

The North Carolina State Chapter of

PHI BETA LAMBDA

State Handbook

Section 6 – CHAPTER CHARTERING AND REACTIVATION

2011-2012

*A college-level national
association for the
professional development
of business students*

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State Handbook

Section 6 - CHAPTER CHARTERING AND REACTIVATION GUIDE

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The North Carolina State Chapter of
PHI BETA LAMBDA

Greetings to Prospective New and Reactivating Chapters:

We extend a very cordial invitation for your school to become involved with the largest collegiate student organization in America—Phi Beta Lambda. The programs of this national organization benefit not only individual students preparing for business occupations but also the business department/school and entire institution at which a chapter is chartered.

The North Carolina State Chapter has a solid organization with membership averaging 800 students during recent years. The State Chapter is comprised of local chapters at all types of collegiate institutions in North Carolina—from community and junior colleges to universities, both public and private—and provides opportunities for student leadership development at all schools with business programs.

We hope you will strongly consider chartering a chapter of Phi Beta Lambda at your institution (or reactivating your chapter). The process is simple; the rewards are tremendous. If you need any assistance, do not hesitate to call upon us; we will be glad to help. Included for your review and assistance are chapter chartering/reactivation forms and information that should prove helpful in your organizational process.

Cordially,

Dan Hazlett
NCPBL State Adviser

Charter applications (or reactivation forms) should be sent to the address found below.

The required materials are as follows:

- Chapter Application Form (also used for reactivation)
- Copy of Chapter Bylaws and Constitution
- Dues Reporting Form
- Check for Charter/Reactivation Fee (\$20)
- One Check for State and National Dues (xx members @\$20 each)

**For further information about Phi Beta Lambda as an enhancement to your business programs,
contact Dan Hazlett (NCPBL State Adviser)
Stanly Community College, 141 College Drive, Albemarle, NC 28001
Telephone: 704-991-0216; Email: stateadviser@ncpbl.org**

**TO THE ADVISER
THE VALUE OF THE STUDENT ORGANIZATION**

The thought of sponsoring a student organization can evoke a variety of emotions. It is exciting to work directly with students outside the classroom setting. There is no question that being a PBL adviser brings extra responsibilities. Advisers are considered the “head cheerleaders” for the chapters as they promote PBL to students, to other faculty, and to the administration. Although chapter officers are involved, advisers are the key liaisons between the local chapter and the State Executive Council and the national staff.

PBL should be viewed in close relationship to the classroom and the educational program. In addition to technical proficiencies, employers are looking for workers who have skills in teamwork, decision making, communication, problem solving, ethics, travel planning, volunteerism, and self-motivation. These are among the key characteristics that PBL promotes and develops through various leadership activities. Top advisers see working with their PBL members as additional teaching and learning opportunities.

The PBL Awards Program includes individual, team, and chapter competitive events in practically every area of business and leadership. Conducted during the State Leadership Conference, the NCPBL Awards Program recognizes the “Top 8” on stage following a formal banquet. The “Top 2” in each event have the opportunity to represent the state in national competition. These awards serve as credible measures of institutional effectiveness, and active chapters have highlighted their awards for accreditation teams.

Participation in PBL activities, especially the Awards Program, can generate publicity for the college. A picture in the local newspaper of a student with a state or national award is free advertising for the college! As the college level of FBLA (Future Business Leaders of America), PBL can serve as a valuable tool for transition from high school to college. PBL is also a retention device since members begin the year by making plans for participation in the end-of-year conference, and members always return from the State Leadership Conference with a list of events they would like to do the next year.

In a highly competitive job market, PBL participation provides those leadership and involvement listings that make impressive resumes! The success of chapters and the individual members is shared by the adviser and can be used in employment portfolios and other tools used for evaluations, promotions, and raises.

Perhaps one of the major advantages for both members and advisers is the opportunity for networking with students and colleagues from across the state and nation.

Therefore, the advantages of being a PBL adviser make the responsibilities well worth the effort!

THIRTEEN STEPS FOR CHARTERING OR REACTIVATING A CHAPTER

**OF
Phi Beta Lambda**

- STEP 1** The department or school of business should identify a faculty or staff member(s) to serve as a chapter adviser(s). If students initiate the process, the group should secure a faculty member who is willing to serve as chapter adviser.
- STEP 2** Investigate college or university policies regarding approval of new student organizations, typically coordinated through the school's student government association.
- STEP 3** Schedule an informational meeting for interested students. Select a time and location that is most convenient for the majority of students, allowing approximately 30 minutes for the initial information sharing session. Consider inviting a state chapter officer or a member of the state committee (consult the state directory) to speak during your informational meeting. These individuals will be glad to share their knowledge about the organization with you and your students.
- STEP 4** Create flyers to publicize the informational meeting. Post these flyers in appropriate and approved locations in hallways and classrooms. Consider sending a memo to business faculty soliciting their encouragement of students to attend this informational meeting.
- STEP 5** Acquire and reproduce a quantity of the generic membership information brochure (from the state adviser) to distribute at the informational meeting. The brochure can be tailored to your local chapter at a later date for use as a membership recruitment tool.
- STEP 6** Conduct the informational meeting. The faculty adviser, students, or invited state chapter representative(s) can conduct the meeting. The informational brochure can serve as a guide for discussion during the meeting. Appoint a committee of three to five potential members to draft a set of bylaws for consideration at the next meeting. Before adjourning, establish date, time, and location for next meeting during which bylaws should be adopted, dues paid, and officers elected.
- STEP 7** Draft chapter bylaws using the Suggested Local Chapter Bylaws included in this section of the *State Handbook*. Develop a membership application form for distribution to prospective members at the next meeting, using the sample membership application form included in this section.
- STEP 8** Send both the application for chartering or reactivating, included in this packet, and the new local constitution and bylaws to State Adviser for approval. (The application process typically requires six weeks.) With approval of these materials by the state office, they will be sent to the national office with a recommendation that the chapter be granted a charter.
- STEP 9** Repeat Steps 3, 4, and 5 in preparation for the chapter organizational meeting.
- STEP 10** Conduct the chapter organizational meeting. The meeting can be conducted by the faculty adviser, students, or, again, by an invited state officer or state committee member. Prospective members in attendance should conduct the following business:
1. Consider (modify as needed) and approve chapter bylaws
 2. Elect officers
 3. Pay state and national dues as approved with the bylaws
 4. Pay charter or reactivation fee (may have been included with step 8)

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- STEP 11** Chapter officers should meet with the chapter adviser to begin developing a program of work for the chapter. Materials that should be reviewed by each officer include:
- Local Chapter Guide (state chapter packet)
 - Chapter Organization Packet (national association packet)
 - NCPBL *State Handbook* (state publication)
 - Chapter Management Handbook* (national association publication)
- STEP 12** Upon receipt of the chapter charter from the national office, schedule a Chapter Installation Service, which can be conducted by a chapter at a nearby college or university. Contact a state committee member (see Section II) to be present at the service. Schedule the service approximately six weeks after submitting your application.
- STEP 13** Publicize the chartering/reactivation of your chapter. Inform the state historian, local newspapers, and your school newspaper. Be sure to take pictures for bulletin boards, scrapbooks, and the North Carolina Phi Beta Lambda State Newsletter.

*The North Carolina State Chapter of
Phi Beta Lambda*

Chartering Information Request Form

YES, we are interested in chartering or reactivating a chapter of Phi Beta Lambda at our school, and the following would be very helpful to us in this process.

CHECK ALL THAT APPLY:

_____ Please send us a copy of the National Chapter Organization Packet

_____ Please send us a copy of the NCPBL State Handbook (on CD)

_____ Please send us a copy of the National Chapter Management Handbook

_____ Please have a State Chapter officer or representative contact me to arrange a visit to our school to meet with interested students and/or faculty.

Please send this information to:

NAME: _____

SCHOOL: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____

EMAIL: _____

BEST DAYS/TIMES TO CALL: _____

Return this form to: Dan Hazlett
NCPBL State Adviser
Stanly Community College
141 College Drive
Albemarle, NC 28001
704-991-0216 (office)
704-982-0819 (fax)

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APPLICATION FOR NEW or REACTIVATING CHAPTER

PHI BETA LAMBDA

APPLICATION FOR NEW or REACTIVATING CHAPTER

APPROVALS:

Attach to this Application:

- Chapter's Constitution and Bylaws
- Membership Reporting Form
- Check for Charter/Reactivation Fee
- Check for State and National Dues

STATE _____ DATE _____

NATIONAL _____ DATE _____

CHARTER NUMBER _____

COMPLETE SCHOOL NAME

ORIGINAL CHARTER NUMBER (for reactivated chapter)

ADVISER DESIGNATED TO RECEIVE CHAPTER MAILINGS SCHOOL

ADDRESS

CITY/STATE/ZIP

TELEPHONE

EMAIL

ADMINISTRATIVE HEAD OF SCHOOL AND TITLE

We agree to communicate with PBL in complying with this and other state and national regulations. We understand that local, state, and national memberships are unified and are not available separately.

SIGNED

Chapter President

Chapter Adviser

List active chapter that may be sponsoring your application for new or reactivated status:

| | | |
|--------|------|-------|
| School | City | State |
|--------|------|-------|

The state chapter office will forward this application and supporting items to the national office. Upon receipt, the national office will issue the charter certificate, membership cards, and a packet containing a National Handbook and other items for successful chapter operations.

(Make dues check payable to NCPBL; make charter/reactivation check payable to FBLA-PBL, Inc.)

| | | |
|--|--|----------|
| National Dues: \$10.00 per member per year | _____ members @ \$20.00 each = | \$ _____ |
| State Dues: \$10.00 per member per year | Non-recurring CHARTER FEE or REACTIVATION FEE (\$20.00 each) | _____ |
| | | \$20.00 |
| | TOTAL REMITTANCE | \$ _____ |

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*The North Carolina State Chapter of
Phi Beta Lambda*

INITIAL MEMBERSHIP REPORTING FORM FOR NEW AND REACTIVATING CHAPTERS

SCHOOL _____

CHAPTER NUMBER _____

DATE SUBMITTED _____

DUES REMITTANCE SUMMARY:

(Please make check payable to NCPBL)

TOTAL MEMBERS: _____

X \$20.00 per
member

(The membership year is
August 1 through July 31)

EQUALS AMOUNT REMITTED:
\$ _____

| | | | |
|--|--------------|-------------|--|
| DESIGNATED ADVISER and TITLE TO RECEIVE MAILINGS | | | |
| SCHOOL ADDRESS | | | |
| PHONE | Office _____ | Home _____ | |
| E-MAIL ADDRESS | | | |
| FAX NUMBER | | | |
| YEARS OF SERVICE AS AN ADVISER (including current year): | PBL: _____ | FBLA: _____ | |

PLEASE LIST ADDITIONAL ADVISER(S) ON LAST PAGE:

RETURN TO: Mr. Dan Hazlett, NCPBL State Adviser
Stanly Community College
141 College Drive
Albemarle, NC 28001

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MEMBERSHIP REPORTING PROCEDURES

ONLINE MEMBERSHIP REPORTING

1. Log on to the national Web site at www.fbla-pbl.org.
2. Click **Membership** on the left hand side of the page.
3. Click **Register Now**.
4. Key in your chapter number (do not key in hyphens or zero) and the password. Your chapter number is located on the mailing label. Example: your chapter number 9811-00 would be 9811 and password would be **service**.

Once logged on, complete the following steps:

1. **School Information:** Review current school information. To update contact information, click on **Edit School Information**.
2. **Adviser and Principal Information:** Review and update advisers' contact information to receive national mailings. There must be at least one person designated as a primary adviser. Please include an e-mail address.
3. **Select Prior Year Members or Add New Members:** If your school had members last year, select members from last year's roster to move to the current year. (Members as shown 50 at a time.) **Please note: Please select and change student year before you check the box.** Once you have selected members to move to the current year, click **Go To Members Page** to continue. If you did not have members last year, simply add members for this year. Once all names have been added, click **Post and Continue**. You must click **Post and Continue** for names to be saved.
4. **Professional Division Members:** Add new Professional Division members or select from a list of last year's members and include address, title, organization, e-mail, phone, and fax.
5. **State and National Dues:** Review total amount of state and national dues for the most recent invoice. (FBLA-PBL membership dues are unified. State dues and national dues must be paid to be considered a member. Refer to the **National and State Dues** link or the Membership Dues Reporting and Procedures for 2011-2012.)
6. **National Scholarships:** Contribute to national scholarships. (optional)
7. **Invoice / Receipt:** Once you have completed your registration, click **Invoice/Receipt**. Print a copy of this page for your records and mail a copy with payment to:

National Membership Dues
Future Business Leaders of America-Phi Beta Lambda, Inc.
P O Box 78063
Baltimore, MD 21279-0063

For questions or concerns regarding online registration, please contact the FBLA-PBL membership office at 800.325.2946 or membership@fbla.org

PBL National Dues: \$10.00 NCPBL State Dues: \$10.00

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2011-2012 CHAPTER MANAGEMENT TEAM

The North Carolina State Chapter of
Phi Beta Lambda
FOR NEW AND REACTIVATING CHAPTERS ONLY

Please fill out this form annually.

| | | | |
|---|--------|-----------------------------|------|
| SCHOOL NAME | | Years of Service as Adviser | |
| | | PBL | FBLA |
| DESIGNATED ADVISER TO RECEIVE MAILINGS | | | |
| SCHOOL ADDRESS | | | |
| CITY / STATE / ZIP | | | |
| PHONE | Office | Home | |
| E-MAIL ADDRESS | | | |
| FAX NUMBER | | Years of Service as Adviser | |
| | | PBL | FBLA |
| ADDITIONAL ADVISER: | | | |
| ADDITIONAL ADVISER: | | | |

CHAPTER OFFICERS ADDITIONS / CHANGES:

| | |
|-------------------------------|--|
| President | |
| E-mail | |
| Vice President | |
| E-mail | |
| Secretary | |
| E-mail | |
| Treasurer | |
| E-mail | |
| Historian | |
| E-mail | |
| Parliamentarian | |
| E-mail | |
| Other (List office name here) | |
| E-mail | |

PLEASE PHOTOCOPY FORM IF ADDITIONAL SPACE IS NEEDED.

RETURN FORM TO:

Mr. Dan Hazlett, NCPBL State Adviser;
 Stanly Community College
 141 College Drive,
 Albemarle, NC 28001

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The North Carolina Phi Beta Lambda
Professional Division

MEMBERSHIP FORM

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

TELEPHONE _____

E-MAIL ADDRESS _____

EMPLOYER _____

POSITION _____

BUSINESS ADDRESS _____

CITY/STATE/ZIP _____

COLLEGE WITH WHICH TO BE
AFFILIATED? _____

Would you like to be listed in a speaker's directory? _____ Yes _____ No

If yes, please list topic(s) with which you would feel comfortable: _____

BACKGROUND (Please check all that apply)

- | | |
|-------------------------|-----------------------------|
| _____ New Member | _____ Businessperson |
| _____ Renewing Member | _____ Local Chapter Adviser |
| _____ Former PBL Member | _____ Former FBLA Member |

Dues are \$23.00 per year (includes \$15.00 for national, \$8.00 for state). **National dues are remitted to the national office for you.**

Please make check payable to **NCPBL Professional Division** and send with this form to:

NCPBL Professional Division
PO Box 12002
Durham, NC 27709

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PHI BETA LAMBDA
SAMPLE MEMBERSHIP APPLICATION FORM

NAME: _____
SCHOOL _____
ADDRESS: _____
PERMANENT ADDRESS: _____
HOME PHONE: _____
WORK PHONE: _____
EMPLOYED BY: _____
MAJOR: _____
PREVIOUS COLLEGES _____
ATTENDED AND DEGREE(S) _____
RECEIVED: _____

| CURRENT CLASS SCHEDULE | | |
|-------------------------------|-------------|-------------|
| COURSE TITLES | TIME | DAYS |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

DUES: \$_____ per year (includes national, state, and local dues)
Make check payable to "Phi Beta Lambda"
Please complete this form and submit it with your dues payment

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SUGGESTED PHI BETA LAMBDA

SAMPLE LOCAL CHAPTER BYLAWS

These “Suggested Phi Beta Lambda Local Chapter Bylaws” included on the next several pages are intended to serve as a guide. Local chapter bylaws must be consistent with state and national constitutions and bylaws and with the FBLA-PBL, Inc., charter. Those provisions in the Local Chapter Bylaws, which derive from these higher authorities, are not amendable at the local level. This suggested set of bylaws is given to provide a structure for the local chapter. Modifications can be made to these suggested bylaws to tailor them to the specific needs of the local chapter.

Bylaws
of the _____ (your school name) _____
Chapter of Phi Beta Lambda

Article I. Name

The name of this organization shall be the _____ (your school name) _____ Chapter of Phi Beta Lambda.

Article II. Purpose

Section 1. The purpose of Phi Beta Lambda is to provide additional opportunities for college students to develop competencies for business occupations. Phi Beta Lambda 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 Phi Beta Lambda 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 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. Phi Beta Lambda membership shall consist of the members of chartered local chapters. These members shall hold membership in the North Carolina State Chapter as well as the national association.

Section 2.

The national level of Phi Beta Lambda as well as the North Carolina State Chapter shall be open for membership to these classes of members:

Active Members shall be business students or students having an interest in business at (your school name) _____ who accept the purpose of Phi Beta Lambda and subscribe to its creed. Active members shall pay dues as established by Phi Beta Lambda at the national, state, and local levels, and may participate in national and state events in accordance with the guidelines of the National and State Awards Programs, serve as voting delegates to the National and State Leadership Conferences, hold national and state offices, and otherwise represent their state and local chapters as approved by their respective state and local advisers.

Honorary Life Members may be elected to the Chapter by a majority vote. They shall be persons who are assisting in the advancement of business 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.

Professional Division Members shall be persons associated with or participating in the professional development of Phi Beta Lambda. Such members may include alumni, chapter advisers, other instructors, advisory council members, businesspersons, and other persons contributing to or interested in the growth and development of Phi Beta Lambda. Professional Division Members shall pay dues as established by the state and national Professional Divisions and as established by the local chapter but shall not be afforded the privileges of active members such as participating in events, serving as voting delegates or holding office. All rights and privileges afforded by membership in the Professional Division are, however, applicable.

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 local chapter-voting delegates at the National Leadership Conference. State Chapter dues are automatically consistent with national dues.

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National and state dues of members shall be forwarded directly to the Phi Beta Lambda state office. Membership dues are unified on the local, state, and national levels; membership is not available at each level separately.

Section 2. The local chapter membership dues in Phi Beta Lambda shall be \$_____ a year, of which \$10.00 shall be remitted to the Phi Beta Lambda national office in payment of national dues, and \$10.00 shall be remitted to the State Chapter in payment of state dues, and balance to the chapter. (Chapters may determine their own local dues if any and specify in this section.)

Section 3. The fiscal year of Phi Beta Lambda shall be July 1 through June 30.

Section 4. A financial review shall be made annually by a committee, which shall report at the annual meeting.

Article V. Officers and Elections

Section 1. Officers of the Chapter shall be president, vice president, secretary, treasurer, reporter, historian, and parliamentarian. These officers along with the adviser as an ex-officio member shall constitute the Executive Committee. Officers shall be elected at the annual meeting and shall hold office for a term of one year or until their successors are elected. Officers shall assume their duties at the close of the meeting at which they are elected.

Section 2. The Chapter shall have an Adviser who will be a faculty member or a staff person, as sanctioned by the local chapter's college administration, as appropriate. The Chapter may have as many special-emphasis groups under the Chapter charter as it deems necessary to meet the interest of all students and shall assume full responsibility for coordinating the program for these interest groups.

Section 3. The Chapter may have an Advisory Council, which should consist of former chapter members, the Chapter Adviser, and area business leaders.

Article VI. Duties of Phi Beta Lambda Officers

Section 1. The **President** shall (a) preside over all meetings of the Chapter, (b) appoint all committees and serve as an ex-officio member of these committees, and (c) promote the growth and development of Phi Beta Lambda.

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, and (b) submit the required reports to the State Chapter and the National Office.

Section 4. The **Treasurer** shall (a) act as custodian of the funds of the Chapter, collect dues, and give financial reports, and (b) send the membership list with dues to the State Chapter and the National Office.

Section 5. The **Historian** shall (a) maintain records of the Chapter, including an annual report of its activities, awards, and publicity.

Section 6. The **Reporter** shall (a) act as public relations officer for the Chapter, (b) see that news stories and photographs are delivered to the school paper, the local newspaper, the news bulletin and the national and state Phi Beta Lambda publications, and (c) cooperate with the school official concerning assembly, radio, and television programs.

Section 7. The **Parliamentarian** shall (a) serve in any capacity as directed by the President, and (b) advise the President or presiding officer on points of parliamentary procedure.

The officers shall serve on the Executive Committee and perform such duties as directed by the President and the Adviser, which are not inconsistent with these Bylaws or other rules adopted by the Chapter.

Article VII. Meetings

Section 1. There must be at least one regular meeting per month during the school year. The regular (month)_____ meeting shall be designated as the annual meeting for the purpose of electing officers, receiving reports of officers and

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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 Committee.

Section 2. Quorum. _____ members of the Chapter shall constitute a quorum.

Article VIII. Committees

Section 1. The President, in consultation with the Chapter adviser, may appoint the following committees: (a) Nomination, (b) Financial Review, (c) Ways and Means, (d) Social, and (e) Finance and Fund Raising. The President shall appoint additional committees as authorized by the Executive Committee. The Executive Committee and the adopted parliamentary authority shall determine duties of committees.

Article IX. Emblems, Insignia, and Colors

Section 1. The Chapter emblems shall be the emblems of the national organization.

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 National Board of Directors.

Section 3. Emblems and insignia shall be uniform in all local and state chapters and within special-emphasis groups; they shall be those of Phi Beta Lambda. Only members in good standing may use official emblems and insignia.

Section 4. The official colors of Phi Beta Lambda shall be blue and gold.

Article X. Parliamentary Authority

The rules contained in the most current edition of Robert's Rules of Order shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA-Phi Beta Lambda, Inc., these Bylaws, or any special rules of order the Chapter may adopt.

Article XI. Amendment to 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.

Installation Scripts

The following pages are a standard script that may be followed to install new members and officer each year. Most chapters find that if these are copied to another file and the font size enlarged it makes it easier to read at a podium. Other revisions may be made to add the names of officers before printing for ease of reading by the members and installation officials.

You may request that a current state officer or someone on the State Committee to come to your school and perform the installation ceremony. Please contact the State Adviser to arrange for someone close to your school for your installation ceremony. Contact information may be found on the www.ncpbl.org website.

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**PHI BETA LAMBDA
CHAPTER MEMBER INSTALLATION SERVICE SCRIPT**

Welcome (by President of new chapter)

Invocation (by officer of new chapter) (optional)

Introduction of Installing Officials and Guests (by President of new chapter)

Greetings (by appropriate person/s (school official, SGA representative, etc.)

INSTALLATION SERVICE

INTRODUCTION (Installing Official--President of Installing Chapter)

"This service is for the installation of the _____ Chapter of Phi Beta Lambda at _____

Phi Beta Lambda is a national association for business students in post secondary schools who are preparing for careers in a variety of business occupations. I have been authorized by the state and national associations to conduct the installation into the associations of the _____ Chapter of Phi Beta Lambda at _____.

Since the Greek letters, Phi Beta Lambda, may be used officially to designate the association, its units, and members, it is fitting that we consider what these letters and the English words they represent mean to our association.

_____ will present "PHI"
_____ will present "BETA"
_____ will present "LAMBDA"

PHI -- FUTURE

"You have often heard people ask, 'What does the future hold for you?' Perhaps that question should be changed to, 'What have you to offer the future?' Involving yourself in leadership activities, in addition to your daily educational experiences, prepares you for the challenges of a future in business. You can broaden your education for the future in many ways. You can profit by the experiences of others--those who have preceded you as well as our teachers and other adults with whom you associate. You can read current publications and study subjects that will aid you not only in meeting changing conditions but will also facilitate your understanding the varied economic systems of the world. Only a willingness to learn can allow you to offer any good part of yourself to the future."

BETA -- BUSINESS

"To be successful in business, you must be educated in business methods and procedures and have a knowledge of the economic system and operation of government. You must understand how business may serve and how people are served through business. You must appreciate the parts business and education play in the life of the average person and become alert to the ways and means of improving standards of conduct in business so that the greatest good comes to the greatest number."

LAMBDA -- LEADERS

"In our democratic society, we must have leaders--leaders in business, industry, government, politics, the professions, and in community life. The future of our country depends on the quality of leadership we produce, so you must learn to recognize the situations in which your individual talents become useful. Leadership implies honor, foresight, tact, competency, dependability, discretion, and integrity. A leader must listen and be able to take criticism, discard the petty, and adjust actions to the constructive. A leader must be able to conceive new and workable ideas and must be able to take failures in stride and profit from them. Phi Beta Lambda emphasizes the duty of its members to prepare for the great task of business leadership in the years ahead."

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(Installing Official)

"Our association has a definite and worthy list of purposes, and it is appropriate to remind ourselves of these:

- To develop competent, aggressive business leadership.
- To strengthen the confidence of students in themselves and their work.
- To create more interest in and understanding of American business enterprise.
- To encourage members in the development of individual projects which contribute to the improvement of home, business, and community.
- To develop character, prepare for useful citizenship, and foster patriotism.
- To encourage and practice efficient money management.
- To encourage scholarship and promote school loyalty.
- To assist students in the establishment of occupational goals.
- To facilitate the transition from school to work."

INDUCTION OF MEMBERS (Installing Official)

"As you have just heard, Phi Beta Lambda is based on a definite set of purposes including development of competent, aggressive business leadership, creation of more interest in and understanding of the intelligent choice of business occupations, and participation in worthy undertakings for the improvement of business and citizenship. Phi Beta Lambda serves as a stepping-stone to a prominent place in business. You have heard our ideals. We recommend them to you as members of this association.

(Installing Official lights tall white candle)

"Will you please signify acceptance of these ideals by coming forward as your name is called for the symbolic lighting of the candle. Please return to your seats and remain standing after your candles are lit."

PRESENTATION OF CHARTER MEMBERS (By an Assistant Installing Official.) Installing Official moves to a position for lighting charter members' candles as they come forward.

Assistant Installing Official reads names of charter members giving each time to come forward and light candle.)

(Short, individual candles are needed; one for each charter member)

(Members' names are read and candles are lighted)

(Installing Official moves back to podium)

PLEDGE OF MEMBERSHIP (by Installing Official)

"By the lighting of these candles you accept the ideals of and membership in this association. Will you please raise your right hand and repeat after me the pledge of membership.

I DO SOLEMNLY PROMISE
TO UPHOLD THE AIMS AND RESPONSIBILITIES
OF PHI BETA LAMBDA
AND, AS AN ACTIVE MEMBER
OF THE _____ CHAPTER
I SHALL STRIVE TO DEVELOP THE QUALITIES NECESSARY
TO BECOME A LEADER IN BUSINESS
AND IN THE COMMUNITY IN WHICH I LIVE.

"I now declare you members of the _____ Chapter of Phi Beta Lambda at

Congratulations! You may extinguish your candles and be seated.

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OFFICER INSTALLATION SERVICE SCRIPT

(by Installing Official)

"In the organizational process for this year, you have duly elected leaders from among your ranks. Will the new officers of the _____ Chapter of Phi Beta Lambda at _____ please come forward as I announce each office and name.

- _____, Parliamentarian
- _____, Historian
- _____, Reporter
- _____, Treasurer
- _____, Secretary
- _____, Vice President
- _____, President

"You have been chosen from among Phi Beta Lambda members at _____ as officers for this year. You have been selected because your fellow 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.

The tallest, lighted candle symbolizes the chapter in its entirety with all its members working together."

(Several members of the installation team may conduct the officer installations. Each installer, if more than one, moves to podium and announces name and office. Candles for officers are arranged on table as follows:

- Parliamentarian -- gray
- Historian -- green
- Reporter -- violet
- Treasurer -- blue
- Secretary -- yellow
- Vice president -- orange
- President -- red

Installer directs officer to pick up appropriate candle when he or she is called forward and also directs officer to light candle at the appropriate time. As each officer is installed, installer returns to previous position and officer moves to position as directed by installer.

INSTALLATION OF PARLIAMENTARIAN

" _____, Parliamentarian. (comes to podium)

You have been selected Parliamentarian for the _____ Chapter of Phi Beta Lambda at _____. As Parliamentarian, your job shall be to provide counsel for the orderly conduct of meetings and chapter business through the use of prescribed rules of parliamentary authority and the constitution of the chapter.

Do you accept this responsibility and promise to fulfill your duties to the best of your ability? (Parliamentarian answers, "I do.")

I now declare you, in the name of the _____ Chapter of Phi Beta Lambda at _____, the Parliamentarian.

(Parliamentarian lights candle.)

This gray candle symbolizes the value of orderly conduct of the activities of the _____ chapter of Phi Beta Lambda.

INSTALLATION OF HISTORIAN

" _____, Historian. (comes to podium)

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You have been elected Historian/Reporter for the _____ Chapter of Phi Beta Lambda at _____ . As Historian/Reporter, your job shall be to report meetings and other newsworthy activities of the chapter through the proper channels.

Do you accept this responsibility and promise to fulfill your duties to the best of your ability? (Historian/Reporter answers, "I do.")

I now declare you, in the name of the _____ Chapter of Phi Beta Lambda at _____, the Historian.

(Historian lights candle.)

This green candle symbolizes the inspiration and enlightenment than can be brought by reporting the activities of the _____ Chapter of Phi Beta Lambda.

INSTALLATION OF REPORTER

" _____, Reporter. (comes to podium)

You have been elected Reporter for the _____ Chapter of Phi Beta Lambda at _____ . As Reporter, your job shall be to report meetings and other newsworthy activities of the chapter through the proper channels.

Do you accept this responsibility and promise to fulfill your duties to the best of your ability? (Reporter answers, "I do.")

I now declare you, in the name of the _____ Chapter of Phi Beta Lambda at _____, the Reporter.

(Reporter lights candle)

This violet candle symbolizes the inspiration and enlightenment than can be brought by reporting the activities of the _____ Chapter of Phi Beta Lambda.

INSTALLATION OF TREASURER

" _____, Treasurer. (comes to podium)

You have been elected Treasurer for the _____ Chapter of Phi Beta Lambda at _____ . 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 disbursed and present orderly reports upon proper request? (Treasurer answers "I do.")

I now declare you, in the name of the _____ Chapter of Phi Beta Lambda at _____, the Treasurer.

(Treasurer lights candle)

This blue candle symbolizes the trust and confidence, which the members of the _____ Chapter of Phi Beta Lambda have, in your ability to safeguard all funds.

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INSTALLATION OF SECRETARY

" _____, Secretary. (comes to podium)

You have been elected Secretary for the _____ Chapter of Phi Beta Lambda at _____ . Accepting this office obligates you to be present and keep a record of what takes place at every meeting.

Do you accept this responsibility and promise to fulfill your duties to the best of your ability? (Secretary answers, "I do.")

I now declare you, in the name of the _____ Chapter of Phi Beta Lambda at _____, the Secretary.

(Secretary lights candle)

This yellow candle symbolizes constancy in attendance and in keeping members of the _____ Chapter of Phi Beta Lambda informed of the chapter's progress.

INSTALLATION OF VICE PRESIDENT

" _____, Vice President. (comes to podium)

You have been elected Vice President for the _____ Chapter of Phi Beta Lambda at _____ . Your duty will be to assume chapter leadership responsibilities in the absence of the president, acting in his or her stead.

Will you strive to carry out the duties of this office? (Vice President answers, "I will.")

I now declare you, in the name of the _____ Chapter of Phi Beta Lambda at _____, the Vice President.

(Vice President lights candle)

This orange candle is the symbol of the harmony and faithfulness, which should characterize your efforts in working with the president to carry out the ideals of the _____ Chapter of Phi Beta Lambda.

INSTALLATION OF PRESIDENT

" _____, President. (comes to podium)

The members of the _____ Chapter of Phi Beta Lambda at _____ have bestowed upon you the honor of being their 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 and promise to fulfill your duties to the best of your ability? (President answers, "I do.")

I now declare you, in the name of the _____ Chapter of Phi Beta Lambda at _____, the President.

(President lights candle.)

This red candle is the symbol of your duties and obligation to this Chapter of Phi Beta Lambda and its members.

(Installing official)

"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 _____ Chapter of Phi Beta Lambda for the 20__ - 20__ year. Congratulations!!

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PRESENTATION OF CHARTER SCRIPT

(Installing Official)

" _____, President of the _____ Chapter at _____, will you please come forward to receive your chapter's official charter.

"By authority of FBLA-PBL, Inc., I am pleased to present you with the official charter for your chapter.

(Read the charter)

"By virtue of this charter, this chapter now becomes a part of the state and national associations. You now have the privilege and the responsibility of operating under the name Phi Beta Lambda and as a part of the North Carolina state chapter and the national association. The responsibility of making the _____ chapter's success rests with its members, officers, and advisers."

(Charter presentation may be mocked if charter has not been received. Greek letter designation may be omitted throughout.)

ACCEPTANCE OF CHARTER (by chapter president)

"I, on behalf of the officers and members of the _____ Chapter of Phi Beta Lambda, accept the honor, privileges, and responsibilities entrusted to us, and together we shall endeavor at all times to carry out the purposes of Phi Beta Lambda."

(Installing Official makes closing remarks)

(Installing Official)

If you will, let us please close this Installation Service by all of us reminding ourselves of what it is that we believe as members of this association. Please join me in reading the Creed, which is on the back of your program.

(Installing official turns podium over to the chapter president)

(Chapter president thanks installation team, etc.)

(President introduces speaker)

(Speaker)

(President provides closing remarks)