

KENTUCKY PHI BETA LAMBDA HISTORY

The organization known as PHI BETA LAMBDA is the result of efforts by Hamden L. Forkner of Teachers College, Columbia University, New York, New York. In 1937-1938 Dr. Forkner proposed to business teachers around the country the need for a national organization for the thousands of business clubs in high schools and post-secondary schools throughout the nation. Official sponsorship of the proposed student organization for business students was accepted by the National Council for Business Education at its fall meeting in 1940. The sponsoring organization proceeded immediately with the appointment of committees for the purpose of formulating the general plans for the organization. The name, FUTURE BUSINESS LEADERS OF AMERICA, was selected and provisions were made for the organization of local chapters, state chapters, and the National Organization.

The post-secondary organization, comparable to FBLA, is PHI BETA LAMBDA. The name and insignia of PHI BETA LAMBDA are registered in the United States Patent Office under the Federal Trademark Act. Only officially chartered and currently active chapters of PHI BETA LAMBDA, their members operating in accordance with the requirements of their respective state chapters, and the PHI BETA LAMBDA National Organization are authorized to use the PHI BETA LAMBDA name and insignia.

Lees Junior College in Jackson was the first PHI BETA LAMBDA chapter organized in Kentucky in 1951 followed by Paducah Community College in Paducah in 1955. The first attempt at a state organization came in 1962 when Murray State University in Murray chartered. The force behind this beginning of PHI BETA LAMBDA in Kentucky was Eugene Smith, then State Chairman for the FUTURE BUSINESS LEADERS OF AMERICA and a member of the faculty at Murray Training School.

Operating as part of the FBLA structure, with only one state office, Kentucky PHI BETA LAMBDA chapters elected a second vice president to represent PBL on the FBLA State Board.

Upon the death of Mr. Eugene Smith in 1965, PHI BETA LAMBDA responsibilities were assumed by Mrs. LaVerne Ryan, a Murray State University faculty member, under the guidance of Mrs. Ethel Plock, who previously serving as FBLA State adviser, assumed chairmanship of FBLA.

State leadership conferences for PBL (called State Conventions at that time), were a part of the FBLA State Conference in Louisville. At the 1966 State Conference Ed Thomas of Murray was elected as its PBL state officer. Chapters in attendance were Murray State University, Morehead State University, Kentucky State University, and Pikeville College. At the 1966 FBLA-PBL spring board meeting, PHI BETA LAMBDA members were invited to operate the testing center for the FBLA State Conference. They continued to do this until

1970. In 1970 the first PBL State Conference was held separate and apart from FBLA at Western Kentucky State University with Dr. Charles Ray serving as convention chairman.

The Paducah Community College PHI BETA LAMBDA chapter was reactivated by the Murray State University chapter on March 15, 1967. At the 1967 State conference there was an increase of interest and enthusiasm among PBL members as Morehead and Murray competed in contests and delegates from Pikeville, Kentucky State, and Paducah Community College participated in the state election of officers.

The first effort for a PHI BETA LAMBDA Conference, apart from FBLA, was in 1969 when the PBL group wrote its own constitution, providing for a slate of state officers, and held contests and meetings at the Seelbach Hotel in Louisville. This conference was held simultaneously with FBLA (located at the Brown Hotel in Louisville) and judges were shared by both groups.

The State Board members cast a vote in 1969 to invite area vocational schools with post-secondary students to participate in PHI BETA LAMBDA. The first vocational school chartering a chapter in PHI BETA LAMBDA was West Kentucky Area Vocational School (now West Kentucky Technical College), Paducah, with Mrs. Mary G. Sledd as adviser.

Since 1970, the awards presented to the winners of the Mr. and Ms. Future Business Teacher events have been provided by the Kentucky Business Education Association. The membership of the Kentucky Business Education Association is primarily Business Educators who want to promote and encourage young people to pursue a career in the educational field.

Beginning in 1969, the Division of Vocational Business Education, Department of Education, Frankfort, began working very closely with PHI BETA LAMBDA. The new organizational structure, located in the Frankfort office, provided that a State Chairman and Executive Secretary provide support in conducting the operation of the State Chapter. During the 1983 membership year, the positions of Executive Secretary and State Adviser were assumed by individuals involved in other educational employment outside of Frankfort and located in various parts of the state. This State Chapter operational procedure currently continues.

STATE CHAIRMAN

Charles Bright, Director of Vocational Business Education served as State Chairman until 1993. At this time Kara Burkett was appointed as FBLA/PBL State Chair. Since 1994 Gary Colvin, Division for Secondary Vocational Education, has served as Co-Chair for FBLA/PBL. In April 1997 Karen Bothun, Department for Technical Education, Workforce Development Cabinet, was temporarily assigned the Phi Beta Lambda responsibilities of Kara Burkett. In September 1997 Ms. Bothun officially assumed the Co-Chair's duties on a

permanent basis. In July 1998 the State's technical schools and community colleges made the transition to the Kentucky Community and Technical College System and Ms. Bothun's Phi Beta Lambda responsibilities are currently conducted through the KCTCS Board.

EXECUTIVE SECRETARY

Until the fall of 1971, Kara Burkett served as Executive Secretary, at which time Lee Cantrell became Executive Secretary. In 1983, Donna McAnelly became Executive Secretary and held the position until 1987. Dr. Rita Davis, Professor at Eastern Kentucky University, was then appointed Executive Secretary beginning with the 1987-88 school year and served in this capacity until the appointment of Lisa Downs Stephenson at the beginning of the 1992-93 school year.

STATE ADVISER

Dr. Charles Ray, a Professor at Western Kentucky University, held the position of State Adviser until 1983. The position remained vacant except for a brief span in 1984 when Dr. A. C. "Buddy" Krizan, a Professor at Murray State University, served as State Adviser. Greg Filbeck, the 1984-85 State President and National Vice President for the Southern Region, was appointed State Adviser in 1985; a position he held until 1989. Lisa Downs Stephenson, Associate Professor at Paducah Community College and former State Secretary, was appointed State Adviser until 1992. In 1992 Donna DuVall, Northern Kentucky TECH, and Wesley Waddle, Franklin-Simpson High School, were appointed as State Co-Advisers. In 1997 Wesley Waddle accepted the appointment of FBLA State Adviser. Donna DuVall remains in the position of PBL State Adviser. Scott Martin was appointed to a newly created position of Conference Coordinator.

The following is a list of the National offices held by Kentucky candidates and all previous State Presidents for Kentucky PHI BETA LAMBDA.

NATIONAL OFFICES HELD

Buel Stalls, Jr. Treasurer	Murray State University	1968
Vicki Ellis VP - Southern	Murray State University	1969
Tommy Cole President	Western Kentucky University	1976
Steve Marcum Treasurer	Western Kentucky University	1977
Tom Wilson VP - Southern	Murray State University	1977
Greg Filbeck VP - Southern	Murray State University	1985
Angela Morehead Secretary	Western Kentucky University	1987
Keith Gargus Parliamentarian	Murray State University	1990
Allison Burgess Secretary	Murray State University	1995
Jennifer Taylor Parliamentarian	Murray State University	1996
David VanNorman 1999 President	Bellarmino College	

STATE PRESIDENTS

1966 - Ed Thomas	Murray State University
1967 - Ed Thomas	Murray State University
1968 - Vicki Ellis	Murray State University
1969 - Forrest Cook	Morehead State University
1970 - David King	Murray State University
1971 - Roger Perry	Murray State University
1972 - Don Alley	Mayo State Vo-Tech School
1973 - Vaughan Caudill	Morehead State University
1974 - Debbie Bowles	Eastern Kentucky University
1975 - Linda Harris	Georgetown University
1976 - Steve Hamilton	University of Kentucky
1977 - Steve Marcum	Western Kentucky University
1978 - Jan Schwerman	Eastern Kentucky University
1979 - Briggs Stahl	Western Kentucky University
1980 - Mary O'Bryan	University of Kentucky
1981 - Donna Bristow	Western Kentucky University
1982 - Karla Ballard Stahl	Eastern/Western Kentucky
1983 - Seth Hall	University of Kentucky
1984 - Dan Watts	Morehead State University
1985 - Greg Filbeck	Murray State University
1986 - Jim Walters	Murray State University
1987 - Stephen Duggan	Murray State University
1988 - Tim Ottersbach	Western Kentucky University
1989 - Todd Sears	Western Kentucky University
1990 - Buddy Howard	University of Kentucky
1991 - Wesley Waddle	Western Kentucky University
1992 - Rebecca Dockery	Georgetown College
1993 - Shawn Sparks	Western Kentucky University
1994 - Dale Winkler	Cumberland College
1995 - Allison Burgess	Murray State University
1996 - Scott Martin	Northern Kentucky University
1997 - Scott Martin	Northern Kentucky University
1998 - Shayne Harrison	Berea College
1999 - Clara Sweeney	Northern Kentucky University
2000 - Daniel Froggett	Georgetown College
2001 - Vanessa Huff	Eastern Kentucky University

CHARTERED CHAPTERS

YEAR	SCHOOL	NUMBER
1951	Lees Junior College	438
1955	Paducah Community College	1172
1960	Pikeville College	4124
1961	Murray State University	2487
1964	Kentucky State University	3147
1965	Morehead State University	3462
1968	Campbellsville University	4508
1969	West Kentucky Technical College	4829
1970	University of Kentucky	5033
1970	Jefferson Community College	5043
1970	Central Kentucky Technical College	5111
1971	Mayo Technical College	5239
1971	Western Kentucky University	5347
1971	Eastern Kentucky University	5353
1971	Ashland Technical College	5385
1971	Georgetown College	5472
1971	Daviess County Technical College	5501
1972	Somerset Community College	6324
1973	Spencerian College	6130
1974	Maysville Community College	6324
1974	Elizabethtown Community College	6329
1974	Midway College	6369
1975	Cumberland College	6908
1975	Berea College	6591
1975	Prestonsburg Community College	7051
1975	Madisonville Community College	7149
1976	Somerset Technical College	7285
1976	Hazard Technical College	7345
1976	Transylvania University	7352
1977	Northern Kentucky University	7672
1978	Watterson College	8135
1978	Lexington Community College	8241
1979	Sullivan Jr. College of Bus. - Louisville	8479
1979	Bowling Green Technical College	8519
1980	University of Louisville	8712
1980	Union College	8840
1981	Sue Bennett College	9267
1982	Elizabethtown Technical College	9361
1983	Harlan Technical College	9727
1983	Bell County AVEC	9751
1984	Brannon Business Institute	10038
1984	CareerCom Junior College - Paducah	10047
1984	Jefferson Technical College	10107
1984	Rowan Technical College	10126
1985	Brescia College	10190
1985	Millard AVEC	10137
1985	Kentucky Wesleyan College	10241
1985	Southeast Community College	10251
1985	Northern Kentucky Technical College	10292
1985	Sullivan Jr. College of Bus. - Lexington	10384
1986	CareerCom Junior College - Hopkinsville	10555
1987	Alice Lloyd College	10581
1987	Lee County AVEC	10799
1987	Montgomery County AVEC	10820
1987	Lindsey Wilson College	10868
1988	Christian County AVEC	10820
1988	Maysville AVEC	10993

YEAR	CHARTERED CHAPTERS SCHOOL	NUMBER
1988	Southwestern College	10994
1988	Ahland Community College	11002
1988	Kentucky College of Bus. - Pikeville	11039
1988	Fugazzi College	11048
1988	Kentucky College of Bus. - Richmond	11244
1989	Laurel County SVTS	11260
1989	Kentucky Christian College	11359
1989	Hazard Community College	
1990	Kentucky College of Technology	11259
1990	Breathitt County AVEC	11530
1991	Owensboro Community College	11835
1991	Jefferson Community College - Southwest	11896
1992	Asbury College	12110
1994	Kentucky College of Business - Louisville	12016
1994	Hopkinsville Community College	
1995	Bellarmino College	
1996	Shelby County AVEC	13020
1996	Anderson County AVEC	

MEMBERSHIP STATISTICS

Year	Membership	ACTIVE CHAPTERS	NON REP.	INACTIVE	TOTAL CHAPTERS	NEW	REA
1971	261	11	----5----		16	----3----	
1972	427	12	----7----		19	----3----	
1973	430	13	----6----		19	----1----	
1974	402	15	----8----		23	----1----	
1975	438	16	----8----		24	----1----	
1976	623	21	----8----		29	----5----	
1977	586	21	----9----		30	----0----	
1978	512	19	5	6	30	0	3
1979	614	21	2	10	33	3	1
1980	872	27	1	8	36	3	4
1981	974	27	5	4	36	0	5
1982	922	27	3	8	38	2	1
1983	916	28	2	9	39	1	0
1984	879	27	3	10	40	1	1
1985	1104	42	1	5	48	8	8
1987	1577	45	2	7	54	3	2
1988	1689	55	2	4	61	8	5
1989	1908	57	5	3	65	4	3
1990	1754	50	10	7	67	2	2
1991	1190	43	10	16	69	2	--
1992	1094	43	4	23	70	1	1
1993	1048	39	5	24	68	0	2
1994	1049	41	4	23	68	0	4
1995	960	34	11	3	48	0	1
1996	894	33	10	5	47	1	3
1997	825	35	8	5	48	2	0
1998	770	31	12	5	48	0	0
1999	756	32	11	5	48	0	0
2000	764	27					

Kentucky Membership Statistics Explanation of Columns
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- Active Chapters** -- the total number of active chapters during the year.
- Non Rep.** -- the number of chapters, active the previous year, that did no report during the current year.
- Inactive** -- the number of previously active chapters that were inactive during the year.
- Total Chapter** -- the total number of chapters both active and inactive.
- NEW** -- the number of newly chartered chapters during the year.

REA

-- the number of reactivated chapters during the year.

STATE ORGANIZATION

State chapters of PHI BETA LAMBDA have been organized and are functioning in most of the 50 States and U. S. territories. The State chapter consists of the local PBL chapters within that State. Delegates representing local chapters meet twice a year (at the Fall Leadership Conference and at the Spring Leadership Conference) to transact the business of the State chapter, to review the work of the Association, and to be updated on activities of the State Executive Board. The State Association is under the direction of the State Committee which consists of the State Co-Chairs, the State Executive Secretary, the State Adviser, and the State Conference Coordinator. Beginning with the 1989-90 school year, a State structure which includes several coordinator positions was implemented. These positions will be reviewed and updated when necessary.

**STATE CHAIR, FBLA/PBL
Bothun**

Karen

The PHI BETA LAMBDA State Chair is appointed by the National Association. Outlined below are some of the responsibilities which, in some cases, she or he may wish to delegate to other members of the State Committee.

- ?? Serves as liaison between the National Association and the State PHI BETA LAMBDA Committee.
- ?? Attends State Executive Board Meetings.
- ?? Serves as official representative of the State PHI BETA LAMBDA Committee to the National Association.
- ?? Supervises activities of the State Executive Board.
- ?? Is responsible for bringing matters relative to the operation of the State Chapter to the National PHI BETA LAMBDA Board of Directors.
- ?? Is authorized to appoint the PHI BETA LAMBDA State Adviser.
- ?? State conferences duties include providing scantron equipment and ballots; securing judges for each event and headquarters staff; coordinating the implementation of home-based testing; compilation of written test; coordination of test scoring and preparation of winner lists; any other tasks necessary.

STATE EXECUTIVE SECRETARY	Lisa Stephenson
College	Paducah Community

The State Executive Secretary serves as the coordinator of the total PHI BETA LAMBDA program within the State and carries out the functions, duties, and responsibilities assigned by the State Chair. In addition the State Executive Secretary is responsible, and in some cases, may delegate the following duties:

- ?? Oversees the yearly plans and progress of total State Chapter activities
- ?? Attends State Executive Board meetings
- ?? Coordinates all State Conferences (Fall Leadership and Spring Leadership)
 - Communicates with hotel on conference needs (rooms, setups, etc.)
 - Prepares and mails conference packets to local chapters
 - Prepares conference registration packets (name tags, programs, etc.)
 - Prepares registration lists and event participants lists
- ?? Coordinates all National Conference Activities
 - Conducts meeting with State Conference winners, members, and advisers planning to attend National Leadership Conference
 - Prepares information and guidelines to be distributed to participants
 - Obtains a list of participants planning to attend the NLC
 - Registers and confirms event participants and voting delegates
- ?? Communicates State Chapter activities with State Chair, National FBLA-PBL, office, and local chapters.
- ?? Advises State Adviser, Conference Coordinator and other coordinators in their planning for State conferences and activities.

STATE ADVISER	Donna S. DuVall
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The State Adviser assists the State Executive Secretary in the management of the State Chapter by fulfilling the following responsibilities:

- ?? Updates State Handbook annually.
- ?? Attends State Executive Board meetings.
- ?? Keeps records of mailing lists, active chapter membership and inactive chapter charters.
- ?? Contacts local advisers to serve as Event Coordinators at the Spring Leadership Conference.

- ?? **Manages the operation of the Point System**
 - Keeps local Advisers current on Point System guidelines and point value changes**
 - Maintains records of local chapters' Point System activities**
 - Prepares Points System activities report to be distributed to local chapter Advisers and State Executive Board members**
 - Tallies points to determine Gold Seal Chapter Award winners and Outstanding Local Kentucky PBL Chapter winner**
- ?? **Assists with National Leadership Conference meeting of State Leadership Conference winners, members, and advisers**

CONFERENCE COORDINATOR	Scott P. Martin
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The Conference Coordinator will assist the State Executive Secretary and State Adviser with the following conference and State chapter management responsibilities.

- ?? **Serves as mentor to State officers by**
 - 1. aiding each in setting his or her yearly goals for the State chapter's growth**
 - 2. monitoring each officer's efforts as he or she carries out those goals**
 - 3. assisting each officer with the development of his or her specific workshop for the Fall Leadership Conference**
 - 4. aiding each officer in other areas of responsibility for the State chapter as needed**
- ?? **Attends State Executive Board meetings**
- ?? **Prepares the stage script for conferences**
- ?? **Prepares programs for conferences**
- ?? **Coordinates the "Battle of the Chapters" competition at the Fall Leadership Conference**
- ?? **Purchases gifts for judges for the Spring Leadership Conference**

COMPETITIVE EVENTS COORDINATOR	Suzanne Peal
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Georgetown College

- ?? **Keeps State event guidelines updated with National event guidelines**
- ?? **Coordinates the addition or deletion of specific competitive events at the State level**
- ?? **Maintains an updated EVENT GUIDELINES manual for local chapter advisers**

STATE EXECUTIVE BOARD

The State Executive Board of Kentucky PHI BETA LAMBDA consists of the State Officers

- ?? President, Vice President, Secretary, Treasurer, Reporter, Historian, Parliamentarian**
- ?? One representative from each: Community Colleges, Technical Colleges, and Private Business Schools**
- ?? Local Advisers for each State Officer**
- ?? State Committee (State Chair, the State Executive Secretary, the State Adviser, and the Conference Coordinator).**

The State Executive Board will meet on the average of seven or eight times each year to plan the two State Conferences and to conduct business of the State Association as needed. The meetings will generally occur as follows:

- ?? An orientation meeting in late May or early June**
- ?? A meeting at the National Leadership Conference in July**
- ?? A Fall Leadership Conference planning meeting in August or September**
- ?? A series of meetings at the Fall Leadership Conference**
- ?? A Spring Leadership Conference preliminary planning meeting in November or early December**
- ?? A Spring Leadership Conference planning meeting in January or February**
- ?? A series of meetings at the Spring Leadership Conference.**

STATE EXECUTIVE COUNCIL

The State Executive Council is comprised of

- ?? the State Officers and their Advisers**
- ?? the State Committee**
- ?? one member and Adviser from each local chapter.**

The State Executive Council may meet twice a year to discuss activities occurring on the local and State levels of the Association

?? at the Fall Leadership Conference and

?? at the Spring Leadership Conference.

The purpose of the State Executive Council is two-fold. It serves as a channel through which

?? representatives of the local chapters can bring to the Executive Board issues of concern from the local level.

?? Executive Board can update local chapter representatives on the status of the State Association.

STATE CHAPTER SERVICES

Among the services provided to the local chapters by the State Chapter under the guidance of the PHI BETA LAMBDA State Committee are some of the following:

- ?? Issues periodic updates to local chapters concerning membership for each of the local Kentucky chapters**
- ?? Issues a State newsletter to each local chapter communicating activities on the State level and activities of each local chapter**
- ?? Provides a periodic summarization of the point system activities**
- ?? Performs liaison functions on the State level with other student Associations (secondary and post-secondary) and with professional organizations**
- ?? Renders advice and assistance to local chapters on ways of improving local chapter activities and membership**
- ?? Assists schools interested in chartering or reactivating with information needed to become an active part of the State Association**
- ?? Arranges for exchange of ideas for the successful operation of PHI BETA LAMBDA chapters through State Conferences and workshops**
- ?? Provides for competitive events at the State Leadership Conference**
- ?? Allows chapters the opportunities to invite members of the State Executive Board to speak as needed on many workshop topics related to PHI BETA LAMBDA leadership development and local chapter improvement**
- ?? Assists in selecting local and chapter representatives from the State level to participate in National level events and other National level activities.**

YOUR QUESTIONS ANSWERED

GENERAL FACTS:

1. What is Phi Beta Lambda?

Phi Beta Lambda is a post-secondary business Association for students with an interest in the business world.

2. Why should an individual want to be a member of Phi Beta Lambda?

Phi Beta Lambda, unlike so many other school organizations, is affiliated not only on a local level but also on a State and National level. This interaction allows students to meet and compete with students from across the State and nation as well as to attend productive workshops that probably could not be obtained on the local level.

3. What does “allowing student to compete” refer to?

Phi Beta Lambda offers State and National conferences featuring among other things over 30 academic and professional competitions for students to test their levels of knowledge.

4. When are these conferences held and what happens at each?

On the State level, a Fall Leadership Conference is held each year around the first of October which serves as a training ground for local chapter officers. The State Leadership Conference, which is held in the spring, allows students to come together and compete in academic events and features more workshops.

On the National level, a Regional Fall Leadership Conference is held each year in one of the States in the Southern Region and features a number of excellent workshops as well as motivational speakers. The National Leadership Conference is held each year for those individuals advancing from State-level competition from across the nation, and also offers some wonderful workshops.

At the State Fall Leadership Conference, delegates from those schools present elect the three board representatives. At the State Spring Leadership Conference, delegates elect the State officers for the next year and at the National Leadership Conference, delegates elect the next year’s National officer team.

5. What is the membership for the State and National Association?

Kentucky Phi Beta Lambda during the 1999-2000 school year had 35 active chapters across the State with 960 members. The National Association is composed of over 18,000 members from approximately 55 States and territories.

6. Who is eligible to be a member?

All that is required is an interest in the business world. Graduate students qualify for membership, but are not permitted to compete on the State or National levels or hold office.

7. Does a student have to be a business major in order to be a member of PBL?

The student needs only to have an interest in the business world. Any student who attends a school with a PBL chapter, regardless of major field of concentration may, therefore, be a member of PBL.

8. May I form a business education organization and name it “Phi Beta Lambda” without affiliating with the State and National Organization?

No. The bylaws of Future business Leaders of America-Phi Beta Lambda, Inc., State: “The official emblem and insignia item designs are described and protected from infringement by registration in the United States Patent Office under the Trademark Act of 1946. The manufacture, reproduction, wearing, or displaying of the emblem shall be governed by the Board of Directors...Only members in good standing may use official emblems and insignia.” Therefore, the words “Phi Beta Lambda” cannot be used, legally, to identify groups not affiliated with the State and National Association of FBLA-PBL, Inc.

9. Should I notify the State office if my chapter is assigned a new adviser during the year?

Yes. Any time a change occurs in the adviser position, the new adviser should immediately notify the State officials and National office. Failure to notify proper channels could result in State and National mailings being delayed or lost. Also, submissions such as registration materials, if delayed in arriving, could cause your local chapter to miss deadlines and be ineligible to attend simply because of the lack of communication.

DUES:

1. How much are dues?

State dues are set according to the State bylaws at \$5.00. National dues are currently \$10.00. These figures are subject to change from both levels. Local dues are assessed by the local chapter based on local requirements. Total dues are then determined by adding National, State, and Local dues together.

2. Who do I make State and National dues payable to and where should they be sent?

State dues should be made payable to Kentucky Phi Bets Lambda and mailed to the State Treasurer. A sample form is included in the State Handbook showing the format for the remittance form. In the fall, actual forms are mailed to each chapter with the address of the State Treasurer printed on them. Additional forms may be obtained upon request or copies can be made by the local chapter.

National dues should be made payable to FBLA-PBL, Inc. and mailed to the National office (1912 Association Drive, Reston, VA 22091-1591). Each year, the National office mails out an initial reporting form. After this form and dues are received, the National office will mail an additional reporting form each time dues are received. If you should happen to lose the National remittance forms, you should contact the National office immediately. The toll free number is 1-800-FBLA-WIN.

3. When is the deadline for membership dues?

The State deadline for dues is determined annually based on the date of the State Leadership Conference. It is usually two or three weeks prior to the conference corresponding with deadlines for registration packet materials.

The National deadline for dues is April 1.

In order to receive the first issue of "PBL Business Leader" (the National publication), initial dues must be mailed in by October 20.

4. What is the difference between active, non-reporting, and inactive status?

In order for a chapter to retain active status on the State and National levels, it must meet deadlines for dues. If initial dues are not mailed in by the respective deadlines, the chapter will be considered inactive. Each year, until dues are received on the State and National level, a chapter is considered to be non-reporting. On the National level, this means not receiving National publications.

The State level will continue to mail chapter materials to both active and non-reporting chapters but not to inactive chapters.

5. **Is there a minimum number of members required for a chapter to remain active?**

No. In order for a chapter to remain active, a chapter needs only one member. For organizational purposes, a chapter should try to at least maintain enough members to fill basic offices needed for efficient functioning.

LEADERSHIP CONFERENCES:

1. **Is it possible to change the date of the Fall Leadership Conference and the State Leadership Conference when they conflict with the school calendar?**

Dates for Fall Leadership Conferences and State Leadership Conferences are determined far in advance because of restrictions on dates, locations, and conference plans. Moreover, due to the large number of conference attendees, changing plans would become even more impractical. Conference date selections are based on selecting times that will be most convenient for the largest percentage of chapters.

2. **Who is recommended to attend these conferences, and is there a limit to the number of representatives a chapter may send?**

The Fall Leadership conference is geared toward training local officers for their duties during the year. Workshops and sessions are also provided for interested members; consequently, all members that are interested are encouraged to attend. The Spring Leadership Conference is designed for those who wish to compete; but again, workshops and sessions are also very beneficial for non-competitors.

There is no limit to the number of representatives that a chapter may send to either conference. In fact, the local chapter would benefit if every member chose to attend each of these conferences.

There is no limit to the number of representatives that a chapter may send to either of the State-sponsored conferences, the Southern Region Fall Leadership Conference, or National Leadership Conference.

3. **How is the number of voting delegates determined for each chapter?**

The number of voting delegates is determined by the number of paid members in each chapter. On both the State level and National level, the number of voting delegates is as follows:

Under 50 members – 2 voting delegates
50 - 100 members -- 3 voting delegates
Over 100 members – 4 voting delegates

- 4. At the Fall and Spring Conferences, is it possible for a member who is a candidate for State office to be a voting delegate?**

Yes, this dual role is possible.

- 5. How many members from each chapter may compete in an event?**

If your chapter has at least 60 members, they may enter three members in each competitive event with the exception of the restricted events below. If your chapter has 60 or less members, they may enter two persons in each of the non-restrictive events.

The restricted events include Parliamentary Procedure and Business Decision Making which allow only two teams per chapter. Due to facility restrictions, only one member from each chapter may enter the Job Interview, Machine Transcription, Word Processing, Impromptu Speaking, Public Speaking, and Computer Applications events. Each chapter may submit one member for the Who's Who Award in addition to a State Officer.

- 6. Is it permissible for members who already have a degree to compete in State and National competition?**

Students who have not yet received their Bachelor's degrees and will remain undergraduate students through December of the current year will be eligible for competition.

- 7. Who is eligible to attend the National Leadership Conference?**

The National Leadership conference is open to all PBL members and advisers who are in good standing, and who pay the Conference registration fee.

PUBLICATIONS:

- 1. When will I receive my event guidelines this year?**

New guidelines are NOT printed every year; however, the guidelines are updated and are mailed to the chapters when updates occur. Any chapter that does not have a copy of the even guidelines should contact the State Executive Secretary, State Chair, or State Adviser. When necessary, the event guidelines will be revised, reprinted, and mailed to all active chapters.

- 2. What information and materials are available from the PBL State office?**

The Kentucky State Newsletter – the official State newsletter published by the State Reporter. This publication is usually distributed two or four times yearly depending on time and budget constraints.

Kentucky PBL State Handbook – a guide to Kentucky PBL that serves as the State equivalent of the National Handbook.

PBL recruitment brochures – updated yearly and distributed to local chapters. Additional copies may be obtained from a State office or by direct duplication.

Information material concerning State Conferences – mailed out prior to each of the State conferences with material concerning conference activities and registration materials.

Periodic updates from State Board Members – information from the State level notifying local chapters about events happening at both the Local and State levels of Kentucky PBL.

3 What information and materials are available from the National Office?

“PBL Business Leader” – the primary PBL member publication which is sent to all PBL members and advisers three times a year. This publication provides insightful articles on careers and business trends geared toward the post-secondary membership, updated information on National programs, and news of local chapter activities.

“The Hotline” – the newsletter for advisers which is mailed four times a year.

The Future Business Leaders of America-Phi Beta Lambda Handbook is distributed to all new chapters and to all active chapters when a revised handbook is published.

Updates on competitive events are mailed when event guidelines are altered on the National level.

Membership Reporting Forms which are mailed to all local chapters.

Materials available that may be ordered from the National Office’s published list of supplies. These items consist of various chapter materials (some at minimal cost) that can aid in chapter planning.

4 Where can I obtain official PBL insignia, PBL stationery, banners, and jewelry?

The official PBL logo and insignia are protected by patent and can be sold only through authorized vendors.

The authorized vendor is FBLA-PBL Marketplace.

TIPS ON RECRUITING MEMBERS

- ?? **PUBLIZE PHI BETA LAMBDA.** Get a list of all business students (and others depending on your needs) at the school and mail letters inviting them to Phi Beta Lambda meetings.
- ?? **Plan dates and times for meetings for a long block of time in advance (semester, quarter, six months).** Put this information in a calendar of events that can be passed out or mailed to each member/prospective member concerning each meeting.
- ?? **Set up recruitment tables with Phi Beta Lambda literature available – use National State handouts and prepare local handouts emphasizing accomplishments of the local chapter.** Get chapter members involved in recruitment by offering incentive such as a dollar back for every member they recruit or prizes for outstanding recruitment. Get other organizations involved in recruiting members for your group. Because of the nature of the Association, Phi Beta Lambda is not in competition with other groups so prizes could be awarded to the Association that recruits the most new members for Phi Beta Lambda.
- ?? **Speak to new students or freshmen (depending on type of educational system) at orientation sessions or the like.** Students usually select the open organizations that they are interested in being a part of during the first year at the post-secondary institution.
- ?? **Contact successful schools in the same classification (universities, colleges, community colleges, and technical colleges) to see what worked and did not work for them.** Sometimes what would work for a university or college, for example, will not work for a community college and vocational school.
- ?? **Plan social events in addition to meetings to maximize interest.** Some people affiliate with an organization because it allows them to get to meet many people.
- ?? **PLAN FIRST MEETING COMPLETELY.** Make a good impression. An outstanding guest speaker can make the first meeting one to orientate prospective members on what Phi Beta Lambda does and has to offer – in other words, **IMPRESS THEM.** Your first meeting may very well be your largest, and students usually have the lightest school load at the first part of the school program.
- ?? **Keep meetings professional throughout the school year.**
- ?? **Utilize phone lists to maintain and increase membership.**
- ?? **Advertise meetings in school paper, community paper, and by poster.**
- ?? **Start a chapter newsletter to keep member informed and interested.**
- ?? **Attempt another mailing near the time of the Spring Leadership conference.** Many more students join at this time to be able to participate in competitive events.
- ?? **Select projects that will be beneficial to chapter members such as resume packets to help members obtain summer and permanent jobs.**

- ?? In the spring speak with seniors at local high schools who may be continuing their education at a post-secondary institution. Inform them of the Association's benefits and supply them with names of contact people in leadership roles of the chapters at the schools they will be attending in the fall.

CHARTERING/REACTIVATING CHAPTERS

- ?? Contact the head of the business department at the school first and explain what Phi Beta Lambda has to offer. The most effective way of communication is by phone or in person. Letters are often effective, less expensive, but should be followed by a phone call if a response is not received within a reasonable length of time.
- ?? Offer to visit the school and set up an organizational meeting. Utilize as many chapter members as possible, assigning each a specific area about Phi Beta Lambda on which to speak. Make presentations reasonable in length (probably 15-20 minutes) covering such topics as other schools involved, nature of organization, dues, State and National conferences, benefits, publications, etc.
- ?? GET AN ADVISER. When talking to officials at the school in question, ask to be referred to someone who might be willing to serve in an adviser capacity. Do not ask questions like "Are you interested?" -- assume that they are (a positive attitude works wonders) – explain to the teacher how rewarding PBL can be and that serving as an adviser does require time commitments, but nothing overly demanding. An adviser's attitude makes a big difference in the success of the chapter.
- ?? Mention examples of universities, colleges, community colleges, and vocational schools that already have a Phi Beta Lambda chapter in your State or area. This shows them that there are other schools that have discovered that Phi Beta Lambda is a worthwhile Association to have on their campus.
- ?? Emphasize the National aspects of the Association. Most organizations are affiliated only on a local level. This is a big plus, but talk about State and National conferences and both the competitive aspects of PBL and the professional benefits. Sponsorship in State government is also impressive.
- ?? Follow up your successful leads periodically. Offer to help get your newly acquired schools through their first year, which is often very difficult and trying. Agree to speak to the new chapter, when necessary, and assist in electing officers for the year. Encourage participation in conferences, stressing the importance of training and motivational aspects of attendance.

KENTUCKY PHI BETA LAMBDA AWARDS PROGRAM

State and National events fall into three categories: individual, team, and chapter events. A contestant may participate in any number of chapter events, but NOT IN MORE THAN ONE INDIVIDUAL EVENT. A contestant may participate in one individual and one team event if the schedule permits. A participant may not be enrolled in any post-baccalaureate or graduate program prior to December 1 of the current school year in addition to meeting the eligibility requirements for individual events.

Listed below are classifications of events:

INDIVIDUAL EVENTS -

?? Up to TWO contestants per chapter for chapters with sixty members or less may enter the following individual events.

?? Up to THREE contestants per chapter for chapters with more than 60 members may enter the following individual events.

**Accounting I
Accounting II
Business Communication
Business Law
Business Mathematics (State Only-No National Test Given)
Business Principles
Computer Applications
Computer Concepts
Desktop Publishing
Economics
Finance
Human Resource Management
Information Management
International Business
Machine Transcription
Management
Marketing
Medical Terminology (State Only-No National Test Given)
Mr. Future Business Executive
Ms. Future Business Executive
**Mr. Future Business Teacher
**Ms. Future Business Teacher
Telecommunications
Word Processing**

****Dean Burkett Scholarship Award**

?? Only one contestant per chapter may enter the remaining Individual Events:

**Impromptu Speaking
Job Interview
Public Speaking
Who's Who in PBL (Unless a chapter has a State Officer, then two)**

TEAM EVENTS – individual	A contestant may be entered in a team event and an event if the conference schedule permits.
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Business Decision Making **Each chapter may enter two teams composed of two or three persons.**

Desktop Publishing **Each chapter may enter two teams composed of two persons.**

Parliamentary Procedure **Each chapter may enter up to two teams composed of four or five persons.**

Business Plan **Each chapter may enter two teams composed of two or three persons.**

CHAPTER EVENTS – chapter	Local chapters may participate in any number of events, which are:
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**Gold Seal Chapter Award of Merit
Largest Local Chapter Membership
Largest Number Increase in Membership (State Only)
Largest Percentage Increase in Membership (State Only)
Local Recruitment of Chapters
Outstanding Local Kentucky PBL Chapter
American Enterprise Project
Community Service Project
Local Chapter Annual Business Report
Partnership with Business Project
Chapter Website Award of Merit
Local Chapter Newsletter (State Only)
Local Chapter Scrapbook (State Only)**

SPECIAL AWARDS

**Outstanding Adviser of the Year
Outstanding Business Person of the Year**

All contestants must be members of an active local chapter which is in good standing with both State and National Associations. The State chapter and the National Association must have the contestant on record as paying dues for the current school year.

Should a tie occur in any event, it is the responsibility of the judges to use a system of weighing in order to determine specific places in an interview or demonstration situation. On a written examination, the tests will be numbered in order of completion. The completion time will then be used to determine places of competitors when scores reflect a tie.

In all chapter report events which require a manuscript or report to be sent to the National office, THE REPORT OR MANUSCRIPT MUST BE PREPARED BY STUDENT MEMBERS, NOT ADVISERS. Failure to comply with this regulation will DISQUALIFY an entry.

OUTSTANDING LOCAL KENTUCKY PBL CHAPTER

Each year an award will be given to an outstanding local chapter who has demonstrated outstanding local chapter management and development. The criteria used to determine the “OUTSTANDING LOCAL KENTUCKY PBL CHAPTER” will be tabulations on chapter activities through the Kentucky PBL POINT SYSTEM which is described below.

Five places will be given in this event at the State Leadership Conference. The final tallies will solely determine the winners of this event. In addition, THE TOP 15% OF THE SCHOOLS IN THE POINT SYSTEM THAT SUBMIT A LOCAL ANNUAL BUSINESS REPORT for State competition will be named the GOLD SEAL CHAPTERS for Kentucky Phi Beta Lambda for the school year and will represent Kentucky Phi Beta Lambda at the National Leadership Conference.

The POINT STANDINGS for this event are determined by the Kentucky PBL POINT SYSTEM with activities and corresponding points received in the following areas.

Chartering a New Chapter/Reactivating an Inactive Chapter:

Any school that is responsible for the CHARTERING OR REACTIVATING of another PBL chapter during the school year will receive 25 points for each one that is accomplished.

Professional:

PROFESSIONAL activities include guest speakers, field trips, and professional involvement within the community. Five points each will be given for up to 20 activities for a total of 100 points possible.

Service:

SERVICE activities include working with community service and non-profit groups and events. Five points each will be given for up to 20 activities for a total of 100 points possible.

Social:

SOCIAL activities promote chapter unity and are specifically designed to allow chapter members to become better acquainted. Four points each will be given for up to 15 activities for a total of 60 points possible.

Fund Raising:

FUND RAISING activities raise funds for chapter projects. Four points each will be given for up to 15 activities for a total of 60 points possible.

Promotion and Public Relations:

These activities include any news release, media appearance, or any form of chapter publicity (bulletin boards, mailouts, etc.) that brings the local chapter in the school and community spotlight. Two points will be given for the first 15 activities and one point will be given for each additional activity. IN ORDER TO RECEIVE CREDIT IN THIS CATEGORY, DOCUMENTATION IS REQUIRED FOR ANY ACTIVITY (news releases or actual ARTICLES, PICTURES, CONFIRMATION LETTERS, ETC.)

Support of National Projects:

These projects shall include National PBL Week, American Enterprise Day, National Building Fund, Operation Enterprise, In Praise of Age, Project Help (March of Dimes), and Professional Division Recruitment. Ten points will be given for each project supported; limit of 60 points. IN ORDER TO RECEIVE CREDIT IN THIS CATEGORY, DOCUMENTATION IS REQUIRED (copies of checks, copies of forms, receipts, pictures, articles).

Submission of Articles to PBL Business Leader:

HOTLINE (Advisers), THE BUSINESS LEADER (PBL) and TODAY'S BUSINESS LEADER (FBLA) are the official National publications of our Association. Only submission evidence is requested for credit for this category, not actual publication. Three points will be given for up to four submissions.

Submission of Article to State Newsletter:

Five points will be given per article submitted for publication in the State newsletter. A COPY OF THE NEWS ARTICLE MUST BE SENT WITH AN ACTIVITIES REPORT TO RECEIVE CREDIT. Up to 20 points can be earned.

Submission of Monthly Activities Report:

Each month that a chapter submits its Monthly activities Report by the 10th of the following month (for example, October's report is due November 10), then that chapter will receive 30 points; late reports will receive 15 points. EACH CHAPTER IS RESPONSIBLE FOR SUBMITTING MONTHLY REPORTS FOR THE MONTHS OF SEPTEMBER THROUGH FEBRUARY (6 REPORTS). THE LAST REPORT (FEBRUARY'S) IS DUE MARCH 10. A total of 180 point is possible.

Submission of Initial Report and Dues Payment:

Initial reporting of officers and dues must be made by October 20th. The chapter will be awarded 10 points if this deadline is met.

Running a Candidate for State Officer/Board Representative:

If a chapter runs someone for a State officer or board representative position that chapter will receive 10 points.

Submission of Local Annual Business Report:

In order to be considered for the Gold Seal Chapter Award, a chapter must SUBMIT A LOCAL ANNUAL BUSINESS REPORT. Submission of this report will allow the chapter to be given 100 points. The deadline for submission is announced in the Spring Leadership Conference registration packet.

Submission of Slides for State Slide Show:

Any chapter wishing to be represented in the slide show presented at a State Leadership Conference may submit slides and upon submission the chapter will be awarded 10 points.

Submission of Pictures for State PBL Scrapbook:

Any chapter wishing to be represented in the State PBL Scrapbook may submit pictures to be included in the Scrapbook and will receive 10 points for submission of pictures.

State Executive Council Meetings:

The State Executive Council meets twice a year (at Fall Leadership Conference and at Spring Leadership Conference) and if the local chapter is represented at these meetings, the chapter will receive 5 points per meeting for a total of 10 points possible.

Attendance at Conferences:

Points will be awarded to chapters attending various PBL Conferences as follows:

Fall Leadership Conference	30
Spring Leadership Conference	30
National Fall Leadership Conference	20
National Leadership Conference	30

Competition at Conferences:

Points will be awarded to chapters based on the number of events in which their chapter and members compete. Points will be awarded per event as follows:

- ?? Spring State Leadership Conference 10 each event -- limit 360
- ?? National Leadership Conference 10 each event -- no limit

Nomination for Outstanding Adviser:

A chapter will receive 10 points for nominating an adviser for the OUTSTANDING ADVISER Award which is presented at the Spring Leadership Conference. Details for submitting the nomination will be explained at the Fall Leadership Conference in the Officers' workshops and will be mailed to each chapter.

Nomination for Outstanding Business Person of the Year:

A chapter will receive 10 points for nominating a business person for the OUTSTANDING BUSINESS PERSON OF THE YEAR Award which is presented at the Spring Leadership Conference. Details for submitting the nomination will be explained at the Fall Leadership Conference in the Officers' workshops and will be mailed to each chapter.

"Battle of Chapters":

Each member participating	-- 5 points	15 limit
Winning Chapter	-- 10 points	
Second Place Chapter	-- 5 points	

Recruitment Material:

Fall Leadership Conference Plaque for Winning Chapter

FAST FACTS

PHI BETA LAMBDA HONORARY MEMBERS

Carolyn Borderick, Louisville
Charles Bright, Frankfort
Kara Burkett, Lexington
Lee Cantrel, Louisville
Tommy Cole, Bowling Green
Rita Davis, Richmond
Greg Filbeck, Oxford, Ohio
Ed Henson, Frankfort
Steve Marcum, Bowling Green
Donna McAnelly, Elizabethtown
Suzanne Peal, Lexington
LaVerne Ryan, Murray
Christy Jacobs, Highland Heights

PHI BETA LAMBDA STATE COMMITTEE AND COORDINATORS:

STATE CHAIR

Karen Bothun

20th Floor
Capital Plaza Tower
500 Mero Street
Frankfort, KY 40601
(502) 564-8324

Home: (606) 277-4964
karens.bothun@mail.state.ky.us

STATE EXECUTIVE SECRETARY

Lisa Stepheson

Paducah Community College
Rosenthal Hall
P. O. Box 7380
Paducah, KY 42002
(270) 554-9200 Ext. 6171
(270) 554-6215 – Fax

Home: 3728 Alameda Drive
Paducah, KY 42001
(270) 443-7920

lisa.stephenson@kctcs.net

PHI BETA LAMBDA STATE COMMITTEE AND COORDINATORS

STATE ADVISER

Donna DuVall

**12178 Don Street
Walton, KY 41094
(859) 356-8608
dddsd@worldnet.att.net**

STATE CONFERENCE COORDINATOR **Scott P. Martin**

**1211 Downing Street
Cold Spring, KY 41076
(859) 442-0979
smartin11@email.msn.com**

OUTSTANDING LOCAL PBL CHAPTER AWARD WINNERS

1986	Eastern Kentucky University
1987	Bowling Green State Vocational-Technical School
1988	Elizabethtown State Vocational-Technical School
1989	University of Kentucky
1990	Western Kentucky University
1991	Western Kentucky University
1992	Western Kentucky University
1993	Western Kentucky University
1994	Georgetown College
1995	Georgetown College
1996	Alice Lloyd College
1997	Georgetown College
1998	Northern Kentucky University
1999	Georgetown College
2000	Georgetown College

OUTSTANDING ADVISERS

1993	Dr. Suzanne Peal	Georgetown College
1994	Dr. Ginny Richerson	Murray State University
1995	Kaye Boyd	West Kentucky Technical College
1996	Howard Roberts	Pikeville College
1997	Patricia Isaacs	Berea College
1998	Marilyn Cook	West Kentucky Technical College
1999	Dr. Suzanne Peal	Georgetown College

BYLAWS
KENTUCKY CHAPTER OF PHI BETA LAMBDA

ARTICLE I -- NAME

The name of this Association shall be "the Kentucky Chapter of Phi Beta Lambda" and may be referred to as "PBL."

ARTICLE II -- PURPOSE

Section 1. – The purpose of PBL is to provide opportunities for post-secondary and college students to develop vocational competencies for business and office occupations and business teacher education. PBL 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 PBL are to:

- A. Develop competent, aggressive business leadership.
- B. Strengthen the confidence of students in themselves and their work.
- C. Create more interest in and understanding of American business enterprise.
- D. Encourage members in the development of individual projects which contribute to the improvement of home, business, and community.
- E. Develop character, prepare for useful citizenship, and foster patriotism.
- F. Encourage and practice efficient money management.
- G. Encourage scholarship and promote school loyalty.
- H. Assist students in the establishment of occupational goals.
- I. Facilitate the transition from school to work.

ARTICLE II -- MEMBERSHIP

Section 1. – Membership in the Kentucky State Chapter of Phi Beta Lambda shall consist of the total members of the chartered local chapters, and these members shall hold membership in their respective Local, State, and National chapters.

Section 2. – Kentucky PBL shall be open for membership for all students with an interest in business.

Section 3. – Individual members shall only be recognized by National PBL through the Kentucky State chapter.

Section 4. – Kentucky PBL, as well as the local chapters, shall be open to the following classes of members:

ACTIVE MEMBERS shall be student interested in the field of business and who accept the purposes of Kentucky PBL, subscribe to its creed, demonstrate a willingness to contribute to good school-community relations, and possess qualities for employment. Active members shall pay dues as established by Kentucky PBL and shall be eligible to participate in State competitive events, serve as voting delegates to the Spring Leadership Conference and Fall Leadership Conference, hold State Office, and to otherwise represent their State or Local chapter as approved by their State and Local chapter and respective advisers. Graduate students are eligible for active membership, but may not compete in the awards program.

HONORARY MEMBERS of Kentucky PBL may be elected by a majority of the members of the State Executive Board who are of the opinion that such persons have assisted in the advancement of Kentucky Phi Beta Lambda. Honorary members are not eligible to participate in competitive events, serve as voting delegates, or hold office and are not required to pay dues.

HONORARY LIFE MEMBERS of National PBL may be persons making significant contributions to the field of business and office education and to the growth and development of PBL. Honorary Life Members may be recommended by the State Chapters and approved by the National Executive Council and by the Board of Directors of FBLA-PBL, Incorporated. These members shall not be eligible to participate in competitive events, serve as voting delegates, or hold office, and are not required to pay dues.

Section 5. – The membership year of Kentucky Phi Beta Lambda shall be August 1 through July 31.

ARTICLE IV -- DUES AND FINANCE

- Section 1. – Annual dues for the State Chapter shall be five dollars (\$5.00) per member.
- Section 2. – Dues of members shall be forwarded directly to the Kentucky PBL State Treasurer or shall be submitted through local chapters at the discretion of the State Chapter.
- Section 3. – The State Treasurer shall act as custodian of the funds of the State Association, keep a summary record of all receipts and disbursements, make an annual report on such matters at the State Leadership Conferences and other supplementary reports as may be requested by the Executive Council, and sign all checks for withdrawing funds from the Kentucky State Chapter of PBL.
- Section 4. – The fiscal year for Kentucky Phi Beta Lambda shall be August 1 through July 31.

ARTICLE V -- ORGANIZATION

- Section 1. – The Kentucky Chapter of Phi Beta Lambda is an association of local chapters, each operating in accordance with a charter granted by FBLA-PBL, Incorporated.
- Section 2. – Local chapters within this division shall use the letters “PBL” as the official title. Greek letter names shall be assigned to each PBL chapter by FBLA-PBL, Incorporated.
- Section 3. – A local chapter may have as many special emphasis groups within its Association as it deems necessary to care for all students’ interests. The local chapter of PBL shall assume full responsibility for coordinating the program for these interest groups.

ARTICLE VI -- OFFICERS AND ELECTIONS

- Section 1. – The officers of Kentucky PBL shall be nominated and elected annually in accordance with the Bylaws.
- Section 2. – The elected officers of Kentucky PBL shall consist of President, Vice President, Secretary, Treasurer, Reporter, and Historian. In addition, there shall be a Parliamentarian who is appointed by the President based on his/her score on the State Parliamentary Procedure Exam.

Section 3. – Qualifications for State Office.

- A. Only active members of active chapters shall be eligible to hold State office.
- B. Only those applicants who are present at the State Leadership Conference and officially certified by the Officer Screening Committee shall be eligible for nomination.
- C. To be considered for an office in Kentucky PBL, a candidate shall:
 - 1. be enrolled in a post-secondary school as of December 1 of the school year following his/her election.
 - 2. hold or have held an office in his/her local chapter or an approved corresponding organization.
 - 3. have the endorsement of his/her chapter and be recommended in writing by his/her chapter adviser.
 - 4. file an official application with the State Executive secretary by the prescribed date by the State Executive Board.
 - 5. have been a member of PBL of one semester or one-half year prior to his/her election.
 - 6. A candidate for the office of Treasurer must currently be enrolled in or have completed at least one semester of accounting or record keeping.
 - 7. The Parliamentarian must possess knowledge of current parliamentary procedure based on the current edition of Robert's Rules of Order, Newly Revised, and have one full year remaining in school at the time of the State Leadership Conference.

Section 4. – Nominations

- A. The President, Vice President, Secretary, Treasurer, Reporter, and Historian shall be nominated by a local chapter at a general session of the State Leadership Conference.
- B. Only candidates approved by the Officer Screening Committee shall be nominated.

Section 5. – Elections

- A. The President, Vice President, Secretary, Treasurer, Reporter, and Historian shall be elected annually at a general session of the State Leadership Conference.
- B. These State Officers shall be elected by a ballot vote of the voting delegates. A majority vote shall be required for election. If no candidate receives a majority vote on the second ballot, the candidate receiving the lowest number of votes shall be dropped from each subsequent ballot until one candidate receives a majority of votes.

Section 6. – Term of Office

State Officers shall be elected for one year or until their successors are elected or appointed, and their term of office shall begin at the close of the Spring Leadership Conference at which they were elected. The Treasurer will be required to aid in National Leadership Conference financial activities, filing taxes, and helping to establish the new bank account after his/her term of office is complete

Section 7. – Vacancy of Office

Vacancies which occur in State Officer positions shall be filled through appointment by a committee composed of the two highest ranking remaining State Officers, the State Chairman, the State Executive Secretary, the State Adviser, and Conference Coordinator. Should the office of President become vacant, the Vice President shall be filled in accordance to these Bylaws.

Section 8. – Appointment of Parliamentarian

The Parliamentarian of Kentucky Phi Beta Lambda shall be appointed on the basis of the person scoring the highest on the parliamentary procedure written exam at the Spring Leadership Conference.

Section 9 – Vacancy of Office of Parliamentarian

A vacancy in the office of State Parliamentarian shall be filled by the next highest scoring person on the Parliamentary Procedure written exam taken at the Spring Leadership Conference. This person must be enrolled in a post-secondary school as of December 1 of the school year following his/her appointment. In case this person is already serving as a current State Officer, the vacancy shall be filled by the next highest scoring person who is not a current State Officer.

ARTICLE VII - DUTIES OF STATE OFFICERS

Section 1. - The President shall:

- A. preside over all State Conferences and State Executive Council meetings.
- B. aid in planning for the State Fall Leadership Conference and the State Leadership Conference.
- C. appoint all committees and serve as ex-officio member of these committees.
- D. serve as State delegate to the National Leadership Conference.
- E. call a State Fall Leadership Conference and a Spring Leadership Conference each year on such a date decided upon by the majority of the State Executive council and to outline meetings and general sessions so that time is saved and there are no delays.
- F. serve as a member of the State Advisory Board.
- G. have other duties as assigned

Section 2. - The Vice President shall:

- A. look after the welfare and promotion of the State Association.
- B. promote and conduct the election of State Officers.
- C. in case the office of President becomes vacant, succeed the President and assume his/her duties for the remainder of the term.
- D. have other duties as assigned.

Section 3. - The Secretary shall:

- A. keep the minutes of the State meetings and distribute copies to the local chapters
- B. serve as Corresponding Secretary for the State Chapter.
- C. have other duties as assigned.

Section 4. – The Treasurer shall:

- A. act as custodian for the funds of the Association.
- B. collect dues for the Association.
- C. give financial reports at designated periods.
- D. have other duties as assigned.

Section 5. – The Reporter shall:

- A. collect the news from each of the PBL chapters and publish a PBL newsletter.
- B. send news items concerning the Kentucky PBL chapters to Local, State, and National newspapers.
- C. send out schedules and deadlines for submitting news items.
- D. check news items submitted for correctness of form and make necessary corrections.
- E. prepare news items in a form suitable for printing.
- F. have other duties as assigned

Section 6. – The Historian shall:

- A. keep a written and photographic record of the activities of Phi Beta Lambda in a State scrapbook.
- B. serve as the chairman of any scrapbook committee that may be established.
- C. be entrusted with the collection and preservation of souvenirs, mementos, programs, and other items that can serve to trace the history of the State Chapter.
- D. have other duties as assigned.

Section 7. – The Parliamentarian shall:

- A. assist the President in the maintenance of order at all meetings.
- B. advise the President of proper parliamentary law and procedure.
- C. have other duties as assigned.

ARTICLE VIII – STATE CONFERENCES

Section 1. – A Kentucky Spring Leadership Conference shall be held each year in the spring for Kentucky Phi Beta Lambda at such a time and location as selected by the Kentucky Executive Board of PBL.

Section 2. – A Kentucky Fall Leadership Conference shall be held each year in the fall for Kentucky Phi Beta Lambda at such a time and location as selected by the Kentucky Executive Board of PBL.

Section 3. – Each local chapter in good standing shall be entitled to select voting delegates from its active membership to the Spring Leadership Conference and the Fall Leadership conference in accordance with the following:

Under 50 members	--	two voting delegates
50 - 100 members	--	three voting delegates
Over 100 members	--	four voting delegates

Alternates for the local chapter voting delegates may be sent to the Spring Leadership Conference and the Fall Leadership Conference.

Section 4. – All voting delegates of local chapters shall be officially certified by their respective advisers to the State Executive Secretary not later than 15 days prior to the Spring Leadership Conference and the Fall Leadership Conference.

Section 5. Voting delegates shall be entitled to vote on all matters which come before the general sessions. There shall be no proxy voting.

Section 6. – The quorum for all business meetings of the Spring Leadership Conference and the Fall Leadership Conference shall be a majority of the registered voting delegates.

ARTICLE IX - KENTUCKY EXECUTIVE COUNCIL

Section 1. The Kentucky Executive Council shall be composed of:

1. The State Officers of the Kentucky Chapter of Phi Beta Lambda and their local chapter advisers.
2. A member and his/her chapter adviser from each local chapter not represented by a State Officer.
3. The State Executive Secretary, State Adviser, State Conference Coordinator, and State Chairman shall be ex-officio, non-voting members of the Kentucky Executive Council.

Section 2. The Kentucky Executive Council shall meet twice during each school year, once at the Fall Leadership Conference and again at the Spring Leadership Conference. The Kentucky Executive Council of PBL shall serve as the governing body of Kentucky PBL while it is in session during the Leadership Conferences. Prior to the Fall Leadership Conference, the elected and appointed State Officers shall have the responsibility for making decisions concerning Kentucky PBL and its activities. After the Fall Leadership Conference, the power to make decisions concerning the Kentucky Chapter of PBL and its activities shall rest in a committee entitled the Kentucky Executive Board of PBL.

ARTICLE X - KENTUCKY EXECUTIVE BOARD

Section 1 - The Kentucky Executive Board shall consist of the seven officers, their local chapter advisers; one representative and an adviser from the community college system; one representative and an adviser from the technical colleges; and one representative and an adviser from the private business schools. The State Executive Secretary, State Adviser, Conference Coordinator, and State Chairman shall serve as non-voting, ex-officio members of the Board. The Board shall meet upon the call of the State President after the Executive Council has met in the fall. The main duty of the Board shall be to plan the State Leadership Conferences. In addition, the Board shall have the power to make any other necessary decisions which will aid in the effective and efficient operation of Kentucky Phi Beta Lambda.

Section 2. – Qualifications for State Executive Board Representatives.

- A. The candidates for State Board Representative from the community colleges, technical colleges, and private business schools shall be known as State Executive Board Representatives and must be present at the Fall Leadership Conference. Only one State Board Representative shall be elected from any one local chapter.
- B. Only active members from active chapters represented at the Fall Leadership Conference and officially certified by the Screening Committee shall be eligible for these positions.
- C. To be considered as a State Executive Board Representative in Kentucky PBL, a candidate shall:
 - 1. be present at the Fall Leadership Conference at which he/she seeks election.
 - 2. remain enrolled in school during their term in office until they complete their program.
 - 3. have the endorsement of his/her chapter and be recommended in writing by his/her chapter adviser.
 - 4. file an official application with the State Executive Secretary by the prescribed date set by the State Executive Council.

Section 3. – Nominations of State Executive Board Representatives

- A. The representative from the community colleges, technical colleges, and private business schools shall be nominated by their local chapter at a general session of the Fall Leadership Conference.
- B. Only candidates approved by the Screening Committee shall be nominated.

Section 4. – Election of State Executive Board Representatives

- A. These Board Representatives shall be elected annually at a general session of the Fall Leadership Conference.
- B. These Board Representatives shall be elected by a ballot vote of the voting delegates. A majority vote shall be required for election. If no candidate receives a majority vote on the second ballot, the candidate receiving the lowest number of votes from the ballot shall be dropped

from the third ballot. If necessary, the candidate receiving the lowest number of votes shall be dropped from each subsequent ballot until one candidate receives a majority vote.

Section 5 – Term of State Executive Board Representatives

Board Representative's term of office shall begin at the close of the Fall Leadership Conference at which they were elected and their term shall end at the close of the following Spring Leadership Conference.

Section 6. – Vacancy of the State Executive Board Representatives

In the event that any of the board representative positions cannot be filled at the Fall Leadership Conference, or a vacancy occurs in a board representative's term, a committee composed of the two highest ranking State officers, the State Chairman, the State Executive Secretary, the State Adviser, and the Conference Coordinator shall appoint the representatives for these positions. In the event that the committee is unable to appoint these representatives, the positions will remain vacant for the remainder of the year.

ARTICLE XI - COMMITTEES

Section 1. – The State President of PBL shall, with the approval of the State Executive Board, designate committees, name their members for a period not to exceed his/her term in office, and assist these committees in their activities.

Section 2 – The Officer Screening Committee shall review all candidates for the State office and decide on the eligibility of each candidate. The Vice President shall be the committee chairman.

Section 3 – Advisory Committees.

- A. Advisory committees to assist in the growth and development of Kentucky PBL may be appointed as deemed necessary by the Kentucky Executive Council. Recommendations of persons for such appointments shall be requested of local chapters.
- B. Local chapters may select advisory committees to assist in the growth and development of their respective chapters.

ARTICLE XII - EMBLEM AND COLORS

Section 1. – The official emblem and insignia items design are described and protected from infringement by registration in the U.S. Patent Office under the Trademark Act of 1946. The wearing or displaying of this emblem shall be governed by the Kentucky State Chapter of PBL and the Board of Directors of FBLA-PBL, Incorporated.

Section 2. – Emblems and insignia shall be uniform in the State, all local chapters, and within special emphasis groups; they shall be those of PBL.

Section 3 – The official colors of Kentucky PBL shall be gold and blue.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern Kentucky PBL in all cases to which they are applicable; and in which they are not inconsistent with these Bylaws or any special rules of order that Kentucky PBL may adopt.

ARTICLE XIV - AMENDMENT

Proposed amendments to these Bylaws shall be submitted in writing to the State Advisers of PBL at least 15 days prior to the Spring Leadership Conference by authorized representatives of local chapters. Proposed amendments shall be approved by a majority vote of the State Executive Council and may be adopted by a two-thirds vote of the chapter delegates attending the Spring Leadership Conference.

(Revised October 1999)