a database and a relationship with former members of Phi Beta Lambda of UC San Diego. A one-time project lead for 2018-2019 as much as a long-term executive role for the future, must tackle this holistically as something to be created and then continue its management, setting a standard for how it will be maintained by future teams. EXTERNAL AFFAIRS tree.

- Maintain the weekly newsletters for alumni
- Quarterly reports sent to alumni regarding what is going on
- Invite alumni to specific events designated by the board
- Host one alumni focused event per year
- Manage database of alumni
- Put together Senior Send-Off Night ever Spring Quarter

Section 6. Niche Positions

Task-based roles that can be filled by a member if enough applicants exist, not necessary for continued operation of the organization and not participant in officer meetings on the level of a director or above.

A) PHOTOGRAPHER: Responsible for completion and creation of professional photographs of members and officers, as well as day-of photographs of events.



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Article VIII Election of Officers

Officers strictly for the PBL's executive board will be elected through the following process. The selection period will be held in the beginning of spring quarter.

- a. To be considered for election, a potential candidate must fill out a written application compiled by the current President and Executive Vice President. The application will be reviewed by PBL's Executive Board. From those applicants, no more than two candidates shall be selected to continue on with the process.
- b. If selected out of the written application process, candidates must participate in an interview conducted by the PBL's Executive Board. The interview will consist of a speech with the candidate's vision for the future of PBL and their plan for their term, followed by questions asked by the executive board.
- c. Immediately following the interviews, a physical vote will be conducted. Each member from the executive board (with exception of the President) will have one vote. No member will be allowed to abstain from voting. Individuals running for the same position as that which is being voted upon will not be eligible to vote, nor will be permitted in the room in which the voting is conducted. In the event that there is a tie, the President will serve as the tiebreaker.

Article IX Emblems and Colors

Section 1.

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

Section 2 .

PBL emblems and insignia shall be uniform in all local and state chapters and within special emphasis groups. Only members in good standing may use official emblems and insignia.

Section 3 .

The official colors of PBL shall be blue and gold.



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Article X Parliamentary Authority

The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern PBL in all applicable cases and when they are not inconsistent with the rules and bylaws of FBLA-PBL, Inc.

Article XI Rules of Amendment

Section 1.

Proposed amendments will be submitted to the executive team from a current member of the UCSD PBL chapter. Upon receipt of such amendments the team will then elect to vote in said amendments by a $\frac{2}{3}$ vote of all officers.

Section 2.

The president and executive vice president of UCSD-PBL shall be authorized to revise these bylaws to correct punctuation, grammar, cross references, article and section designations, and to make such other technical changes as may be necessary, where these changes shall be minor in detail and shall not alter the meaning or intent of the bylaws. Notice of changes made under this authority shall be communicated in writing to the executive officer team.

Last Amendment:

February 27th, 2019

Article XII Risk Management

Section 1.

Phi Beta Lambda at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself. Phi Beta Lambda at UCSD understands that the University does not assume legal liability for the actions of the organization.