

Article I—Name

The name of this division of Future Business Leaders of America, FBLA Collegiate Division. Shall be the state of South Carolina FBLA Collegiate Division, and may be referred to as South Carolina FBLA Collegiate, SC FBLA Collegiate Division. (*Phi Beta Lambda is **no longer** affiliated with the name FBLA. FBLA decided during rebranding to drop the greek letters or greek affiliation with FBLA. The organization shall be referred to as FBLA Collegiate Division*).

Article II—Purpose

Section 1: The purpose of SC FBLA Collegiate Division is to provide opportunities for post-secondary students to develop business-related career competencies. SC FBLA Collegiate Division is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

Section 2: The specific goals of FBLA and its Chapter 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 and practice efficient money management
- Encourage scholarship and promote school loyalty
- Assist students in the establishment of occupational goals
- Facilitate the transition from school to work

Article III—Membership

Section 1: PBL membership shall consist of members of chartered local chapters. These members shall hold membership in their state and national chapters.

Section 2: State PBL shall be open for membership to these classes of members:

- **Active Members** shall be students **enrolled** in any academic field, or any professional field (graduate) who accept the purpose of SC FBLA Collegiate Division, and subscribe to its creed. Active members shall pay dues as established

by SC FBLA Collegiate Division and may participate in state events, serve as voting delegates to the State Leadership Conference, hold state office, in accordance with Article VI, and otherwise represent their local chapters as approved by their respective local advisers.

- **Honorary Life Members** may be elected to a state or local chapter by a majority vote. They shall be persons who are assisting in the advancement of business and office education and/or who are rendering outstanding service in FBLA Collegiate Division. Honorary Life members shall not vote or hold office and shall not be required to pay dues.
- **National Honorary Life Members** may be recommended by the membership and shall be accepted upon approval by the board of directors of FBLA. They shall be persons making significant contributions to the field of business and office education and/or to the growth and development of FBLA. National Honorary Life members shall not vote or hold office and shall not be required to pay dues.

Section 3: Violation of Bylaws and Hazing Clause

- **SC FBLA Collegiate Division - defines hazing as:**
“...any action taken, or situation created, intentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities may include but are not limited to the following: paddling in any form; creation of excessive fatigue; physical and psychological shocks; demeaning questioning; denial of membership based on requirements not set by SC FBLA Collegiate Division or its affiliates; the wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts; morally degrading or humiliating activities; late work sessions which interfere with scholastic and educational; success; and any other activities which are not consistent with the National Bylaws or State Bylaws and policies of the educational institution and respective state.”
- SC FBLA Collegiate Division believes in providing constructive, encouraging, and educational programs and activities for membership recruitment SC FBLA Collegiate Division is opposed to any form of hazing including any activities, which do not contribute to the positive development and welfare of its membership and prospective members.
- Any member who engages in hazing a prospective member does not represent SC FBLA Collegiate Division or its ideals. Members involved in hazing will be subject to disciplinary action by the Executive Boards of the Chapter, State, or National Organization. Proven accusations of hazing can lead to a revoking of membership if deemed necessary by State Officers and Advisor(s). Furthermore, any member who engages in hazing is in violation of the law and may be criminally prosecuted and/or sued in a civil court of law for monetary damages.

Code of Conduct

- **Section 1:** A member of Phi Beta Lambda shall maintain a personal standard in such a manner that their actions will be a credit to herself, her alma mater, her local chapter and the state chapter as a whole. Adherence to these standards and bylaws are conditions of membership in Phi Beta Lambda. If any member cannot honor this state's bylaws on code of conduct, the State can and will take action regarding membership.
- **Section 2:** State and Local Executive Boards will enforce Adherence to these standards.

Article IV—Dues and Finances

Section 1: Annual dues for membership to SC FBLA Collegiate Division are bipartisan and shall consist of a: \$10.00 state dues and \$10 national dues, for a sum of the \$20.00 for membership dues each year.

Section 2: The fiscal year spans from August 1 through July 31 of the following year. Membership renewals are eligible on August 1st every year, and memberships expire on July 31st of the following year.

Article V—Organization

Section 1: SC FBLA Collegiate Division shall be an association of local chapters, each operating in accordance with a charter granted by FBLA. Only chapters that received charters and numbers issued by FBLA, whom are currently in good standing, shall be referred to as "SC FBLA Collegiate Division".

Section 2: The **Executive Board** of SC FBLA Collegiate Division. Shall serve as the policymaking body of this organization, overseen by the SC FBLA Collegiate State Adviser(s). Members of the Executive Board shall serve **one-year** terms in accordance with the nominating and voting procedures determined by the State Executive Board and State Adviser(s).

Section 3: Each local chapter shall have an **ACTIVE** adviser who shall be a faculty or staff member who is teaching a business and/or business related class or school. A local chapter may have as many special–emphasis groups as it deems necessary to meet the interests of all students. The local chapter of SC FBLA Collegiate shall assume full

responsibility for coordinating the programs for these interest groups. Each adviser is encourage to participate fully in a support role to the student members and officers.

Article VI—Officers, Elections, and Removal

Section 1: State Officers. The officers of SC FBLA Collegiate Division shall be the *President, Vice- President, Secretary, Treasurer, Membership Coordinator, and Parliamentarian.* The State Adviser will serve as an ex–officio member of the executive board.

Section 2: Qualifications for State Office

- A. Only active members are eligible to hold state office.
- B. Only those applicants who are present at the State Leadership Conference and are officially certified by the Officer Screening Committee (State Advisers) shall be eligible for nomination.
- C. To be considered for an office in PBL, a candidate shall:
 1. Have at least two school years left in his/her educational program and be recommended by their chapter adviser(s) and officers.
 2. Held an officer position within their local chapter for one year or more.
 - *Certain circumstances will over-rule the one-year or more stipulation based on the discretion of the State Adviser.*
 3. Candidate has to be endorsed by his/her local chapter
 4. Be from an active local PBL chapter
 5. File an application with the South Carolina State Advisers by the deadline set forth in the registration packet for the State Leadership Conference.
 - If no local chapter submits an applicant for office by the first application deadline, a second application deadline may be announced.
 - Applicants for state office who become candidates for office as of the second deadline shall have to prepare a campaign for office like all other candidates, including a requirement to pass the officer screening committee.

Section 4: Elections

- The President, Vice President, Secretary, Treasurer, Membership Coordinator, and Parliamentarian shall be elected every year at the State Leadership Conference.
- Officers shall be elected by a secret ballot vote. A majority must be reached for election. If there is only one candidate for any given office, a voice vote is sufficient for election. If there are three or more candidates for an office, the candidate with the lowest number of votes on the second ballot shall be dropped from the ballot.

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- While no school shall submit more than two candidates for office, unopposed candidates shall not be eliminated because of this restriction.
- If an office remains vacant, a candidate not elected to the office for which he/she has applied may be elected to the vacant office, by vote of the current Executive board and State Adviser.

Section 5: Term of Office. Officers shall assume their interim officer roles immediately following the State Leadership Conference. Newly elected officers will train and gain knowledge of their roles through training workshops giving by former executive board members and/or state adviser(s). Newly elected officers terms will officially begin August 1st and expire at the close of the fiscal year.

Section 6: Vacancy in Office. A vacancy in any office, other than that of President, shall be filled by appointment by the President with the approval of the State Adviser(s). The position will be opened to election at the completion of the interim term. Should the office of President become vacant, the Vice President shall automatically become President, followed by the Secretary, Treasurer, and in progression to the Membership Coordinator.

Section 7: National Officer Candidate

Only one candidate for national office maybe nominated by the state chapter. If there is more than one applicant for national office, the voting delegates shall select the state nominee by a secret ballot vote, requiring a majority vote for nomination. Candidates for the office of National Parliamentarian shall submit an application, be required to pass the officer screening committee, and take the written parliamentary procedure test at the State Leadership Conference. They shall not campaign and do not require a vote of the state voting delegates for nomination.

Article VII—Duties of PBL State Office

Section 1: The President shall:

- Serve as Chairman of the State Executive Board,
- Preside over the Board meetings and business meetings of PBL,
- Appoint appropriate committees and committee chairmen,
- Serve as an ex-officio, non-voting member of all committees,
- Perform other duties for the promotion and development of local and state PBL.
 - Appoint the chapter Parliamentarian

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Section 2: The Vice President:

- Preside in the absence of the President
- The Vice Presidents will assist the president in the promotion and development of PBL
- Assist the President as he/she delegates
- Focus on the specific area for which the office they hold.
- Serve as a member of the State Executive Board

Section 3: The Secretary shall:

- Keep an accurate record of all business meetings of the State Leadership Conference and of the State Executive Board,
- Supply promptly at least one copy of the minutes and substantiating reports to the PBL President and Executive Board Members,
- Perform other duties for the promotion and development of local and state PBL.

Section 4: The Treasurer shall:

- Provide leadership in all aspects of the organizations financial operations
- Works closely with State Adviser on budgeting and planning.

Section 5: Membership Coordinator Shall:

- The Membership Coordinator will act as public relations officer
- See that news stories and photographs are delivered to the school papers, local newspapers, news bulletins, and national or state publications
- Cooperate with the Executive Board concerning assembly, radio and television programs
- Promote SC FBLA Collegiate through social media outlets.
- Focus and develop membership retention programs

Section 6: Parliamentarian Shall:

- Advise the president and other chapter members on parliamentary procedure
- Have reference materials pertaining to parliamentary procedure available for each meeting
- Make sure that chapter meetings are conducted in an orderly manner according to Robert's Rules of Order Newly Revised

Section 7: Removal from Office:

- If any officer fails to carry out the duties as described in the bylaws or exhibits conduct inappropriate of a state officer, the officer may be removed from office by any one of the following methods:
 - A three-fourths (3/4) vote of the Executive Board (by mail or email vote if the board is not in session);
 - Or an action taken by the State Adviser(s) for removal.
 - In local chapters, the decision on removal is the responsibility of the chapter officers (3/4 vote is required to remove an officer from office)
 - If a 3/4 vote is unable to be obtained within the local chapter officer executive board, the board is required to seek the assistance of their local chapter adviser; in extreme case the state adviser.

Article VIII—State Leadership Conference

Section 1: A State Leadership Conference shall be held each year. A date and location will be selected by the Executive Board and the State Adviser(s).

Section 2: An invitation by the Executive Board and State Adviser(s) will be offered at the end of the Awards Session at the State Leadership Conference every year. Any chapter and/or institution that would like to host the State Leadership Conference, shall review and sign a contract to ensure that the institution understands the needs and requirements to facilitate the State Leadership Conference. All inquiries should be directed to the State Adviser.

Section 3: All voting delegates of local chapters shall be officially certified by their respective advisers and their names submitted to the state office with conference registration.

- Under 15 members—two voting delegates
- 15–30 members—three voting delegates
- Over 30 members—four voting delegates

Section 4: *Voting*. Voting delegates shall be entitled to vote on all matters which come before the general sessions. There shall be no proxy voting.

Section 5: *Quorum*. The quorum for all business meetings of the State Leadership Conference shall be a majority of the registered voting delegates.

Article IX—State Executive Board

Section 1.

The general administrative and policymaking body of SC FBLA Collegiate Division shall be vested in the Executive Board and State Adviser(s). Changes in policy may be made by majority vote of the Executive Board.

Section 2.

The State officers of SC FBLA Collegiate Division shall, with the ex-officio non-voting members constitute the State Executive Board. The State Adviser(s) shall be (an) ex-officio, non-voting member(s).

Section 3. Duties of Advisers

- Adopt policies of operation of SC FBLA Collegiate Division as deemed necessary, by a majority vote,
- Approve committee appointments and the creation of new committees by the President,
- Approve appointments by the President to fill vacancies in office,
- Review all proposed amendments to the Bylaws,
- Present to the voting delegates at the State Leadership Conference, with recommendations, those proposed amendments approved by the Executive Board,
- Perform such other duties as are prescribed by these Bylaws.

Section 4. Meetings

The State Collegiate Adviser(s) or State FBLA Collegiate President shall call meetings. All meetings will be documented and filed by the Executive Board.

Section 5. Voting by Alternative Methods

Business of the State Executive Board can be conducted by mail, teleconferencing, and/or electronic conferencing at the discretion of the State FBLA Collegiate Advisers. For adoption, action by mail, teleconferencing, and/or electronic conferencing shall require three-fourths vote of the members eligible to vote, and shall be recorded in the minutes of the next regular meeting.

Article X—Committees

Section 1: The President of SC FBLA Collegiate shall, with the approval of the State Executive Board and State Adviser(s), establish committees, appoint their members for a period not to exceed his/her term in office, and assist these committees in their activities.

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Section 2: An Officer Screening Committee composed of former or current state officers and the State Adviser(s), shall, after careful consideration of applicants for offices of SC FBLA Collegiate approve candidates for nomination.

Article XI—Emblems and Colors

Section 1: The state chapter emblems shall be the emblems of the national organization. However, the state chapter shall also use an emblem representing the state as a whole, while incorporating the national emblem.

Section 2: The official emblem and insignia item designs are described and protected from infringement by registration in the U.S. Patent Office under the Trademark Act of 1946. The manufacture, reproduction, wearing, or display of the emblem shall be governed by the National Board of Directors.

Section 3: Only members in good standing may use official emblems and insignia.

Section 4: The official colors shall be blue and gold.

Article XII—Parliamentary Authority

Section 1: Robert’s Rules of Order Newly Revised shall govern the chapter in all cases where applicable and where they are consistent with the rules of PBL, these bylaws, or any special rules adopted by the chapter.

Article XIV—Ratification

Section 1: In order for these bylaws to go into effect, two-thirds of all chapters comprised of members who have paid dues as of August 1, 2022. In the case that amendments are made, voted on and implemented prior to the State Leadership Conference, they will be approved by the all paid chapters at the State Leadership Conference in the spring.

Article XV—Amendment

Section 1: Amendments to these bylaws shall be submitted in writing to the State Adviser of South Carolina FBLA Collegiate Division at least 15 days prior to the State Leadership Conference.

The South Carolina FBLA Collegiate Executive Board shall review proposed amendments. Amendments may be adopted by a majority vote of the voting delegates at the State Leadership Conference.

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Section 2. Local Amendments. Amendments to the Bylaws shall be submitted in writing and shall not be voted on until the following State Leadership Conference. A two-thirds vote shall be required for adoption. Amendments shall take effect immediately unless otherwise stated in the proposed amendment.

Section 3. Consistency. In areas inconsistent with the Bylaws or Rules of National FBLA, these Bylaws may be amended by the Executive Board to provide consistency. All members shall be informed of the exact changes within thirty (30) days in writing or electronically.

Section 4. Minor Changes. The Executive Board shall be authorized to revise these Bylaws to correct punctuation, grammar, cross-references, article and section designations, and to make such other technical changes as may be necessary, where these changes shall be minor in detail and shall not alter the meaning or intent of the Bylaws. Notice of changes made under this authority shall be communicated in writing or electronically to the membership within thirty (30) day

Amended: March 3, 2024