

The North Carolina State Chapter of

PHI BETA LAMBDA

State Handbook

Section 5 – Local Chapter Structure and Management

2008-2009

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

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State Handbook

Section 5 – LOCAL CHAPTER STRUCTURE AND MANAGEMENT

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LOCAL CHAPTER STRUCTURE AND MANAGEMENT

Phi Beta Lambda activities can be of value to all students--especially those pursuing a career in business or in a business-related arena. Participation in civic projects as well as personal experiences related to business and the profession can stimulate interest and the self-motivation needed for students to succeed in college and beyond. One of Future Business Leaders of America-Phi Beta Lambda's (FBLA-PBL) goals is to "promote competent, aggressive business leadership." Attaining a position as a local chapter officer provides a variety of opportunities to "develop character and self-confidence"--another FBLA-PBL goal.

RESPONSIBILITIES OF LOCAL CHAPTER OFFICERS

GENERAL RESPONSIBILITIES

It is important for the growth of each chapter to have a well-qualified and dependable group of officers. With capable officers, the business of the chapter will be conducted in proper parliamentary fashion. An effective program of work that includes all members will be maintained, records and minutes will be up-to-date and complete, positive publicity will be forthcoming, and members will grow professionally.

Serious consideration should be given by the membership to the election of officers. It is a mistake to look only for the most popular members. Qualifications for the position to which the individual will be elected should be the prime consideration. Do not expect every officer to be familiar with his or her duties and responsibilities immediately upon election. All chapter members should have a general understanding of the duties and responsibilities of each office as well as knowledge of the qualities of leadership.

A leader is one who can communicate ideas and feelings and yet is willing to listen and understand the need for democratic procedures. A leader respects the rights, abilities, and dignity of every member. A leader inspires confidence and conveys enthusiasm. He or she should have the courage of his or her convictions, but be open-minded. A leader is vitally interested in everything that concerns the chapter and the community and is willing to put the good of the chapter before his or her personal desires.

Each officer should be familiar with the chapter constitution and bylaws and with the annual program of work. He or she should own or have ready access to both the North Carolina *State Handbook* and the national *Chapter Management Handbook*, know his or her part in all ceremonies, and be familiar with parliamentary procedure. Each officer should, of course, cooperate with other officers and members at all times. Chapters may choose to elect a new slate of officers each semester to allow maximum leadership development.

SUGGESTED OFFICERS AND DUTIES

PRESIDENT

The President presides over and conducts meetings according to accepted parliamentary procedure; keeps members on the subject and the discussion within a time limit; appoints committees and serves as ex-officio member of those committees; represents the chapter at campus and community events; coordinates chapter activities by keeping in contact with the other officers, the membership, and the adviser(s); monitors chapter activities to ensure timely progress; and calls special meetings as needed.

The presiding officer should:

1. Begin the meeting on time. (Members are more likely to be on time if they know the meeting will convene at the specified time.)
2. Assure a quorum is present before beginning the business portion of the meeting.
3. Keep the meeting under control. Insure that everyone gets the chance to speak before anyone can speak twice; maintain decorum and courtesy during debate.
4. Conduct the meeting according to parliamentary law.
5. Refer to himself or herself as "the Chair."
6. Be impartial at all times.
7. Stand when presenting business or directing the group in action. It is permissible to sit while business is being transacted or matters are under discussion on the floor.
8. Relinquish the gavel to the vice president when he or she desires to enter the debate. (If the presiding officer makes or discusses a motion personally, he or she must leave 'the chair' and do so from the floor. Only information, not opinions, may be given while presiding as 'the chair'.)
9. Remember that, when he or she leaves the chair,

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the gavel must be relinquished to the vice president or another designated person.

10. Allow a member to suspend the regular order of business only by a formal motion, which must be carried by a two-thirds vote.
11. Recognize any member who wishes to speak.
12. Permit discussion only after a motion is made, seconded, and stated by the chair.
13. Sit after granting the floor to a member and remain seated while the member discusses the question.
14. State motions clearly and, before taking a vote, be sure that all understand the question.
15. Announce the result of a vote.
16. Vote only when his or her vote will change the outcome of the vote. A tie is a failing vote, so the chair would vote only if he or she were going to vote yes and change that outcome. If a motion passed by one vote, the chair could vote no, creating a tie and causing the vote to fail.
17. Require all remarks to be addressed to the chair. (Do not permit members to discuss the question among themselves or address questions or remarks to each other.)
18. Permit the vice president, or maker of the motion, to put a question to a vote if the question concerns the president alone.
19. Close the meeting in a timely manner.

VICE PRESIDENT

The vice president assists the president in the discharge of his or her duties, presides at meetings in the absence of the president, assumes the duties and responsibilities of the president should the need arise, and serves as ex-officio member on chapter committees. The vice president is in charge of overseeing all committee work and management of assignments.

THE VICE PRESIDENT AND COMMITTEES

The chapter vice president, because of his or her responsibility for committee work in general, should work closely with all committees. In order to efficiently coordinate the program of work of all committees, the vice president should establish a committee report form and offer suggestions to each appointed committee. The vice president should attend all committee meetings and make suggestions and recommendations when necessary to facilitate the committees' goals and objectives.

SECRETARY

The secretary prepares and reads the minutes; prepares the agenda for each meeting; coordinates official correspondence; posts meeting notices; counts and records votes when taken; prepares chapter reports; keeps permanent records of the chapter; cooperates with the treasurer in keeping an accurate membership roll and issues membership cards; reads communications at the meetings; and has on hand for each meeting the secretary's book, minutes of previous meetings, lists of committees and committee reports, copies of local, state and national programs of work, copies of the constitution and bylaws, and a copy of the state and national handbooks.

The secretary should:

1. Record the minutes of all meetings: formal, informal, and called meetings.
2. Record in the minutes what is decided, not what is said.
3. Record the exact wording of motions, whether they pass or fail in the voting, and make a record of who made the motion.
4. Halt meeting proceedings if necessary in order to get exact wording of motions. Request the presiding officer to have motions repeated slowly, when necessary, in order to maintain accurate records (or distribute forms on which motions are recorded).
5. Record in the minutes the names of members who have been appointed to committees, with the name of the chairperson, if designated.
6. Attach a copy of the treasurer's report to the minutes, if the report is not included in the minutes as read.
7. Keep minutes in a permanent book. Any corrections which are made in the minutes as read should appear in the margin.
8. Secure the presiding officer's signature on the minutes, with any approved corrections, in order to complete the record.

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SAMPLE MINUTES OF A CHAPTER MEETING

MEETING	The regular meeting of the XXX Chapter of Phi Beta Lambda, held in Room 101 of XXX Hall, was called to order at 7:30 p.m. by President John Smith on September 14.
CREED	The FBLA-PBL Creed was led by May Lee.
GUESTS	The following guests were introduced: Mr. Ronald Smith and Miss Sharon Long, of the national Future Business Leaders of America-Phi Beta Lambda, Inc., office.
PRESENT	Fifteen members were present. Barbara Long and John Jackson were absent.
MINUTES	Minutes of the meeting of (date) were approved as read.
TREASURER'S REPORT	The treasurer reported a balance on hand of \$150.60.
BILLS	The following bills were presented: stationery, \$2.00; additional copy of national <i>Chapter Management Handbook</i> , \$10.00
COMMITTEE REPORTS	The Finance Committee reported the results of the investigation of fund raising activities.
NEW BUSINESS	The Programs Committee reported details for the upcoming American Enterprise Day activities. The motion by Grant Alton "that a new timer be purchased by the treasurer at the prevailing price" passed.
PROGRAM	(Give details of program if one is presented; include title, name of speaker, etc.)
ANNOUNCEMENTS	The Executive Board of the XXX Chapter will meet in Room 101 of XXX Hall, September 23 at 7:00 p.m.
ADJOURNMENT	The meeting adjourned at 8:30 p.m.

Signed: _____

Chapter Secretary, Phi Beta Lambda

Chapter President, Phi Beta Lambda

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TREASURER

The treasurer receives and acts as custodian of chapter funds; collects all state and national dues and is responsible for their disbursement by the appropriate deadlines; keeps financial records up-to-date; devises, with the assistance of the membership and the adviser, appropriate fund raising activities; disburses chapter funds as authorized; encourages systematic saving; assists in preparing an annual statement of receipts and expenditures; and protects the financial reputation of the chapter by seeing that its obligations are met promptly.

The treasurer should:

1. Keep all records in ink in a permanent ledger.
2. Record all receipts by name of member or other source.
3. Obtain a receipt from the individual to be reimbursed,
4. Require authorization from the executive board and adviser before writing checks.
5. Keep a detailed and timely accounting of funds. List all money paid out of the treasury by date and to who paid.
6. Make an accurate report of the chapter's financial status at every regular meeting, or as called for by the president.

PHI BETA LAMBDA
XXX CHAPTER
(Sample Treasurer's Report)

December 18, 200X

Balance on Hand, December 4, 200X		\$ 781.25
Receipts:		
Proceeds from bake sale	\$ 34.71	
Collections from Fund Raising Kits	<u>3,495.50</u>	<u>3,530.21</u>
Total Funds Available		\$ 4,311.46
Expenditures:		
Payment for Fund Raising Kits	\$2,097.30	
Supplies for Christmas project	14.40	
Postage	<u>2.00</u>	<u>2,113.70</u>
Balance on Hand, December 18, 200X		<u>\$ 2,197.76</u>

REPORTER

The reporter gathers and classifies chapter news, prepares news releases and articles for publication in school and local newspapers, files clippings and pictures of chapter activities and keeps a chapter publicity scrapbook, assists in maintaining a chapter bulletin board, assists with planning and arranging chapter exhibits, and prepares and collects news and feature stories of chapter activities for state and national publication.

The reporter should:

1. Gather and classify all chapter news.
2. Prepare articles for publication in local, state, and national media.
3. Develop a working relationship with local media personnel.
4. Send chapter news articles (with photographs, if possible) to the state historian and national office for publication.
5. Check state and national sources for upcoming events and inform chapter members.
6. Coordinate chapter exhibits and bulletin boards.

HISTORIAN

The historian maintains an accurate and up-to-date history of the chapter, including an annual report of chapter activities, awards, and publicity.

The historian should:

1. Photograph chapter activities.
2. Retain pictures and other mementos of all chapter activities to be used to prepare the chapter's Local Chapter Annual Business Report.
3. Chronicle the chapter's activities.
4. Provide chapter history when requested.
5. Maintain the chapter website.

PARLIAMENTARIAN

The parliamentarian assists chapter members in understanding the basic purpose of parliamentary procedure; advises the presiding officer and other chapter members on correct parliamentary procedure; provides reference materials pertaining to parliamentary procedure for each meeting; watches for irregularities in parliamentary procedure and calls them to the attention of the chair; and, explains any irregularity and its effect on the rights of all chapter members.

The parliamentarian should:

1. Ensure that chapter meetings are conducted in an orderly manner. (Accomplished through a

working knowledge of parliamentary law as outlined in *Robert's Rules of Order, Newly Revised*).

2. Enable the assembly to transact business with speed and efficiency.
3. Protect the rights of each individual.
4. Preserve a spirit of harmony within the group.
5. Assure the will of the majority is carried out and the rights of the minority are preserved.

SUGGESTED ORDER OF BUSINESS FOR CHAPTER MEETING

1. The meeting is called to order by the president with a rap of the gavel.
2. The members recite the Creed.
3. The minutes of the preceding meeting should be read by the secretary. The minutes may be approved as read or may be approved with additions or corrections.
4. The treasurer's report is read; the president states "received as read and filed for audit" after any corrections have been noted.
5. Reports of committees are called for by the president.
6. Any unfinished business.
7. New business.
8. The program, if any, may be conducted at this point.
9. Announcements.
10. Adjournment (followed by refreshments and entertainment, if desired).

CHAPTER COMMITTEES

WHO NEEDS THEM?

Every chapter that hopes to carry out a successful program of work needs active committees that involve as many members as possible. It is easy for a small group of individuals within a chapter to do all of the work--but it is not beneficial for the chapter as a whole or for the members individually. Almost every project taken on by the chapter needs an active committee to steer it on the right course.

Significant events, such as major fund raising activities, money management projects, or community service tasks, are usually headed by a general chairperson, who in turn appoints the necessary subcommittees. It is the duty of the general committee chairperson to outline for the

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subcommittees specific duties and responsibilities and to maintain a close liaison with the subcommittee to assure that assigned tasks are accomplished.

WHO APPOINTS THEM?

The president of the chapter, usually with the assistance of the Executive Committee, appoints committee chairpersons. The president and the vice president are responsible for committee efforts and serve as ex-officio members of all committees. Committee members or subcommittees are usually appointed by the general committee chairperson, with approval of the president, vice president, and adviser and/or the Executive Committee.

The president, in selecting committee chairpersons, should look for the qualities of efficient organizational capabilities, perseverance in following through with tasks, and an interest in the specific project.

The committee chairperson should:

1. Appoint subcommittee chairpersons and assemble them for a general committee meeting. He or she chairs the meeting and assumes responsibility for introducing all committee members to each other.
2. Appoint a secretary of the general committee to take notes of the meeting. This responsibility should not be left up to the committee chairperson.
3. Explain to the committee the overall task or problem to which it has been assigned.
4. Discuss with the committee the desired goals of the committee's work and methods of reaching them.
5. Ask for suggestions from all committee members and be receptive to suggestions from other members of the group. (If chapter members are really interested in the project and for some reason is not serving on the committee, ask them to join you.)
6. Summarize and fully discuss each suggestion.
7. Provide for a group decision.
8. Summarize to be sure the group understands what has been decided upon. (This is important to the future operation of the committee.)
9. Thank members of the committee for their assistance.
10. Review notes on the committee meeting with the appointed secretary.
11. Prepare committee reports, with assistance from the committee secretary, in duplicate and submit one copy to the chapter president and the chapter secretary.
12. Be prepared to make an oral report of the proceedings to the Executive Committee and to the membership.