**Article I Name:**

The name of this organization shall be Future Business Leaders of America-Phi Beta Lambda (PBL) at Iowa State University.

**Article II Purpose:**

The purpose of this organization is to build and promote the leadership styles and potentials of current and future leaders, in all degree programs across all colleges. The three core values of PBL are Service, Education, and Progress.

**Article III Statement of Compliance:**

Future Business Leaders of America-Phi Beta Lambda abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.  Future Business Leaders of America-Phi Beta Lambda agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training.

**Article IV Non-Discrimination Statement:**

Iowa State University Future Business Leaders of America-Phi Beta Lambda do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

**Article V Membership:**

Membership shall be open to all registered students in good standing at Iowa State University.

**Article VI: Risk Management:**

The role of the Vice President of Risk Management is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to Future Business Leaders of America-Phi Beta Lambda, [c] to submit documentation to ISU’s Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization’s events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events.

**Article VII Officers:**

* Officer Duties and Term of Service:
	+ President: duties include creating and leading PBL meetings to discuss topics that are required of an efficient and functional chapter. The President is the liaison and primary point of contact between the chapter and the Adviser. Terms are of one calendar year.
	+ Vice President of Public Relations: duties include producing and sharing social media and marketing materials that portray PBL as an inviting and beneficial experience, as well as promote upcoming chapter, state, and national events and initiatives. Terms are of one calendar year.
	+ Vice President of Risk Management: duties include collaborating with the Adviser, President, and Treasurer to understand and follow Iowa State University policies, while also ensuring that proper waivers and background checks are on file with Risk Management for events.
	+ Treasurer: duties include collaborating with the Adviser and President to be aware of and ensure the strategic use of chapter funds, as well as leading the chapter in fundraising, sponsorship, and Iowa State University student government funding activities. Terms are of one calendar year.
	+ Executive Assistant: duties include recording and sharing minutes at PBL meetings and collaborating with the President to ensure the smooth delivery and execution of all correspondence. Terms are of one calendar year.
* Method of election of officers:
	+ Election of officers follows a simple majority vote among all PBL members. In the case of a tie, the Adviser will cast a vote to determine the final result.
* Date(s) for election of officers:
	+ Elections will occur within the first three weeks of classes at the beginning of Fall semester.
* Impeachment/Removal of officers:
	+ Impeachment is considered a valid course of action under the following offenses, in addition to other offences deemed actionable by the Adviser:
		- An officer who deviates from Articles III and/or IV of this constitution
		- An officer who fails to fulfill one or more of his/her duties as prescribed in Article VII of this constitution
	+ Impeachment requires the motion of the Adviser and a second from a general non-officer member. A hearing meeting with attendance of at least half the total membership must take place. The member proposed to be impeached may speak at this hearing. The hearing ends with a majority vote to either impeach the officer.
* Replacement of officers:
	+ Vacancies are filled by appointment by the Adviser.
* Minimum Requirements for Officers:

The officers of this organization must meet the following requirements:

(a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

**Article VIII Adviser:**

* Adviser Duties:
	+ The Adviser is responsible for the oversight of an ethical chapter, and must be knowledgeable of local and state initiatives and events.
* Method of election/selection of adviser(s):
	+ Advisers are elected by simple majority of general membership.
* Adviser(s) Term of Service:
	+ The Adviser’s length of service is at his/her discretion.
* Impeachment/Removal of Advisers:
	+ Impeachment requires the motion of the President and a second from a general non-officer member. A hearing meeting with attendance of at least half the total membership must take place. The Adviser proposed to be impeached may speak at this hearing. The hearing ends with a majority vote to either impeach the Adviser.
* Replacement of Advisers:
	+ A vacant Adviser position is filled by a simple majority vote of the general membership.

**Article IX Finances:**

The finances of PBL will be contained in a bank account established for this organization specifically. Dues will be collected at the time of joining by a member and at the start of each semester. In the case of dissolution of Iowa State University’s PBL chapter, remaining funds will be deposited into a not-for-profit account under the discretion of the Adviser.

* All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.
* Dues will be no more than the current amount that the FBLA-PBL National Office and the state of Iowa charge, as stated on the national website each fiscal year.

**Article X:**

Amendments & Ratification:

* The constitution may be amended by call of order by any officer member. Amendments must be submitted for review by the officer members no more than 10 days in advanced to a special amendment hearing meeting, where a minimum of one-half the general membership must attend to proceed. Amendments are passed by a simple majority vote.

Amended or ratified constitution should be submitted within 10 days to Student Activities Center for approval.