Only currently registered students, faculty and staff may be active members in a registered student organization. Only active members may vote or hold office.

We will not haze according to California State Law; we will not restrict membership based upon race, color, national origin, religion, sex, physical and mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).

All amendments, additions or deletions must be filed with the Office of Student Life, 102 Sproul Hall.

Article I. Name

The name of this organization shall be the University of California, Berkeley chapter of the Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL) Inc.

Article II. Purpose

Section 1. The purpose of this FBLA-PBL chapter is to provide additional opportunities for college students in business, business related fields, and/or other majors to develop vocational and career supportive competencies for business and office occupations and business teacher education. FBLA-PBL, Inc. is an integral art of the instructional program and in addition, promotes a sense of civic, leadership, and personal responsibility.

The mission of PBL is to bring business and education together in a positive working relationship through innovative leadership and career development programs. We bring our mission to life through the application of our motto: Service, Education, and Progress.

Service. PBL members know the value of being community aware. Our members are encouraged to fulfill their responsibilities as business leaders by being actively involved in the community and contributing to the betterment of our society. At the same time, members strengthen their business skills by developing and implementing community service events and projects.

Education. Education is the key to success. PBL is unique in that we embrace diversity by welcoming not just business majors, but students from all majors. The best leaders and business professionals are not born being the best—they have to continuously hone their skills if they want to stay on top. Thus, PBL provides the tools they need in their quest for self improvement. Our members have access to different aspects of business through competitive events, informative workshops, and networking opportunities.
Progress. PBL is always working hard to move forward and further develop the leaders of tomorrow. Our members are given opportunities to develop their career related skills by focusing on leadership, communication, networking, and teamwork. This is done through our many programs that apply classroom-based knowledge to real life experiences.

Section 2. The specific goals of FBLA-PBL 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.

Article III. Membership

Section 1. FBLA-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 FBLA-PBL except that, in the case where there is no state chapter, the member shall be recognized by the national office.

Section 2. National FBLA-PBL, as well as the state and local chapters, shall be open for membership to these classes of members:

Active members shall be secondary students who become members while enrolled at University of California, Berkeley who accept the purpose of FBLA-PBL, subscribe to its creed, demonstrate willingness to contribute to good school-community relations, and possess qualities for employment. Active members shall pay dues as established by FBLA-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 a 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 FBLA-PBL, Inc. Honorary Life Members shall not vote or hold office and shall not be required to pay dues.

National Honorary Life 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.

Article IV. Dues and Finance

Section 1. Dues. 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 state voting delegates at the National Leadership Conference.
National dues of members shall be forwarded to the FBLA-PBL National Office or shall be submitted through state chapters at the discretion of the state chapter.

Section 2. The membership dues in the Future Business Leaders of America-Phi Beta Lambda shall be $25 a year, of which $10 shall be in payment of national dues, $4 in payment of state dues, and $11 for a year due in payments for local chapter events and expenses.

Section 3. The fiscal year of the Future Business Leaders of America-Phi Beta Lambda, Inc. shall be July 1 through June 30.

Section 4. An annual report will be made by the treasurer at the end of the fiscal year.

Article V. Officers and Elections

Section 1. Executive Officers of the chapter shall be: President, Internal Vice President, External Vice President, Treasurer, State Representative, and Secretary. These officers with the adviser as ex-officio member shall constitute the Executive Board. Officers shall be elected or appointed for a term of one fiscal FBLA-PBL year for only the President, Treasurer, and State Representative or until their successors are elected. Officers shall assume their duties at the close of the meeting at which they were elected. Elections are held in November for spring semester positions and April/May for all positions the following year. These officers must hold at least one officer/committee experience. Only afterward, these officers are voted by the paid members and require a majority vote, which is 51%.

Section 2. The Committee Officers shall be elected or appointed for a term of one Berkeley semester or until their successors are elected by. For the spring semester, officers will be elected in November; for the fall semester, officers will be elected in April. These officers are voted and appointed by the Executive Board.

Section 3. A vacancy in any office, other than that of president, shall be filled by appointment by the Executive Board. Should the office of president become vacant, the internal vice president automatically becomes president. Active, voting membership will be notified as soon as impeachment or vacancy is confirmed.

Section 4. If any officer within executive board and committee board does not comply with the FBLA-PBL bylaws and/or does not fulfill their duties by the president and/or any of the respected higher officers, then they are eligible for impeachment. A majority vote by the executive officers is needed for the impeachment of any committee officer throughout any point of the term. An executive officer may be impeached with 2/3 votes by the other executive officers and committee officers, finding that he or she have not been fulfilling his or her duties. A letter will be written to the national and state office, detailing the situation to be put on record.

Section 5. The chapter shall have an adviser who shall be a faculty member or staff member from the University of California, Berkeley. The chapter may have as many special-emphasis groups under the chapter charter as it deems necessary to meet the interests of all students and shall assume full responsibility for coordinating the program for these interest groups.

Article VI. Duties of FBLA-PBL Officers

Section 1. The President shall (a) preside over all meetings of the chapter and (b) promote the growth and development of FBLA-PBL, Inc; (c) presides over and conducts meetings according to accepted parliamentary law; (d) keeps members and discussion on track; (e) serves as an ex-officio member to each officers; (f) coordinates chapter activities and efforts by keeping in close touch with the other officers, the members, and the advisers; (g) calls special meetings as needs; (h)
sees that the Monthly Chapter Report is prepared by the secretary and news releases are prepared and mailed by the reporter; (i) reviews any updates/Committee events with the adviser and the officer team on a monthly basis; (j) maintains chapter correspondence by writing appropriate letters; (k) shows interest in the activities of the other officers and inspire them as well as the membership to better serve the chapter meetings; (l) encourages public relations in the Berkeley community by contacting speakers or guest for chapter meetings. Be sure to have the secretary follow up with thank you letters following a presentation or guest appearance at a chapter meeting or activity; (m) represents the chapter at special school events, civic clubs, and other out-of-school organizations; (n) submits news releases when chapter shows success at conference or other events; (o) maintains a good working relationship with officers, members, and advisers and if necessary; and (p) reserves rooms for events.

Section 2. The Internal Vice President shall (a) preside in the absence of the president; (b) assist the president in other ways as appropriate; (c) assists the president in the discharge of duties; (d) presides at meetings in the absence of the president; (e) prepares to assume the duties and responsibilities of the president if the need should arise; (f) oversees all executive work and the management of assignments; (g) mediate all internal problems and issues Oversee secretary and committee chairs (Social, Professional Development, Technical, Community Service); (h) assume the duties and responsibilities in the President's absence; (i) inform the president of all internal affairs; (j) assist the president in the discharge of duties, and (k) conduct evaluations of all officers and FBLA-PBL events.

Section 3. The External Vice President shall (a) preside in the absence of the Internal Vice President; (b) Manage the organization's logistics (OSL orientation/Monthly DAC meeting); (c) complete the National and State reports/forms such as the Local Chapter Monthly Report Form, 100% Class Participation, and Membership Achievement Award; (d) prepare the Local Chapter Annual Business Report and Monthly Chapter Reports; (e) work with the State Rep. and assist in the preparation for F.A.R.T., S.L.C., and N.L.C.; (f) work with Treasurer and Finance Chairs with budgeting (ASUC orientation) and fundraising (corporate sponsorship); (g) oversee secretary and as well as the Public Relations for the Organization; and (h) work with the Historian, Reporter and Public Relations Chair to hand the publicity and marketing for the organization.

Section 4. The Secretary shall (a) prepares and reads the minutes of each meetings; (b) assists the executive and committee board when necessary; (c) prepares the Monthly Chapter Report and submit it to the president and the vice presidents. Keep one copy for your records. This report helps the vice president prepare the Local Chapter Annual Report at the end of the year; (d) counts and records votes when taken with the Executive Board; (e) records evaluations of members and officers of FBLA-PBL event; (f) keeps record of attendance of officers at every meeting, an accurate record of the chapter and Executive Board meetings; (g) coordinates and keeps track of the local chapter point system; (h) assists in the completion of National and State reports and forms; (i) fills the Local Chapter Monthly Report Form, 100% Class Participation, Membership Achievement Award, and other documentation; and (j) keeps a record of all members information.

Section 5. The Treasurer shall (a) prepares the chapter budget for the year; (b) works closely with Finance Chair for fundraising/financial challenges and events; (c) keeps accurate record of income and expenses; (d) keeps an accurate count and roster of the chapter membership; (e) writes receipts for ALL members when they pay their dues or other financial events; (f) receives and acts as custodian of chapter funds; (g) collects all state and national dues and is responsible for the disbursement by the appropriate deadlines; (h) keeps financial records neat and current; (i) sends the membership list with the dues to the state and national chapters; (j) prepares monthly financial reports for each meeting; (k) fulfills the required financial obligation of ASUC sponsorship, Haas Affiliation/Sponsorship, State and National FBLA-PBL Office; (l) handles the chapter's accounts receivable and accounts payable; (m) encourages efficient money management; and (n) attends the ASUC budget with the Finance chair.
Section 6. The State Advisory Representative/Competition Chair shall (a) handles the communication of State and National chapter and office; (b) prepares the local chapter of the State and National Conferences; (c) fulfills the required State and National documentation and forms; (d) appoints five members for the competition committee; (e) manages and coordinates the conferences and competitive test; (f) serves as the state officers’ liaison with chapters; (g) fosters communication between chapter members and state officers; and (h) brings new ideas to the state team.

Section 7. The officers of President, Internal Vice President, External Vice President, Treasurer, State Advisory Representative, and Secretary shall serve on the Executive Board, and perform such duties as directed by the president and the adviser and not inconsistent with these bylaws or other rules adopted by the chapter. Furthermore, they will appoint all committees and serve as ex-officio members of these committees.

Section 8. The Historian Chair shall be (a) responsible for upholding the history of Berkeley FBLA-PBL chapter; (b) records meetings through pictures, videos, etc; (c) prepares news for the chapter Website; (d) manages, prepares, and updates the local chapter Website; (e) files clippings and pictures of the chapter’s activities in the chapter files; (f) creates a FBLA-PBL chapter brochure and scrapbook/archive of publicity, activities, and events; and (g) prepares an electronic slide show presentation for the banquets, general meeting, award ceremony.

Section 9. The Parliamentarian/Reporter Chair shall be (a) responsible for informing local, state, national members/officers of the chapter’s activity, and uphold correct parliamentary procedure; (b) gathers and classifies chapter news; (c) creates three issues of FBLA-PBL newsletter per semester about the local, state, national chapter as well as the business world; (d) assists chapter members in understanding the basic purpose of parliamentary procedure; (e) watches for significant irregularities in parliamentary procedure and call them to the attention of the President; and (f) assists the Internal Vice President with the Local Chapter Annual Business Report.

Section 10. The Professional Development Chair shall be (a) responsible for upholding the professionalism of the FBLA-PBL chapter; (b) creates at least 4 events each semester relating to business, careers, and professional development; and (c) writes an article about your events and committee for the FBLA-PBL newsletters.

Section 11. The Finance Chair shall be (a) responsible for bringing in revenue to excel the FBLA-PBL chapter; (b) implements fundraising activities through local events, corporate sponsorship, etc. to subsidize all conferences, FBLA-PBL events, and miscellaneous expenses; (c) attends the ASUC budget with the treasurer; (d) works closely with the Treasurer to assist in the financial obligation of the chapter; and (e) writes an article about your events and committee for the FBLA-PBL newsletters.

Section 12. The Community Service Chair shall be (a) responsible for upholding social responsibility and ethical behaviors in FBLA-PBL chapter; (b) creates at least 3 events relating to social responsibility and ethical behaviors in the corporate world (c) assists with FBLA-PBL’s national endorser March of Dimes through Walk to America & donations; and (d) writes an article about your events and committee for the FBLA-PBL newsletters.

Section 13. The Public Relations Chair shall be (a) responsible for marketing the Berkeley FBLA-PBL chapter to both professional and collegial society; (b) publicizes FBLA-PBL events throughout the semester through flyers, handbills, ads, etc; (c) organizes publicity for fall Berkeley club fair (fall semester only) and Cal Day (spring semester only); and (d) writes an article about your events and committee for the FBLA-PBL newsletters.

Section 14. The Social Chair shall be (a) responsible for creating a social atmosphere among members and professional society; (b) creates at least 3 events that bring members together and officers together; (c) plans the end of the semester banquet; and (d) writes an article about your events and committee for the FBLA-PBL newsletters.

Section 15. The Historian Chair, Parliamentarian/Reporter Chair, Professional Development Chair, Finance Chair, Public Relations Chair, Community Service Chair, and Social Chair shall serve on the...
Committee Board, and perform such duties as directed by the president, external vice president, internal vice president, and the adviser and not inconsistent with these bylaws or other rules adopted by the chapter. Furthermore, they will appoint committee members and sever one Berkeley semester.

Article VII. Meetings

Section 1. There must be at least one regular meeting a month during the school year. The regular monthly meeting shall be designated as the annual meeting for the purpose of electing officers, receiving reports of officers and committees, and for any other business which may arise. Other meetings may be held as deemed necessary by the President with the approval of the Executive Board.

Section 2. Quorum. 10 members of the chapter shall constitute a quorum.

Section 3. The Executive board will hold special emergency meetings if necessary. Notification to members of the emergency meetings will be done through mass electronic mail. If emergency meeting is called within 24 hours, the executive board will notify members through phone contact/email.

Article VIII. Committees

Section 1. The Executive Board, in consultation with the adviser, shall appoint the following committees: (a) Historian; (b) Community Service; (c) Social; (d) Professional Development; (e) Public Relations; (f) Parliamentarian/Reporter; (g) Finance. The President shall appoint additional committees as authorized by the Executive Board. Duties of committees shall be determined by the Executive Board and the adopted parliamentary authority.

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

Section 3. FBLA-PBL Committees description:
- **Professional Development** – plans worthwhile meetings for membership in accordance with FBLA-PBL goals.
- **Community Service** – develops activities for the community’s betterment.
- **Social** – plans fun activities to balance out a meeting.
- **Finance/Fundraising** – develops projects to raise the necessary funds to carry out an activity in the program of work.
- **Public Relations** – stimulates and sustains public support of the FBLA-PBL organization.
- **Historian**—records the history of Berkeley FBLA-PBL chapter
- **Parliamentarian/Reporter**—informing FBLA-PBL news to the local, state, national members/officers of the chapter’s activity, and uphold correct parliamentary procedure

Article IX. Emblems, Insignia and Colors

Section 1. The chapter emblems shall be the emblems of the national association.

Section 2. 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 of FBLA-PBL, Inc.

Section 3. Emblems and insignia shall be uniform in all local and state chapters and within special-emphasis groups; they shall be those of FBLA-PBL. Only members in good standing may use official emblems and insignia.
Section 4. The official colors of FBLA-PBL shall be blue and gold.

Article X. Parliamentary Authority

The rules contained in Robert’s Rules of Order Newly Revised, 1990 Edition, 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 of order the chapter may adopt.

Article XI. Amendment of the 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. After one month, active, voting members will be notified of the amendment.

Article XII. Dissolution

Dissolution will be decided unanimously by the advisors, active members, and officers. After all debts are paid, the unspent funds belonging solely to FBLA-PBL chapter at Berkeley will be given to the March of Dimes charity funds.