

Las Positas College  
3000 Campus Hill Drive  
Livermore, California 94551



## LAS POSITAS COLLEGE \* PHI BETA LAMBDA \* CONSTITUTION

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### PREAMBLE

The Las Positas College chapter of Phi Beta Lambda (LPC PBL) shall provide its members with opportunities to pursue and enhance their professional development whether they be in business or non-business related fields.

### ARTICLE I

#### Name

The name of the organization shall be Las Positas College Phi Beta Lambda.

### ARTICLE II

#### Affiliation

**Section 1:** LPC PBL shall be affiliated with Future Business Leaders of America – Phi Beta Lambda; both the National and California divisions.

**Section 2:** FBLA is a nonprofit 501 (c)(3) student organization committed to preparing today's students for success in business.

### ARTICLE III

#### Membership

**Section 1:** Membership is limited to students who are registered and attending at least one class at Las Positas College. Discrimination on the basis of race, religion, national origin,

socioeconomic status or physical limitation shall not be tolerated. All students are allowed to attend meetings but shall be considered non-active members.

The annual membership term runs from August 1 to July 31 of the following year. Students who apply to be a member must pay a fee of \$30. This will cover their LPC PBL membership for their entire time at the school.

Students who cannot afford membership shall be provided an opportunity to waive their membership fees through a process decided by the current Executive Board.

**Section 2:** Active members are students who pay their dues. They are allowed to vote, be a part of a committee, and run for leadership positions. They shall also have access to chapter programs, FBLA-PBL programs and recognitions, conferences, other chapter sponsored events, and FBLA-PBL and chapter material.

## **ARTICLE IV**

### Meetings

**Section 1:** The chapter shall hold executive meetings and general meetings. The frequency and schedule of these meetings shall be determined by the executive board at an executive meeting and must be approved by a  $\frac{2}{3}$  vote of all active members present and all acting advisors.

**Section 2:** Active members are encouraged to wear business casual attire during general meetings.

**Section 3:** Quorum must be met for all executive meetings. Quorum is constituted by a simple majority (50% plus one) of the Executive Board and the presence of an advisor.

**Section 4:** Members shall be given appropriate time to speak on a given agenda item.

## **ARTICLE V**

### Officers and Selections

**Section 1:** LPC PBL shall have thirteen officer positions. These shall be named in order of succession: President, Vice President of Internal Affairs, Vice President of External Affairs, Secretary, Inter-Club Council Representative, Historian, Director of Communications, Director of Finance, Director of Marketing, Director of Events, Director of Outreach, Director of Public Relations, and Director of Fun.

**Section 2:** The Executive Board shall consist of the officer positions named in Section 1.

**Section 3:** Officer elections shall be held on the second to last meeting of the academic year.

Only active members attending that meeting shall be eligible to vote.

**Section 4:** All active members are eligible to run for officer positions.

Only students that have served at least one whole semester as an active member prior to the start of the Spring semester may run for the position of President and the Vice President positions.

Requirements:

- Must have above a 2.0 Cumulative GPA
- Must be enrolled in at least one LPC course.

**Section 5:** The position descriptions and requirements for application shall be announced on the third to last executive meeting of the academic year. On the next executive meeting, members shall announce their intent to run. A position can have a maximum of two candidates. In the event there are more than two applicants, two candidates shall be chosen by the Executive Board requiring a  $\frac{3}{4}$  majority vote for each spot.

Interviews shall be held on the second to last meeting of the academic year. Candidates will be given two minutes for a speech, and then will submit to questions from the current Executive Board for three minutes. Active members will then submit their votes anonymously to the secretary or another officer once all candidates for a position have finished speaking.

The winners for each position shall be announced at the last meeting of the academic year.

The current Executive Board shall set a time to train the newly elected officers.

**Section 6:** The term of office shall begin from the moment the officer is selected until the next election. An officer may serve in the same office for up to one additional term.

In the event that no one runs for an office, the position shall be appointed to an individual chosen by the executive board by a majority vote, or if no individual fills the position, the position shall be open for election in the next Fall semester. This position can be chosen by a majority vote or any other process deemed necessary by the acting Executive Board.

If there is no one to fill a position, the responsibilities of that position shall be disbursed by the President to other positions.

## **ARTICLE VI**

### Duties of the Executive Officers

#### **Section 1:**

##### **1. President**

The President shall:

- Be responsible for the overall vision and direction of the organization.
- Act as the primary representative and contact person for all issues related to the organization.
- Ensure that all responsibilities within each officer position are fulfilled.
- Preside over all meetings or will delegate a representative in their absence.
- Draft an agenda prior to every executive meeting, with the assistance of other executive officers.
- Relinquish the right to vote during meetings, unless their vote is needed to break a tie.
- Approve appointments of officers, committees, and committee heads, and also any other chapter decisions.
- Have the power to veto any club decision, which then must be passed with a  $\frac{2}{3}$  majority vote of all active members present at a meeting.
- Assist in the training of newly elected officers and will pass on the Chapter Handbook to the newly elected President, prior to the end of their term.
- Above all else, prioritize the health, success, and happiness of every member, active or not.

##### **2. Vice President of Internal Affairs**

The Vice President of Internal Affairs (VPIA) shall:

- Oversee all interactions with any on-campus entities and organizations.
- Be responsible for all on-campus chapter functions.

- Communicate with advisors and members to ensure that all chapter events and procedures are achieved in a timely manner.
- Serve as the primary contact person between the chapter, LPC faculty, and administration.
- Ensure that all duties of a position are fulfilled in the event of an officer's absence or vacancy.
- Assume the responsibilities of the President in their absence.
- Act as the head of the Membership Recognition Program (MRP), maintaining and updating it as they see fit.
- Have the power to appoint committees and committee heads within their realm of influence as necessary.

### 3. Vice President of External Affairs

The Vice President of External Affairs shall:

- Oversee all outside communications regarding but not limited to: sponsorships, donations, fundraisers, socials, community service, conference, alumni, professionals, and other chapters.
- Inform the chapter of all available FBLA-PBL programs
- Be responsible for all off-campus events and PBL functions.
- Sign off on all written proposals for fundraising.
- Develop ongoing communication with other chapters and the state officers.
- Be in charge of maintaining and updating the chapter's Alumni Association.
- Have the power to appoint committees and committee heads with their realm of influence as necessary.

### 4. Secretary

The Secretary shall:

- Perform the chapter's administrative tasks.
- Send out an email detailing the agenda 72 hours prior to an executive meeting.

- Record minutes for every executive meeting and shall send those minutes out no later than 72 hours after said meeting.
- Create a powerpoint presentation for every meeting, including such items but not limited to: officer reports, agenda items, and topics of interest.
- Ensure that discussion during executive meetings stays within the scope of the agenda.
- Record attendance for every meeting.
- Keep the chapter's google drive organized.

#### 5. Inter-Club Council Representative

The ICC Rep shall:

- Act as a liaison between PBL and the other clubs in the ICC.
- Strive to maintain good relationships with all clubs and ICC executives.
- Aim to create joint events with other clubs.
- Advocate for the interests of PBL during ICC meetings, and will include all decisions and occurrences in their executive report.

#### 6. Historian

The Historian shall:

- Create a report for every club event or activity deemed necessary by the President or Vice Presidents.
- Collaborate with the Secretary and the Director of Communication to create and send out monthly newsletters to members and sponsors.
- Assist the President in the creation and maintenance of the Chapter Handbook.
- Assist the Director of Marketing and the Director of Public Relations in updating the chapter's website and social media.
- Maintain the chapter's historical binder, digital yearbook, and will present an end of the year recap video to the chapter at the last meeting.

#### 7. Director of Communications

The Director of Communications shall:

- Act as the primary contact person for all PBL members and advisors.
- Create and maintain a membership list with all members' names and contact information.
- Ensure that members are informed of upcoming events.
- Keep track of member whereabouts during external events.
- Assist the Director of Marketing to create strong marketing campaigns.
- Check in regularly with officers to ensure completion of tasks when asked by either the President or the Vice Presidents.

#### **8. Director of Finance**

The Director of Finance shall:

- Protect funds for future members.
- Shall spend funds to ensure the operation of the chapter.
- Create a budget for the year which will be approved by a  $\frac{2}{3}$  majority vote of the Executive Board.
- Approve any changes to the chapter budget.
- Manage chapter funds and financial records.
- Bookeep all transactions.
- Include the financial status of the chapter in their executive reports.
- Be responsible for saving and raising chapter funds.
- Create a detailed fundraising plan in the beginning of each semester.
- Follow the rules and regulations for all chapter financial activities
- Fill out all necessary financial forms for ICC and Student Government

#### **9. Director of Marketing**

The Director of Marketing shall:

- Oversee the design of all promotional material.
- Create and increase chapter value.
- Analyze the needs of the chapter and the community.

- Develop a detailed marketing plan for the year.
- Be responsible for the maintenance of PBL's website and social media.
- Coordinate with the Vice Presidents, the Director of Events, and the Director of Communications in order to properly market all chapter activities.

#### **10. Director of Events**

The Director of Events shall:

- Create a chapter calendar detailing all events, with consideration for the college calendar, national holidays, and other major events.
- Spearhead event organization and preparations to maximize member participation and results.
- Keep track of member attendance at events.
- Required to fill out all necessary event forms, whether for the school or outside entities, when they are due.
- They are the point person for conference.
- They shall work with other officers to effectively organize all aspects of conference.

#### **11. Director of Outreach**

The Director of Outreach:

- Oversee community outreach and communications with local businesses.
- Assist the Vice President of External Affairs by providing new leads on which the chapter can take advantage of.
- Discover new opportunities to get members involved within the community.
- Organize community service
- Communicate with outside entities to create networking events for PBL members.

#### **12. Director of Public Relations**

The Director of Public Relations shall:

- Update and maintain the chapter's social media.



- Create a detailed social media campaign for the year.
- Work to create a higher engagement and following on all platforms.
- Act as the personality of the chapter and will aim to raise the PBL's public image.
- Collaborate with the Director of Outreach to reach out to local news platforms and other professional entities to promote PBL.

### 13. Director of Fun

The Director of Fun's shall:

- Ensure the happiness and engagement of PBL's members.
- Create fun and interesting social ideas for members to participate in.
- Responsible for understanding the wants and needs of the members, and communicating those to the other officers.
- Work to break the social barriers and promote a greater sense of community within the chapter by whatever means necessary.

**Section 2:** Officers are expected to attend all scheduled meetings, executive and general. No more than 3 unexcused absences shall be allowed. Officers shall submit their petition for an excused absence at least 24 hours prior to a meeting. In emergency situations, short notice is acceptable. Absences shall be approved by the President or other designated officer. If an officer exceeds the amount of unexcused absences, the executive board can move to dismiss the officer by a unanimous vote of the officers attending the meeting.

**Section 3:** All officers are required to submit their written officer report by 11 AM on the day of the executive meeting reports during the executive meetings containing the following:

- a summary of the work they have done the previous week,
- names of all the members who contributed to the work performed,
- anything the President specifically asks to be noted in their report,
- and any other occurrence or information deemed important by that officer.

Missing more than 3 written report submissions per semester UNEXCUSED will contribute to neglect of duty and therefore potentially contribute to the officer's impeachment. Excused submissions are only valid if the President or Vice Presidents are notified.

**Section 4:** The Executive Board has the power to conduct unofficial meetings when necessary.

They shall disclose the time of the meeting to the rest of the members.

They cannot make any financial decisions without first bringing the item to an official meeting for a vote of approval.

They shall report all topics discussed and decisions made during the unofficial meeting during the next executive meeting.

**Section 5:** The President shall be provided an engraved gavel from club funds. b

## ARTICLE VII

### Impeachment

**Section 1:** Officers may be impeached for absenteeism, neglect of duty, dishonesty, corruption, or any other misconduct prohibited by the college and district policies. There must be at least one week's notice of intent publicized at an executive meeting. The officer in question must also be notified in writing one week prior.

**Section 2:** There shall be appropriate time given to provide arguments for and against the impeachment during the following executive meeting. A motion for impeachment must be made, seconded, and passed during that meeting.  $\frac{2}{3}$  of active members must be present at the meeting. It must pass with a  $\frac{3}{4}$  vote.

**Section 3:** If impeached and removed from office, the deposed officer must relinquish their right to an officer position for one full semester after impeachment.

**Section 4:** If an officer is removed from office, is found ineligible, or vacates the position for any reason, the President shall appoint an interim officer. The Executive Board may move to approve the appointment by majority vote of all active members present, request another member to be appointed, or may move to hold a re-election process.

The new officer shall hold their position until the next election. This shall not count towards their term limits.

## ARTICLE VIII

### Advisors

**Section 1:** At least one Advisor must be present at all Executive meetings.

**Section 2:** Advisors have to be employees of the college.

**Section 3:** Advisors are responsible for overseeing PBL's overall development and dedication to the LPC campus.

## ARTICLE IX

### Responsibilities

**Section 1:** LPC PBL accepts full responsibility for all activities which bear its name, and will adhere to all Las Positas College rules and regulations.

**Section 2:** All publicity for any official or chapter sponsored event must bear the name of the organization and college and be approved by appropriate school representatives.

## ARTICLE X

### Amendments to the Constitution

**Section 1:** Amendments may be proposed by any active member. All proposed amendments must be submitted in writing at least a week prior to the next executive meeting.

**Section 2:** Any amendment or revision to this constitution requires a  $\frac{3}{4}$  vote of all active members present at the meeting and approval of the advisor.



\_\_\_\_\_  
Chapter President

\_\_\_\_\_  
Head Chapter Advisor

Ratified: \_\_\_\_\_