

The North Carolina State Chapter of

PHI BETA LAMBDA

State Handbook

Section 3 – General Information

2008-2009

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

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State Handbook

Section 3 – GENERAL INFORMATION

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WHAT IS PHI BETA LAMBDA?

PHI BETA LAMBDA is the national organization for all students in post-secondary schools and colleges enrolled in programs designed to develop vocational and professional competencies and who accept the purpose of Phi Beta Lambda (PBL) and subscribe to its creed. The purpose of the organization is to:

"...provide opportunities for post-secondary and college students to develop vocational competencies for business and office occupations and business teacher education. Phi Beta Lambda is an integral part of the instructional program and, in addition, promotes a sense of civic and personal responsibility."

THE 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 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 scholarship and promote school loyalty
- * Encourage and practice efficient money management
- * Assist students in the establishment of occupational goals
- * Facilitate the transition from school to work

The national organization of Phi Beta Lambda is recognized by the U.S. Department of Education, the Association for Career and Technical Education, International Assembly for Collegiate Business Education, National Association of Parliamentarians, National Association of Secondary School Principals, and the National Business Education Association.

PHI BETA LAMBDA PLEDGE

I SOLEMNLY PROMISE
TO UPHOLD THE AIMS AND RESPONSIBILITIES OF
PHI BETA LAMBDA AND,
AS AN ACTIVE MEMBER,
I SHALL STRIVE TO DEVELOP THE QUALITIES
NECESSARY IN BECOMING
A RESPONSIBLE BUSINESS LEADER.

PHI BETA LAMBDA CODE OF ETHICS

- * I will be honest and sincere.
- * I will approach each task with confidence in my ability to perform my work at a high standard.
- * I will willingly accept responsibilities and duties.
- * I will seek to profit by my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work.
- * I will abide by the rules and regulations of my college.
- * I will exercise initiative and responsibility and will cooperate with my employer and fellow workers.
- * I will dress and act in a manner that will bring respect to me and to my college.
- * I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.

PHI BETA LAMBDA CREED

I *believe* education is the right of every person.

I *believe* the future depends on mutual understanding and cooperation among business, industry, labor, religious, family and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.

I *believe* every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

I *believe* every person should actively work toward improving social, political, community, and family life.

I *believe* every person has the right to earn a living at a useful occupation.

I *believe* every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.

I *believe* I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

BENEFITS OF PHI BETA LAMBDA MEMBERSHIP

The national and state chapters of Phi Beta Lambda exist for you and the other members worldwide. PBL relies primarily on membership dues to provide you with a broad range of publications, programs, and services custom-designed to emphasize your personal growth and development.

Phi Beta Lambda membership is an investment in your future which provides opportunities for:

- * Enhancing self-confidence and leadership skills through chapter leadership activities

- * Sharpening public speaking skills by leading discussions, presenting workshops, and giving speeches
- * Building friendships through chapter team activities and at conferences
- * Applying money management techniques by developing chapter and project budgets
- * Acquiring the skills needed to compete in the job market
- * Networking with business leaders to increase job prospects and mentoring opportunities
- * Participating in conferences and workshops on leadership skills, image, etiquette, time management, goal setting, decision making, and career development
- * Competing in PBL competitive events

NORTH CAROLINA PHI BETA LAMBDA HISTORY

In the spring of 1954, Dr. James L. White and several farsighted business educators established the North Carolina Chapter of FBLA-PBL, Inc. Twenty high school and college chapters were pioneers in Dr. White's dream of establishing Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL) in every business education program in the state. In 1969 the state chapter was divided into separate divisions.

The Phi Beta Lambda state membership for the 2007-2008 year was 639 in 33 local chapters located across the state. The statistical data illustrating North Carolina Phi Beta Lambda's membership record for the past years is located in Appendix 1.

The North Carolina State Chapter of Phi Beta Lambda (NCPBL) has been fortunate to attract dedicated leadership from its local chapter advisers to serve as State Advisers. Historically they include: Ms. Joyce Cherry, Lenoir Community College, 1969-1971; Mr. Albert Gaskill, Campbell University, 1971-1974; Ms. Geraldine Michael Smith, Wingate University, 1974-1979; and Mr. Terry C. Lowrance, Durham Technical Community College, and Dr. Robert N. Simmons, Lenoir-Rhyne College, as State Co-Advisers for the period 1979-1993. From 1994-2003, Mr. Lowrance served as State Adviser. From 2003-2006, Mr. Ron Eggers, Barton College, served as State Adviser. Mr. Dan Hazlett, Stanly Community College, was named State Adviser in 2006. Ms. Claudia Skinner, North Carolina Department of Public Instruction, serves as FBLA-PBL State Chair.

In addition to state chapter continuity and leadership provided by the role of the state adviser, North Carolina has also been fortunate to have five

individuals serving as directors who provide task specialization as members of the State Committee. The director positions and individuals having served in those positions are as follows:

Leadership Development Director:

Ms. Kathy Toler, Asheville-Buncombe Tech. Community College, 2008-present
 Ms. Susan Stinson, Mitchell Community College, 2006-2008
 Ms. Kathy Toler, Asheville-Buncombe Tech. Community College, 2002-2006
 Mr. Dan Hazlett, Stanly Community College, 1988-2002

Financial Activities Director:

Ms. Robbie McDonald, Duke Energy, Charlotte, 2008-present

Professional Division Director:

Ms. Robbie McDonald, Duke Energy, Charlotte, 1988-2006

Publications Director:

Ms. Susan Stinson, Mitchell Community College, 2008-present
 Mr. Kenneth Kleiner, Fayetteville Technical Community College, 2004-2008
 Ms. Debra Baker, Beaufort County Community College, 2002-2004
 Ms. Kathy Toler, Asheville-Buncombe Tech. Community College, 1989-2002

State Awards Program Director:

Dr. Kathie Doole, Asheville-Buncombe Tech. Community College, 2007-present
 Ms. Teresa Parker, Barton College, 1999-2006
 Dr. Robert Wrisley, East Carolina University/Pitt County Schools, 1994-1999
 Ms. Sheila Mitchiner, Piedmont Community College, 1988-1994

Chapter Development Director:

Mr. Kenneth Kleiner, Fayetteville Technical Community College, 2008-present
 Ms. Kathy Toler, Asheville-Buncombe Tech. Community College, 2007-2008
 Mr. Ron Eggers, Barton College, 2002-2003

State Chapter activities have been enhanced by the establishment of the NCPBL State Professional Division. Formerly, the State Alumni Association (which was formed in 1976), the Professional Division (PD) membership is open to all individuals interested in promoting PBL goals. Members may include employers, educators, parents, businesspersons, PBL

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alumni, program supporters, or any person who wishes to contribute to the growth and development of the association and membership. Professional Division officers have contributed to the success of Phi Beta Lambda in North Carolina by serving on the State Executive Council and assisting with the state conferences through conducting seminars, judging competitive events, and providing valuable assistance with the State Award Program. In addition, Professional Division members support the state chapter by attending National Leadership Conferences. The Professional Division continues to be at the forefront of membership nationally, winning numerous National Largest State Chapter Professional Division Membership First Place awards. The Professional Division Membership History is located in Section 10.

STATE CHAPTER STRUCTURE AND OPERATIONS ORGANIZATIONAL STRUCTURE

The organizational structure of the State Chapter is consistent with that of the national association. The State Chapter is

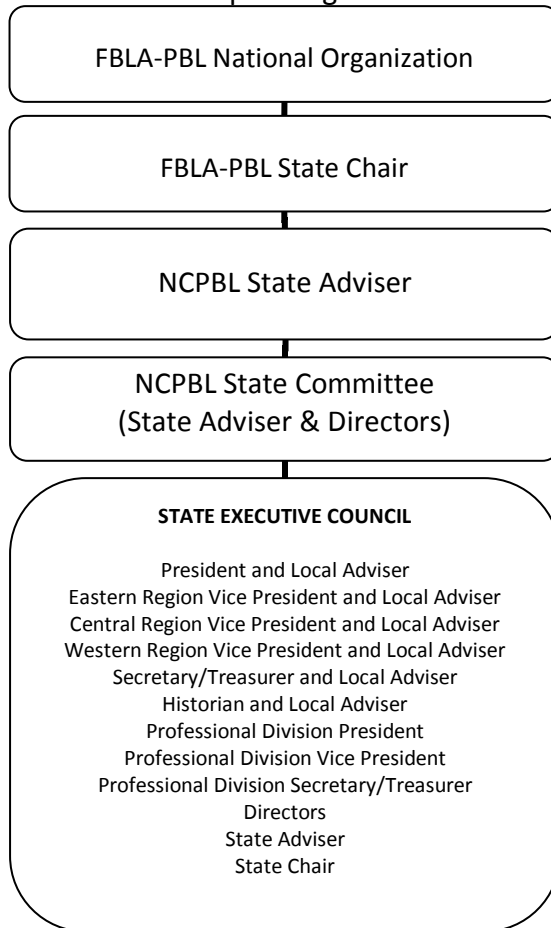
comprised of all local chapters chartered within the state. The State Executive Council provides the leadership necessary for sustaining the State Chapter. See State Chapter organization structure below.

STATE EXECUTIVE COUNCIL

Activities and projects of the North Carolina State Chapter are directed by the State Executive Council. The Council is comprised of the state officers and their local chapter advisers, the state adviser, the state chair, the directors, and the state professional division officers. Council meetings are conducted according to *Robert's Rules of Order* (latest edition).

Four official Council meetings are held during the year with an extensive officer orientation and training program conducted at the beginning of the membership year. The State Secretary/Treasurer records detailed minutes for each Council meeting and for the State Leadership Conference. Copies of the Council minutes are available to all local chapters upon request.

NCPBL State Chapter Organizational Chart



FINANCIAL STATEMENTS

The State Adviser and the State Secretary/Treasurer prepare financial statements for each Executive Council Meeting throughout the year. Financial statements are presented to the general state membership during the business session at the State Leadership Conference. A State Chapter financial report is made to the national association annually, and an annual review of the financial records is conducted. The State Chapter operates within a budget which is approved during the Spring Executive Council meeting. Disbursement of funds is made according to the guidelines of the budget. Extraordinary and non-budgeted items must receive approval of the Executive Council prior to disbursement of funds.

REGIONAL STRUCTURE

The State Chapter is organized into three geographical regions across the state in order to promote communication, growth, and activities development. A Vice President is elected from each of the three regions to serve in a regional coordination role with the entire State Chapter. To promote activities at the regional level, several categories of awards are presented at the regional meetings during the State Leadership Conference.

STATE CHAPTER GOALS

An extensive set of goals for the State Chapter is established as a plan of action for each year. Section 01 includes a complete listing of the current year's goals which were developed at the Spring State Executive Council meeting. Local chapters are encouraged to develop their own goals to complement those of the state organization.

STATE NEWSLETTER

Two printed editions of the state newsletter, entitled *The NCPBL Executive Edge*, are published during the year. The State Historian, in conjunction with the Publications Director, prepares and distributes the newsletters to members through their local chapters, to State Professional Division members, and to other local, state, and national individuals interested in Phi Beta Lambda in North Carolina.

STATE CHAPTER ANNUAL BUSINESS REPORT

A State Chapter Annual Business Report, which provides a summary of activities, is prepared annually by the State Officer Team in conjunction with the Publications Director. Because of the extensive program of work established by the State Chapter and the quality of the prepared report, the NCPBL State

Chapter Annual Business Report has received numerous national awards in that competitive event over the years.

ADMINISTRATIVE STRUCTURE STATE COMMITTEE TASK SPECIALIZATION:**STATE ADVISER**

State Executive Council Coordination
State Chapter General Operations Coordination
State Executive Council Meetings Coordination
Membership Recruitment
Dues Reporting System
Financial Record Keeping
State Leadership Conference Coordination
State Leadership Conference Judges Coordination
Special Conference Coordination (NFLC, IFL, NLC)

CHAPTER DEVELOPMENT DIRECTOR

NCPBL Marketing Coordinator
Chapter Recruitment
Chapter Assistance
State Chapter Brochure
FBLA Connections

LEADERSHIP DEVELOPMENT DIRECTOR

Fall Leadership Development Conference Coordination
Kick-Off/Tip-Off Coordination
Conference Scripts

PROFESSIONAL DIVISION OFFICERS

Membership Recruitment
Dues Reporting System
Financial Record Keeping
State Professional Division Executive Council Coordination

PUBLICATIONS DIRECTOR

State Handbook
State Newsletter
State Chapter Website
FaceBook NCPBL Group Page
State Chapter Annual Business Report

STATE AWARDS PROGRAM DIRECTOR

State Awards Program Implementation
Chairperson, State Awards Program Coordination Committee
NLC Awards Program Coordination

STATE FINANCIAL ACTIVITIES DIRECTOR

NCPBL, The NCPBL Foundation, NCPBL PD finances coordination
State Adviser, PBL Treasurer, PD Treasurer, The NCPBL Foundation Treasurer guidance

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Awards Program sponsorships

LOCAL CHAPTER BUSINESS ADVISORY COUNCIL

Working closely with a business advisory council is one of the best ways to prepare Phi Beta Lambda members for meaningful jobs after graduation. The experience gained in dealing with businesspeople can be invaluable. Businesspeople quickly become aware of students' potential as future employees--not to mention the effect an advisory council can have on improving your chapter's total program. The council members can assist officers, members, and advisers by serving as a liaison with the business community. Invite advisory council members to your chapter's major functions and special meetings when planning chapter projects. An advisory council can be particularly helpful in civic projects, appearances before civic and business associations, national FBLA-PBL Week, community-wide sales, publicity campaigns, field trips, professional speakers, competitive events, local media coverage, scholarships, and national project tie-ins.

Advisory council size can vary according to chapter needs and community interest. The council's function, as the title implies, is to serve the chapter in an advisory capacity, aiding chapter officers, members, and advisers in assuring that meaningful, worthwhile, significant, and successful chapter activities serve the school and the business community.

HOW TO FORM YOUR BUSINESS ADVISORY COUNCIL

Every community has civic-minded individuals; the objective is to stimulate that civic-mindedness by telling the right people that we are the right organization for them to support.

1. Make a list of those in your community you would like to include on your council. List representatives from major companies, small businesses, and organizations such as the Jaycees, the Rotary Club, the Lion's Club; representatives from the local media (radio, TV, newspapers); school administrators; representatives from the mayor's office or city council.
2. Next, appoint a business contact committee within your chapter. This committee's job is to visit the representatives on the list. PERSONAL CONTACT is the key factor in convincing others to work with you. Working with students can give businesspeople valuable input and ideas for the future. It can give them a new perspective, enhance their image, and provide good publicity.

It can provide the businessperson with input into the students' education and therefore help to prepare students become better employees in the future.

3. Develop a fact sheet about Phi Beta Lambda. It should be no more than one page (brevity increases the chances of it being read) and should be left with the representative.
4. Once you are in the door, your selling job begins. Explain what Phi Beta Lambda is, what it means to you, how it benefits you, how being involved with Phi Beta Lambda can help the businessperson, and why you need his or her help. A Phi Beta Lambda flip chart is an excellent aid to take along on this visit. It acts as a visual aid to help the businessperson remember what is said; it helps the student remember what to say; and it lends a professional touch to the visit.
5. Remember to tell the representative that your chapter is willing to help him or her. Ask for suggestions on how you could work together.
6. Explain how suggestions, ideas, and input into your chapter's plans and programs can provide active, firsthand experiences and insights into the working world of business. Ask if he or she would serve on your advisory council. Be sure to tell him or her names of others who are willing. Let him or her know what projects your chapter has been involved in, and what plans you have for the future. Explain about the "American Enterprise" project. Invite him or her to a chapter meeting.

Once your advisory council has been formed, call a special meeting to introduce the council members to your chapter and school officials. Take photographs of this event and write a news release for local newspapers (and the PBL BUSINESS LEADER and State Newsletter) about your new advisory council, listing its members and their backgrounds.

Invite advisory council members to all major chapter functions and call special meetings of the council when major chapter projects are being planned.

The Advisory Council itself can be a good public relations tool for Phi Beta Lambda. Its suggestions, ideas, and input into your chapter's plans and programs can provide active, firsthand experiences and insights into the working world of business. Show appreciation at the end of the year by honoring advisory council members at a special banquet.

CHAPTER ACTIVITIES

The projects listed below have all been used successfully by one or more Phi Beta Lambda chapters. Variations to these activities can also be

employed, but it should be remembered that the more members involved in a project or participating in an activity, the more successful it is likely to be. Remember also, when selecting project ideas, to vary the types of activities; such as service, professional, fundraising, and social.

SERVICE PROJECTS

Chapter service projects provide an opportunity for student participation within the community. Involvement in such projects represents a planned gift of time and/or money made by your chapter to benefit the community. Service projects can strengthen your chapter. As members work together, they become aware of themselves, their responsibilities as citizens, and their roles as future business leaders. Students will recognize that business plays an important role in meeting the service needs of the community.

It may not be easy to decide upon a service project. Considerable time, thought, and discussion are usually necessary to reach a final decision. Know your community and what is really needed, then have your members choose the project(s) they feel will be of greatest service. Depending upon the project, it may be possible to work with a nearby FBLA-PBL chapter.

Examples of service projects:

- * Join Hands Day
- * Clean-up day
- * Collection of canned items for the needy at Thanksgiving
- * Christmas parties for needy children or elderly
- * Sponsoring Red Cross Bloodmobiles, etc.
- * Sponsoring March of Dimes (MOD) projects
- * Sponsoring projects for other charitable organizations.

The national Phi Beta Lambda publication, *THE BUSINESS LEADER*, as well as the national *Chapter Management Handbook*, contains additional suggestions for successful activities.

PROFESSIONAL PROJECTS

Phi Beta Lambda is a co-curricular, integral part of the educational system. Professional activities are tools of instruction which reinforce what members learn in the classroom and/or on the job.

Examples of professional projects:

- Bulletin boards
- Business tours
- Career Day
- Chamber of Commerce, civic
- Display of awards

- Films
- In-service workshops
- Parliamentary procedure seminars
- Scholarships and service organizations
- Slide presentations
- Speakers
- Travel

FUND-RAISING PROJECTS

Fund-raising projects can be the most challenging events for a Phi Beta Lambda chapter. The two primary reasons for a fund-raising project are to strengthen the efforts of a service project and to add to the chapter treasury for future events.

It takes time, work, and planning to carry out successful fund-raising projects. Moneymaking projects are limited only by the willingness and imagination of the chapter members in planning and sponsoring the projects.

Examples of fund-raising projects:

SALES

- Candy
- Jewelry
- Cheese
- Bake Day
- Magazines
- Plants
- Raffles
- Pizza
- Stationery
- Fruit
- Rummage
- Coffee/doughnut products
- O-Grams (candy-o-grams)
- Tom Wat

OTHER

- Concessions at athletic events
- Monte Carlo Night
- Community Calendars
- Word Processing for others
- Car washes
- Dances
- Making birthday cakes

LEADERSHIP CONFERENCES

Whether on the regional, state, or national level, the purpose of any leadership conference is to provide worthwhile activities to assist students in leadership development as they prepare to be tomorrow's business leaders.

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NCPBL FALL KICK-OFF MEETINGS

Each fall, the NCPBL Executive Council hosts fall meetings for local chapter presidents, officers, and advisers. Begun in 1987, these Kick-Offs preview activities needed by officers and advisers to plan local projects and programs effectively. The Executive Council and the Leadership Development Director select a site in various locations and develop the program. September is the suggested date for Fall Kick-Off Meetings.

NCPBL FALL LEADERSHIP DEVELOPMENT CONFERENCE (FLDC)

The Fall Leadership Development Conference is designed for all local chapter PBL members. Sessions are held to explain and review the programs, projects, conferences, and activities of PBL on the local, state, and national level. A time in late October/early November is the suggested date for FLDC.

The state FLDC began in 1975 as a planning and sharing time for officers and advisers, with a gathering of nearly 50 PBLers on the UNC-Greensboro campus. Each vice president works with the Leadership Development Director to secure the physical facilities necessary (hotel accommodations, meeting rooms, meal functions, etc.); the Leadership Development Director is responsible for planning the FLDC program and coordinating publicity.

An award is given to the chapter with the largest chapter delegation in attendance.

In 1986, the "President's Award for Membership Recruitment" and the "NCPBL Non-Trivia Contest" were instituted. For the President's Award, chapters prepare a display of materials used for membership recruitment. These displays are judged by the NCPBL President, the Professional Division President, and the designated Regional Vice President. The "Non-Trivia Contest" is conducted by the Professional Division as a means of encouraging local chapter representatives to learn more about the state and national organizations. A study guide from which questions will be taken is mailed to each chapter, and three-member teams (not to include state officers or previous contest participants) participate in preliminary rounds. Three teams (the highest-scoring team from each of the three regions) advance to the final round of competition. Specifics on both activities are included in the FLDC registration materials. A chronology of Fall Leadership Development Conferences is located in Appendix 1.

NATIONAL FALL LEADERSHIP CONFERENCE (NFLC)

National Fall Leadership Conferences are held throughout the country during November. These conferences consist of general sessions, workshops, and networking opportunities. Delegates from FBLA and PBL attend the same conference general sessions, although separate "breakout" sessions for PBLers are planned. The emphasis is on leadership training and exposure to national FBLA-PBL programs. Charlotte was the site of the national conferences 1989 and 1993 and Greensboro was host in 1999, 2001, and 2005. Registration materials are sent from the national office to chapters in late summer.

NCPBL WINTER TIP-OFF WORKSHOPS

While the fall Kick-Offs introduce chapter presidents, officers, and advisers to the overall state program for the year, the winter Tip-Offs are organized primarily to provide details on the upcoming State Leadership Conference to those chapter leaders responsible for SLC participation and organization, usually the chapter advisers and president. Chapters may also have a Conference Director position or an officer in charge of the group's involvement at SLC. The Tip-Offs are hosted by the state officers. State Leadership Conference registration packets are distributed and State Executive Council members highlight materials for the upcoming conference. Early February is the suggested time for the Tip-Offs.

STATE LEADERSHIP CONFERENCE (SLC)

The State Leadership Conference is held annually in March or April. The conference includes general sessions, business meetings, competitive events, officer elections, special-interest sessions, awards banquet, and social activities.

Each local chapter may enter up to two participants in each competitive event (with specific exceptions). The first- and second-place winners in all events with a national counterpart (with specific exceptions) are eligible to advance to competition at the National Leadership Conference. (See Section 07 for details.)

Thirteen chapters with a total of 145 delegates attended the first conference. Conference attendance statistics are located in Appendix 1.

STATE LEADERSHIP CONFERENCE GENERAL INFORMATION

One of the major projects of the state chapter each year is the State Leadership Conference. This conference provides an opportunity for Phi Beta Lambda members from local chapters across the state to share ideas and challenges. Full conference details, including registration forms and event entry forms, are sent to all chapters approximately six weeks prior to the conference.

Advisers and chapter officers should consider building programs around the competitive events sponsored by the state chapter. These events are designed to improve the abilities of all chapter members in a variety of areas including impromptu speaking, parliamentary procedure, business knowledge and skills, and the preparation of written and oral reports, etc. Every event, if organized and conducted carefully at the local level, can contribute to the personal and professional development of members. The motivation of being selected to represent the local chapter in a particular event at the State Leadership Conference can be exciting and rewarding.

ADMINISTRATION OF EVENTS

Prior to the State Leadership Conference, the State Awards Program Chair will communicate with local chapter advisers regarding the administration of competitive events at the State Leadership Conference. The State Awards Program Coordination Committee is composed of up to eight members appointed by the State Adviser. The State Awards Program Chair, in conjunction with the committee, will distribute materials to event coordinators, collect and verify results, and compile a list of winners at the state conference. Local chapter advisers are expected to assume responsibility for administration of specific events. Each event administrator should be thoroughly familiar with the rules for the event. Judges for all events will be secured under the direction of the State Adviser.

RULES AND REGULATIONS

The following general rules and regulations will apply to all delegates attending the annual leadership conference of the North Carolina State Chapter of Phi Beta Lambda.

1. The State Leadership Conference is open to only voting delegates, chapter members, advisers, professional division members, and guests from chapters that are in good standing and have met the dues deadline.

2. All persons attending the conference must register in advance by returning the necessary forms and fees to the state adviser. The conference registration forms must be signed by the chapter adviser. On-site registration is permitted with an additional fee. Advance registration is required for all competitive events.
3. All hotel room reservations will be made by the local chapter directly with the hotel in which the conference will be held. Chapters submitting reservations after the hotel deadline may be subject to alternative accommodations.
4. No conference fees will be refunded, but conference registration may be transferred to another attendee from the chapter.
5. Delegates are expected to attend all general sessions, regional meetings, and leadership seminars of the conference. Advisers are urged to discuss requirements for attending and participating in conference activities with the local chapter delegation prior to the conference.
6. Participants, both students and others, should wear appropriate business attire at all conference activities. Semi-formal or formal wear should be worn at the awards banquet. (See NCPBL Conference Dress Code on the last page of this section.)
7. The Executive Council of the North Carolina State Chapter of Phi Beta Lambda fully approves these regulations and reserves the right to discipline delegates for infractions.

NATIONAL LEADERSHIP CONFERENCE (NLC)

The National Leadership Conference is normally held in late June or early July each year in a selected city in the United States. All advisers, members, Professional Division members, and guests are eligible to attend.

The competitive events and activities throughout the conference are designed to stimulate leadership development for tomorrow's business leaders. Many of the sessions are designed to provide a forum for the ideas of student members from across the nation. Others are planned to offer ideas, suggestions, and encouragement from the fields of business, industry, government, and entertainment. Student workshops center around career, professional, and motivational sessions with outstanding activities on each agenda.

The conference also includes the election of national officers, the national awards program, and social activities. At all leadership conferences, advisory committee members and other community business people provide leadership and serve as resource people for the special-interest sessions. Winners are recognized at each level of competition. Students

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receive certificates and/or plaques; in some events, cash awards are presented.

INSTITUTE FOR LEADERS (IFL)

The Institute for Leaders is the organizational and leadership training session for state and local chapter officers, members, and advisers. Held in conjunction with the National Leadership Conference, this training conference prepares student leaders and members to assume their elected responsibilities and develop valuable life skills. All North Carolina state officers are strongly encouraged to attend the Institute for Leaders.

CHRONOLOGY OF STATE CHAPTER OFFICERS

A chronology of State Chapter Officers is located in Appendix 1.

CHRONOLOGY OF STATE COMMITTEE MEMBERS

A chronology of State Committee Members is located in Appendix 1.

CHRONOLOGY OF PROFESSIONAL DIVISION OFFICERS

A chronology of Professional Division Officers is located in Appendix 1.

CHRONOLOGY OF THE NCPBL FOUNDATION, INC., OFFICERS AND BOARD MEMBERS

A chronology of The NCPBL Foundation, Inc. Officers and Board members are located in Appendix 1.

CHARTERING OR REACTIVATING CHAPTERS OF NORTH CAROLINA PHI BETA LAMBDA

1. Make a list of the schools in your area that do not have an active Phi Beta Lambda chapter.
2. Contact the state office for chartering or reactivation materials. Promotional packets may be obtained from:
 - A. State Adviser
Mr. Dan Hazlett
Stanly Community College
141 College Drive
Albemarle, NC 28001
704-991-0216
Dhazlett7561@stanly.edu

OR

 - Chapter Development Director
Mr. Kenneth Kleiner
Fayetteville Technical Community College
2201 Hull Road
Fayetteville, NC 28303
910-678-8572 (office)
kleinerk@faytechcc.edu
 - B. FBLA-PBL, Inc.
1912 Association Drive
Reston, VA 20191-1591
(703) 860-3334 or 1-800-325-2946
3. Share one of your Phi Beta Lambda programs with the prospective chapter. Either invite representatives to attend one of your programs or arrange for some of your officers and members to visit and talk with the interested students.
4. When you feel there is sufficient interest in organizing a Phi Beta Lambda chapter, notify the state office so that additional assistance from the state can be given in support of your efforts.
5. Be sure to carry through with the charter/reactivation process properly by assisting the chapter with the completion of the 13-step process. (See Section 06)

NCPBL CONFERENCE DRESS CODE

(Based on the FBLA-PBL National Leadership Conference Competitive Events Dress Code adopted by the FBLA-PBL Board of Directors, January 12, 2008)

Participants in NCPBL conferences and other official activities are required to adhere to the official FBLA-PBL Dress Code. FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for all attendees—advisers, members, and guest—at all general sessions, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Professional attire acceptable for wear during official FBLA-PBL activities includes:

MALES

- Business suit with collar dress shirt and necktie OR
- Sport coat, dress slacks, collared shirt, and necktie OR
- Dress slacks, collared shirt, and necktie
- Banded collar shirt may be worn only if sport coat or business suit is worn
- Dress shoes and socks

FEMALES

- Business suit with blouse OR
- Business pantsuit with blouse OR
- Skirt or dress slacks with blouse or sweater OR
- Business dress OR
- Capris or gauchos with coordinating jacket/suit, worn below the knee, with nylons
- Dress shoes
- Nylons when wearing skirts and dresses

CLARIFICATION—Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes, open-toe shoes, and sleeveless dresses are accepted.

Inappropriate attire includes:

- Jewelry in visible body piercing, other than ears
- Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts
- Backless, see-through, tight-fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses/skirts
- T-shirts, Lycra™, spandex, midriff tops, tank tops, bathing suits
- Sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee boots
- Athletic wear, including sneakers
- Hats, flannel fabric clothing
- Bolo ties
- Visible foundation garments

NCPBL addendum: Casual attire may be worn for dances and caucusing (includes jeans, nice T-shirts, or denim/chambray shirts, sneakers, or sandals). Not allowed are "cut-out" or "cut-off" jeans, Lycra, spandex, midriff tops, and bathing suits. Shoes and shirt must be worn.