

The North Carolina State Chapter of

PHI BETA LAMBDA

State Handbook

Section 10 – NCPBL PROFESSIONAL DIVISION

2011-2012

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

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State Handbook
Section 10 – SUPPORT ORGANIZATIONS

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SECTION 10 – NCPBL PROFESSIONAL DIVISION

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THE HISTORY OF THE NORTH CAROLINA PHI BETA LAMBDA PROFESSIONAL DIVISION

1976 –2011

Phi Beta Lambda celebrates excellence in business and leadership. Through local programs, state projects, and the national network, PBL prepares future business leaders and provides career opportunities.

The establishment of the NCPBL Professional Division has enhanced our state chapter activities. In April 1976 at the State Leadership Conference, Terry Lowrance and several students from Appalachian State University formed the “Alumni” Division. The State Executive Council approved the “Birth” of the North Carolina Phi Beta Lambda Alumni Association, the first nationwide. Several years later, the National association realized how beneficial this group was and formed the national alumni organization. In 1987, to include FBLA-PBL “supporters” such as business people, educators, and parents the name changed to the Professional Division.

Over the years, NC PD membership has grown, and today there are 200+ members representing 27 local chapters. For the 15th year, NC is the largest in the nation. Eric McGarvey, NC PD member, is serving as National FBLA-PBL Professional Division Vice President for the 2011-2012 term. Other PD members that have served as National officers are: Paul Fogarty President-Elect and President from 1990–1992; Robbie Fowler McDonald as Vice-President 2004-2005 and Secretary/Treasurer 1986-1987; Eric McGarvey Secretary/Treasurer 2008-2009.

We hope that many of you will become Professional Division members and get involved at another level after graduation. Contact any Professional Division Officer for more information on how to join and become an involved member in the ‘best’ Professional Division or go to the NCPBL Web site for more information.

A chronological listing of Professional Division Officers is located in Appendix 1.

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NCPBL PROFESSIONAL DIVISION 2011-2012 GOALS

Recruitment/Membership/Local Chapter Involvement

1. To secure interest in membership at the State Leadership Conference with our graduating student recruitment program.
2. To maintain status as the largest state chapter in the nation by having local chapters/members recruit professional division members in conjunction with the following programs:
 - a. ***PBL Outstanding Chapter Award Program***
 - i. Recruit one new business/community leader as a Professional Division member
 - b. ***The Terry Lowrance Leadership Award***
 - i. Receive a minimum of five (5) Professional Division members from 15 chapters, new or renewed, by the deadline
 - ii. Have two Non-Trivia teams entered per region
 - iii. Have 15 chapters with a minimum of ten (10) Professional Division members affiliated with them, new or renewed, by the deadline
 - iv. Have 10 chapter involve a PD member in a chapter activity
 - c. ***Professional Division Membership Recognition Awards***
 - i. Recruit five (5) members for recognition at the NFLC or the NLC.
Dues must be received within 30 days of the NFLC or NLC in order for the state office to process dues for recognition and meet the national April 15 deadline.
3. To encourage local chapters to send emails to their current and past PD members asking them to be involved with their local chapter activities.

Conferences

1. To assist with the Fall Leadership Development conference by conducting workshops, sponsoring the Non-Trivia contest, and promoting the Professional Division.
2. To secure involvement by business people and PD members for event judging at the SLC.
3. To assist with general conference activities at the SLC.
4. To have representation at all conferences: 10 members at the 2011 FLDC, 5 members at any 2011 NFLC, 20 members at the 2012 SLC, and 10 members at the 2012 NLC.

Miscellaneous

1. To begin maintaining membership online.
2. To increase the utilization of PayPal for dues payments.

NCPBL PROFESSIONAL DIVISION CODE OF ETHICS

- I will be honest and sincere.
- I will value fair competition. I will advertise, promote, and market our organization fairly and accurately and in a manner that reflects the highest standards of the NCPBL Professional Division.
- I will be neutral and support all candidates and amendments without bias. This will include refraining from campaigning for or against state elections and affairs.
- I will respect and adhere to all rules and regulations of the organization.
- I will willingly accept responsibilities and duties.
- I will approach each task with confidence in my ability to perform my work at a high standard.
- I will exercise initiative and responsibility and will cooperate with my fellow members. I will be forthright and truthful in my dealings with my fellow members. I will uphold my integrity and keep my promises.
- I will support each member of FBLA, PBL, Professional Division, and Foundation to strengthen the organization and build successful long-term relationships.
- I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.
- I will seek to learn from my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work.
- I will dress and act in a manner that will bring respect to me and to my organization.

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NORTH CAROLINA PHI BETA LAMBDA NCPBL PROFESSIONAL DIVISION BYLAWS

ARTICLE I. NAME

The name of this organization shall be the North Carolina Phi Beta Lambda Professional Division referred to as NCPBL Professional Division or NCPBL PD. (As Amended April 4, 1987; April 8, 1989; October 1, 1989; April 4, 2009).

ARTICLE II. PURPOSE

The purpose of NCPBL Professional Division shall be to provide an opportunity for professional division members in the state of North Carolina to continue to further the goals of Phi Beta Lambda within the state.

The specific objectives of NCPBL Professional Division shall be to:

- A. Participate in worthwhile undertakings for the improvement of business and community,
- B. Form a speaker's bureau to inform business leaders of activities of Future Business Leaders of America-Phi Beta Lambda throughout the state,
- C. Create more interest and understanding in the intelligent choice of business occupations,
- D. Strengthen the confidence of young men and women in themselves and their work,
- E. Encourage the development of competent, aggressive business leadership and in establishing themselves in business,
- F. Improve and establish standards for entrance into business occupations,
- G. Help ease the transition from college to the business community,
- H. Provide recommendations and referrals for job opportunities,
- I. Provide assistance in planning and conducting leadership conferences, meetings, and other activities (i.e., providing judges, speakers),
- J. Sponsor an annual project,
- K. Provide assistance in establishing local and state business advisory councils, and
- L. Provide assistance and support FBLA-PBL, Inc., and its national projects and activities (As Amended March 17, 1979).

The NCPBL Professional Division shall not have any purpose nor engage in any activity inconsistent with the status of an education and charitable organization as defined in Section 501(c)(3) of the Internal Revenue Code of 1954 or any successor provision thereto, and none of these goals shall at any time be deemed or construed to be other than the public benefit purposes and objectives consistent with such education and charitable status, nor shall the Division adopt goals or engage in any activity inconsistent with the goals and policies of FBLA-PBL, Inc. (As Amended March 17, 1979, November 12, 1993).

ARTICLE III. MEMBERSHIP

SECTION 1: Professional Division membership is open to all individuals interested in promoting the NCPBL goals. Members may include former members of PBL and/or any person supporting the goals, policies, and bylaws of FBLA-PBL, Inc. (As Amended April 7, 1990; November 12, 1993)

SECTION 2: Any student enrolled in a school with an active Phi Beta Lambda chapter shall have the option of belonging to the Chapter or the NCPBL Professional Division, but shall not be a Chapter member and a NCPBL Professional Division Member at the same time (As Amended April 4, 1987; April 8, 1989).

SECTION 3: Any member who has paid dues for the current year and follows the Code of Ethics is considered a member in good standing. Any member in good standing is entitled to one vote at any meeting of the NCPBL Professional Division. (As Amended April 4, 1987; April 8, 1989; October 1, 1989; April 4, 2009)

ARTICLE IV. DUES AND FINANCE

SECTION 1: The State Office shall have the authority to collect the National Professional Division dues and to report in a timely fashion. (As Amended April 4, 1987; April 8, 1989; October 1, 1989; November 12, 1993; April 4, 2009).

SECTION 2: The fiscal year shall be July 1 through June 30 (As Amended April 4, 1987; November 12, 1993).

SECTION 3: Dues received from applicants for membership from April 1 through June 30 shall be accepted in payment of dues for the next fiscal year, except when dues have been remitted directly to the National Office (As Amended November 12, 1993).

SECTION 4: Annual dues are payable on July 1, and in order to be a member in good standing, dues must be received by the state office no later than 30 days prior to the State Leadership Conference, including dues rebates from the National Office (As Amended November 12, 1993).

SECTION 5: The Executive Council shall provide for an annual audit.

ARTICLE V. OFFICERS AND ELECTIONS

SECTION 1: The officers of NCPBL Professional Division shall be a president, a vice-president, and a secretary-treasurer (As Amended October 24, 1998).

SECTION 2: Only NCPBL Professional members in good standing are eligible to hold office. To be considered a candidate for office, a current Professional member shall have been a member for a minimum of two full membership years (July 1 - June 30) and shall submit a letter of intent to the Nominating Officer at least one week prior to the election at the State Leadership Conference. The Nominating Officer shall place in nomination the names of all eligible candidates who have submitted letters of intent. Nominations from the floor will be accepted only for those offices for which the Nominating Officer has received no letters of intent. (As Amended April 4, 1987; April 8, 1989; October 1, 1989; October 24, 1998; April 4, 2009).

SECTION 3: Each officer shall serve a term of two years and shall be elected by a majority vote (every other year) at a meeting of the NCPBL Professional Division, which shall be held each year at the Phi Beta Lambda State Leadership Conference. All officers shall assume their duties at the close of the SLC (As Amended October 24, 1998).

SECTION 4: A vacancy in any office other than that of President shall be filled by the recommendation of the State Professional Division Director and the other NCPBL Professional Division officers (As Amended April 7, 1990).

SECTION 5: Duties of Officers. The officers shall serve on the Executive Council and shall perform the duties prescribed for them by these bylaws and the parliamentary authority. Each officer is entitled to one vote on the North Carolina State Executive Council of Phi Beta Lambda.

The President shall:

- A. preside at meetings of the NCPBL Professional Division and the Executive Council;
- B. appoint committees and chairpersons;
- C. serve as an ex-officio member of all committees except the Nominating Committee, and appoint a parliamentarian to serve in an advisory capacity.

The Vice-President shall:

- A. preside in the absence or upon the request of the President;
- B. assist the President;
- C. assume the office of President in case of a vacancy, and be the Nominating Officer of the Nominating Committee.

The Secretary-Treasurer shall:

- A. keep an accurate record of all meetings of NCPBL Professional Division and the Executive Council, and maintain necessary files.
- B. keep an accurate record of all financials.

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(As Amended April 4, 1987; April 8, 1989; October 1, 1989; October 24, 1998; April 4, 2009).

ARTICLE VI. MEETINGS

SECTION 1: A regular meeting shall be held at the Phi Beta Lambda State Leadership Conference for the purpose of electing officers, receiving reports, and for any other business, which may arise (As Amended November 12, 1993).

SECTION 2: Special meetings can be called by the President or by the Executive Council and shall be called upon the written request of five members of the NCPBL Professional Division.

SECTION 3: The members present at any meeting of the NCPBL Professional Division shall constitute a quorum.

ARTICLE VII. EXECUTIVE COUNCIL MEETINGS

SECTION 1: The officers and state director of the NCPBL Professional Division shall constitute the Executive Council (As Amended April 7, 1990).

SECTION 2: The Executive Council shall have the general supervision of the affairs of the NCPBL Professional Division between its business meetings, set the time and place of meetings, make recommendations to the NCPBL Professional Division, and shall perform such other duties as are specified in these Bylaws. The Council shall be subject to the orders of the NCPBL Professional Division, and none of its acts shall conflict with action taken by the NCPBL Professional Division, Phi Beta Lambda, or the Board of Directors of FBLA-PBL, Inc.

SECTION 3: Meetings of the Executive Council can be called by the President and shall be called upon the written request of two of its members.

SECTION 4: The State Director of the NCPBL Professional Division is appointed and approved to a two-year term by the North Carolina Phi Beta Lambda Executive Council in the spring as directed by the bylaws of the State Chapter of North Carolina Phi Beta Lambda. The director shall oversee all activities of the NCPBL Professional Division with guidance of the NCPBL Professional Division officers (New Amendment April 7, 1990, As Amended April 8, 2006).

ARTICLE VIII. COMMITTEES

SECTION 1: The President or State Director of the Professional Division shall appoint committees and chairpersons as deemed necessary by the Executive Council of the NCPBL Professional Division (As Amended April 7, 1990; November 12, 1993).

ARTICLE IX. EMBLEMS AND INSIGNIA

The NCPBL Professional Division emblems shall be the emblems of Phi Beta Lambda. Only members in good standing may use official emblems and insignia.

ARTICLE X. PARLIAMENTARY AUTHORITY

The most current edition of Robert's Rules of Order shall govern the actions of the NCPBL Professional Division members 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 NCPBL Professional Division may adopt (As Amended November 12, 1993).

ARTICLE XI. AMENDMENT

SECTION 1: These bylaws can be amended at the State Leadership Conference annual meeting or at any called meeting of the NCPBL Professional Division by a two-thirds vote of the members present, provided that the proposed amendment has been submitted in writing and has been sent to the membership at least 30 days prior to the meeting at which the amendment is to be considered.

SECTION 2: No amendment shall be in conflict with the ethics or rules of FBLA-PBL, Inc. The Board of Directors of FBLA-PBL, Inc., may enact, without the consent of the Association or its members, any amendments required to qualify,

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or to retain qualification, as a charitable and education organization as defined in the Internal Revenue Code of 1954 or any successor thereto, and such amendments shall automatically become a part of these bylaws.

SECTION 3: No amendment shall be in conflict with the bylaws of the State Chapter of North Carolina Phi Beta Lambda. (New Amendment April 8, 2006)

AMENDED: April 1, 1978; March 17, 1979; April 4, 1987; April 8, 1989; October 1, 1989; April 7, 1990; November 12, 1993; October 24, 1998; April 8, 2006; April 4, 2009; April 10, 2010

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PD Membership Reporting Deadlines:

Complete the NCPBL Professional Division Membership Form (*State Handbook*, Appendix 2) and submit dues directly to the State Professional Division Secretary at the address given on the form. (The Professional Division membership year is July 1-June 30.)

October 13, 2011	Initial Membership Reporting Deadline for Gold Start if sending to PD's POBox or paying online via PayPal at www.ncpbl.org/pd
October 20, 2011	Initial Membership Reporting Deadline for Gold Star and NFLC
Throughout the Year	Dues for additional members may be submitted at any time
March 12, 2012	Final RECEIPT deadline for dues for determining PD membership recognition awards for State Leadership Conference participation

Professional Division Membership Reporting Procedures:

For Professional Division Membership:

Mail-in Professional Division Membership Registration

1. Complete a "NCPBL Professional Division Membership Form" for each PD member. Form can be found in Appendix 2.
2. Prepare one check payable to 'NCPBL Professional Division' for the total amount of state AND national dues--\$23 per member.

SEND NCPBL Professional Division
TO: PO Box 12002
Durham, NC 27709

Note: Professional Division Membership Dues are not required for chapter advisers; however, advisers are encouraged to affiliate with the NCPBL and National Professional Division.

Online Professional Division Membership Registration

You may complete your PD membership application and payment online at www.ncpbl.org/pd. Select Membership. Scroll down to the **How to Join** section.

You have two ways to pay online. The first is a onetime charge for this year's membership dues. The second is to set up an automatic renewal of your membership.

One Time Payment

To pay one time membership dues by PayPal, you will click on the **Buy Now** button. The amount charged to your PayPal account will be \$25. (\$23 for membership dues and \$2 to help defray PayPal fees)

Renewal Subscription

To set up automatic annual renewal for membership dues by PayPal, you will click on the **Subscribe** button. The amount charged to your PayPal account each year will be \$25. (\$23 for membership dues and \$2 to help defray PayPal fees) Your membership dues will be automatically renewed each year.

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 YOU
WISH 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

PLEASE DO NOT STAPLE CHECKS TO THIS FORM

SECTION 10 – NCPBL PROFESSIONAL DIVISION

North Carolina Phi Beta Lambda
58th Annual State Leadership Conference
April 12-14, 2012 Hilton Charlotte University Place
2012 PROFESSIONAL DIVISION SLC REGISTRATION FORM

Complete the form in duplicate and retain a copy for your files. Return the original as soon as possible but no later than **March 14** to Dr. Kathie Doole, Asheville-Buncombe Technical Community College, 340 Victoria Road, Asheville, NC 28801.

PERSON TO RECEIVE REGISTRATION RECEIPT			
ADDRESS			
CITY/STATE/ZIP			
PHONE		E-MAIL	

Each professional member in good standing is encouraged to attend the State Leadership Conference and is entitled to a vote during business conducted during the annual meeting of the Professional Division and during the annual meeting of The NCPBL Foundation, Inc.

Registration Fees include Conference printing, Entertainment, Program Expenses, State Awards Program Expenses, Winners' Certificates, Lunch (Saturday), Awards Banquet (Saturday)

Please indicate banquet seating preference in the column below by writing PD if you wish to sit at tables designated for Professional Division members OR writing in the name of the school delegation with which you wish to be seated.

The Professional Division will continue its “Ambassador Program” this year. Recently graduated PD members are needed to be available to give students directions and words of encouragement in the hallways prior to events – and other similar roles. If interested, contact PD President Mike Coffey (pdpresident@ncpbl.org).

Name	Banquet Seating Choice	Arrival Date and Time?	Willing to judge/work with event?	Event preferences Friday?	Event preferences Saturday?

Please copy form if additional registration space is needed. No refunds or transfer of registration fees will be granted. On-site registration fee is \$80.

PLEASE ENCLOSE A CHECK OR MONEY ORDER PAYABLE TO NCPBL

TOTAL NUMBER OF PD MEMBERS & GUESTS		@ \$70= \$	
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North Carolina Phi Beta Lambda
58th Annual State Leadership Conference
April 12-14, 2012 Hilton Charlotte University Place

2012 SLC HOTEL RESERVATIONS FORM

Reservation deadline March 21, 2012

Reservations after are at regular rates and on first-come, first-serve basis.

Complete the Hotel Reservations Form in duplicate. Bring your copy with you when checking into the hotel. Please duplicate this form if additional space is needed.

Type or print clearly and complete all columns. In the first column, indicate type of hotel accommodation desired: A mailing address, city, state and zip must be listed with each room occupant's name.

The hotel requires that reservations be guaranteed by sending one night's deposit (including tax) per room. Guarantee may also be made by using a major credit card and by completing the section at the bottom of this page. Hotel check-in time is 3:00 p.m. An early check-out fee will be assessed if a room checks out of the hotel earlier than the reserved check-out date.

Duplicate one copy of this form for your files. Return to:

RESERVATIONS MANAGER
 Hilton Charlotte University Place
 8629 J. M. Keynes Drive
 Charlotte, NC 28262
 Telephone: 704-547-7444
 Fax: 704-549-9708 (Be sure to fax all pages.)

Conference Room Rates: \$99 (single-quad occupancy) plus applicable taxes
 For guarantees using a major credit card, complete the following:

TYPE OF CREDIT CARD:	
CARD NUMBER:	
EXPIRATION DATE:	
CARDHOLDER'S SIGNATURE:	

Send Confirmation to: (Person responsible for group and billing).

NAME	
PHONE	
ADDRESS	
CITY/STATE/ZIP	
SIGNATURE	

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2012 SLC HOTEL RESERVATIONS FORM (cont.)

(Photocopy as needed)

Check Appropriate Line		Arrival Date	Departure Date	Name for each person in room
	Single			_____
	Double			_____
	Triple			_____
	Quad			_____
	Single			_____
	Double			_____
	Triple			_____
	Quad			_____
	Single			_____
	Double			_____
	Triple			_____
	Quad			_____
	Single			_____
	Double			_____
	Triple			_____
	Quad			_____
	Single			_____
	Double			_____
	Triple			_____
	Quad			_____
	Single			_____
	Double			_____
	Triple			_____
	Quad			_____
	Single			_____
	Double			_____
	Triple			_____
	Quad			_____
	Single			_____
	Double			_____
	Triple			_____
	Quad			_____