*FUTURE BUSINESS LEADERS OF AMERICA - PHI BETA LAMBDA CONSTITUTION*

### ARTICLE I – FUTURE BUSINESS LEADERS OF AMERICA - PHI BETA LAMBDA

### The name of this club shall be Future Business Leaders of America - Phi Beta Lambda @ De Anza Chapter (FBLA-PBL @ De Anza).

### ARTICLE II – PURPOSE OF CLUB

### FBLA, Future Business Leaders of America, is a national non-profit association of students preparing for careers in business-related fields. Future Business Leaders of America - Phi Beta Lambda @ De Anza is a chapter at De Anza College that inspires and prepares students from De Anza to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.

### ARTICLE III – MEMBERSHIP

Section 1

Any DASG cardholder who carries a minimum of 1/2 unit is eligible to join this club. The amount of the membership dues shall be voted by the club officers. A waiver for membership dues will be available to students who request it. Club members may not be on academic or social probation.

### ARTICLE IV – QUALIFICATION AND ELECTION OF OFFICERS

Section 1

Club officers must be enrolled, have a minimum of a 2.0 cumulative Grade Point Average (GPA), maintain 12 units, have a current DASG card, and not be on academic or social probation.

Section 2

Officers will be a President, Executive Vice President, VP of Internal Affairs, VP of External Affairs, VP of Finance, VP of Marketing, and Secretary.

Section 3

New elections will be done via secret ballot by previous club officers who have been present for two quarters.

### ARTICLE V – DUTIES OF THE OFFICERS

Section 1 – President

* 1. Preside over all meetings.
  2. Call special and emergency meetings.
  3. Carry out the provisions of the constitution along with the Executive Vice President.
  4. Appoint committees and chairpersons.
  5. Oversee all committee activities with the Executive Vice President.
  6. Maintain communications with the Chapter Advisor.

Section 2 – Executive Vice President

1. Assume the duties of the president in their absence.
2. Perform any duties delegated by the President.
3. Carry out the provisions of the constitution along with the President.
4. Oversee all committee activities with the President.
5. Represent the Club at ICC Meeting if the VP of External Affairs cannot attend.

Section 3 – Secretary

1. Record and keep minutes of all meetings.
2. Act as a correspondence clerk.
3. Print and distribute agendas for all meetings.
4. Collect monthly reports from the officers and inform the members about the club activities with the approval of the President and Executive Vice President.
5. Inform the members about events & meetings and send informational emails to all the members.
6. Represent the Club at ICC Meeting.

Section 4 – VP of Finance

1. Handle funds and finances for the club.
2. Keep financial records and collect membership dues.
3. Pay bills and release funds as voted by the general membership.
4. Make financial reports at least once every two weeks at the meeting.
5. Be familiar with ICC Financial Code.
6. Collaborate with the President and Executive Vice President for fund allocation before and after ICC meetings.
7. Collaborate with the VP of Internal Affairs and External Affairs to organize fundraising activities and find sponsors and donors.

Section 5 – VP of Internal Affairs

1. Be a coordinator in all events.
2. Communicate with external personnel in organizing events.
3. Foster and maintain a mentorship program for club members.
4. Plan events biweekly and report in officers’ meetings.
5. Collaborate with the VP of Finance, External Affairs, and Marketing to organize fundraising activities and find sponsors and donors.
6. Report monthly activities to the Secretary.

Section 6 – VP of External Affairs

1. Find speakers for events.
2. Collaborate with the VP of Marketing to develop flyers and designs.
3. Distribute information about the club and its activities to the VP of Marketing.
4. Plan activities biweekly and report in officer meetings.
5. Collaborate with the VP of Finance, Internal Affairs, and Marketing to organize fundraising activities and find sponsors and donors.
6. Report monthly activities to the Secretary.

Section 7 – VP of Marketing

1. Promote club activities among the public.
2. Collaborate with the VP of External Affairs to develop flyers and designs.
3. Oversee the creation of graphics, photos, videos, and other media for the club's publicity and its activities.
4. Collaborate with the VP of Finance, External Affairs, and Internal Affairs to organize fundraising activities and find sponsors and donors.
5. Report monthly activities to the Secretary.

### ARTICLE VI – EXECUTIVE COUNCIL

Section 1

The Executive Council will consist of the President, Executive Vice President, Secretary, VP of Finance, VP of External Affairs, VP of Internal Affairs, and VP of Marketing, who shall meet as often as necessary.

Section 2 – Duties of the Executive Council

1. To formulate club policy between regular meetings and in case of emergencies, subject to the approval of the general membership.
2. To execute policies determined by the general membership.
3. To govern activities of the club.
4. To compile agenda for general meetings.

### ARTICLE VII – IMPEACHMENT/REMOVAL AND REPLACEMENT OF OFFICERS AND MEMBERS

Section 1

All elected officers and club members may be subjected to impeachment and removal by a two-thirds majority vote of the total membership.

Section 2

Grounds for impeachment are negligence and any form of misconduct damaging the club. An officer/member may be impeached/removed only under the following conditions: there must be a quorum present during impeachment/removal; two-thirds of the membership must vote; before impeachment/removal, there must be one week's notice of intent publicized. If a member requests to remove an officer, the committee should hold a meeting excluding the mentioned officer within a week.

If an officer fails to perform one’s duties or violates rules, including academic or social probation, or fails to attend two unexcused (the grounds for an excused absence are to be determined by the President and Executive Vice President) successive committee meetings, one should be removed from the position, and an interview will be held for a new officer.

Section 3

Any officer vacancies shall be filled by an election held within two weeks.

### ARTICLE VIII – MEETINGS

Section 1

There must be public notice of club meetings on the club board at least seven (7) days in advance. Special meetings must be informed four (4) days in advance.

Section 2

At least once every two weeks, there must be a meeting for all members.

Executive Council meetings shall be held weekly. If there is no President or Executive Vice President available, the Executive Council meeting will be cancelled and moved to another day as determined by the President and Executive Vice President.

Section 3

All minutes must be kept by the Secretary.

Section 4

The VP of Finance, The VP of Internal Affairs, The VP of External Affairs, and The VP of Marketing will need to make a written and oral report weekly at the Executive Council meeting. The Secretary shall collect all reports, and with the approval of the Executive Council, the information shall be shared among the club members.

### ARTICLE IX – COMMITTEES

Section 1

The standing committees of this club shall be appointed as necessary:

### ARTICLE X – ADVISOR

Section 1 – The role of the advisor is to:

1. Serve as the official staff representative of the college.
2. Work closely with the club to ensure a cooperative relationship between the advisor, and the club membership.
3. Assist each officer of the club in understanding their duties.
4. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.
5. Assist students to understand and apply democratic principles within their own organizations, and in working with others.
6. Be present for all official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organization.
7. Be familiar with the ICC Code, ICC Financial Code, ICC Concessions Code, and club financial process.
8. Ensure that all reasonable steps are taken to ensure the safety, and welfare of club members.
9. Ensure that appropriate college policies are upheld.
10. To sign all club/organization requisitions for the club/organizations, and to make sure that 1) the VP of Finance or President or Executive Vice President signs it and 2) that the expenditure is correct within all existing policies.
11. Do not have the right to vote for elections and interfere with officers’ decisions.

### ARTICLE XI – RESPONSIBILITIES

Section 1

This club accepts full financial responsibility for all activities that bear its name as an official sponsor and will adhere to college regulations. All publicity for an event must bear the name of the sponsoring club.

### ARTICLE XII – RIGHT TO ACT

Section 1

Any club officer or club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club.

### ARTICLE XIII – AMENDMENTS TO CONSTITUTION

Section 1

Any amendment change requires a two-thirds vote at a general club meeting and must then be approved at the ICC Agenda Meeting.