

Draft

THE BUSINESS LEADERS OF TOMORROW/PHI BETA LAMBDA RIVERSIDE CITY CAMPUS CONSTITUTION

Article I Name

The name of this organization shall be: THE BUSINESS LEADERS OF TOMORROW/ PHI BETA LAMBDA

Article II Purpose

The purpose of the Business Leaders of Tomorrow/ PBL shall be to provide students with an environment where members can learn leadership skills, responsibility, gain professional experience, discuss social and economic issues, and broaden their horizons both on professional and personal levels.

Article III Membership

Section 1: Membership shall be open to all active ASRCC members of the Riverside Community College District.

Section 2: Membership dues shall be in the amount of \$5.00 (five dollars) per person, per semester. Also ASRCC student service fees (charged by and paid to the college) must be current. The club reserves the right to change the dues for membership; changes require approval by a majority vote of the members.

Section 3: A person is considered to be a good standing member when he/she has registered with the club, paid his/her dues, attends club meetings and club functions of a regular basis (three [3] meetings per month unless special arrangements have been made with a club offer or the club advisor AND have contributed at least 5 service hours to the club per month.

Section 4: The right to vote and hold an office within the club shall be reserve for those members considered to be in “good standing.”

Section 5: All members must participate in fundraising events including but not limited to frame sales and concessions.

Article IV Scholarship, Conference and Retreat qualifications

Section 1: Typically, scholarship applications are distributed in the spring of academic year. In order to apply and be eligible for a scholarship, all members must have a minimum of 50+ participating club hours for *the academic year*; fall and spring. Members who have only one semester of membership, may be eligible for a scholarship, but still must have a total of 50+ club hours for that semester of membership. Scholarship eligibility is generally based upon the amount of club service hours a member has contributed to the club. 25 of the 50 hours must be towards fundraising events through concessions and frame sales and a member must participate in at least 4 different concession shows per semester. Each of the 4 concession shows, must have a minimum participation of at least 3 hours. All members must also participate in frame sales in June. The only exception is if a member is graduating or has an extenuating circumstance which has been communicated to the advisor at least 48 hours before the show. The above criteria describe eligibility to apply for a scholarship through Business Leaders of Tomorrow. Eligible students must also participate in at least one on campus club activity or event like Perk Wednesday, Juice Tuesday, ICC, BOC, MCAC meetings, etc.

In order to attend conferences, workshops, retreats or any “travel” events, with a *reduction of the fees and costs associated for that event*, a member must have contributed at least 10 club service hours. Reduction of fees and associated cost of “travel” events are also based upon a member’s total club service hours and fundraising events prior to a “travel.” There are several ways a member can contribute to the club and receive service hours. Advisors and/or officers can assist you with obtaining information regarding activities that you can participate in that will assist you with obtaining service hours.

Article V Officers and Qualifications

Section 1: The officers shall consist of: one (1) Presidents, two (2) Vice Presidents, one (1) Administrative Assistants/secretary, one (1) Treasurer, one (1) Marketing Director, one (1) Public Relations Officer, one (1) Recorder, two (2) Photographers, and two (2) ICC Representatives

Section 2: The President shall be elected at the end of the Spring Semester or when vacancies occur. They shall take office upon confirmation of votes.

Section 3: Elected officers must receive a majority vote during a quorum meeting.

Section 4: A term of officers is two (2) semesters for each officer.

Section 5: The qualifications of elected officers are as follows:

1. To be eligible for the position of President and Vice President, a member shall have completed at least one prior semester of “good standing” membership with BLT.
2. Officers must make every effort to attend all meetings. Three or more *unexcused* absences shall be considered grounds for removal from office. Officers must contact the President or Advisor and notify them of their intended absence; to qualify as an “excused” absence. In either case, a consistent absence pattern will be grounds for removal.
3. Officers shall be held to the highest moral, ethical and professional standards. They shall, at all times, set a good example for others and shall put the best interest of the BLT club first.
4. Officers are *expected* to participate in ASRCC campus related activities.

5. Any officer violating or dropping below any of the aforementioned standards may be removed by a three-quarter vote of the remaining Executive Board.

Article VI Meetings

Section 1: Regular meetings shall be held on Thursdays from 12: 15p.m. to 1:15 p.m.

Section 2: Special meetings or Executive cabinet meetings maybe called by the President(s) or by request of three or more officers.

Section 3: A quorum shall be defined as 25% of members in “good standing.” A quorum is required for all club business requiring membership approval, except when otherwise specified in the constitution.

Article VII Scholarship

Section 1: The Business Leaders of Tomorrow shall maintain and continue contributing to the scholarship fund established in 1991. The Treasurer shall sign a requisition at the beginning of each term allocating 3% per month of all received of the balance of the BLT Trust Account. This about may be increased but may not be decreased. This contribution shall be accomplished on a monthly basis with a fund transfer to the BLT Scholarship Trust fund at the end of each month based on the beginning balance of the prior month. The fund may be increased should any new fund-raising activities generate new income for the club. This should be reviewed by the officers at that time and the Club Advisor.

Article VIII Amendment and Ratification

Section 1: The constitution shall be amended and ratified by a two-third (2/3) vote of the members attending the meeting.

THE BUSINESS LEADERS OF TOMORROW RIVERSIDE CITY CAMPUS BY-LAWS

Article I Rules and Procedures

Section I: The Business Leaders of Tomorrow shall be guided in its procedure by the “Robert’s Rule of Order, Revised,” when no other rules have been specifically established in the By-Laws or Constitution. Behavior characterized by courtesy and consideration for others, and proper behavior in an environment conducive to business is to be expected of all members.

Article II Responsibilities of Officers

Section I: Presidents

1. The President(s) shall preside at all meetings and shall be an ex-official member of all committees.
2. The President(s) shall select members for the appointment as Chairperson for specific committees, subject to the approval of the Executive Board.
3. The President(s) shall have the power to conduct business with an outside organization but shall be answerable to the Executive Board.
4. The President(s) shall work as public relations representative, building cooperation with other campus organization.
5. The President(s) shall choose two (2) ICC Representatives, subject to the approval of the Executive Board.

Section II: Vice-Presidents (two)

1. One Vice-President shall be elected by the Executive Board to assume the position of President upon vacancy, until an election can be held.
2. One Vice-President shall be in charge of Membership and Administration. These duties include and not limited to overseeing that proper administration functions are performed, promote activities to draw interest and increase membership and assist the President in special activities as needed.
3. One Vice-President shall be in charge of programs. He/she shall coordinate and assist the President with workshops, forms, quest speakers and social functions or other related activities.

Section III: Administrative Assistants/Secretary

1. The Administrative Assistants shall record and maintain all the minutes of the Executive Board and general meetings of this organization.
2. The Administrative Assistants shall maintain a current file of all the members of this organization.

Section IV: Treasurer

1. The Treasurer shall be responsible for furnishing monthly updated statements; deposit slips form for college Bank, to be presented to the Club Advisor on request and to the Executive Board of Officers.
2. The Treasurer shall reconcile the receipts of deposit and requisition to the monthly bank statements.
3. The Treasurer shall make deposits of all revenue to the College Bank to be deposited in the Business Leaders of Tomorrow Trust Account.

Section V: Marketing Director and Public Relations (Marketing Staff-two)

1. The Marketing Staff shall be responsible for placing banners in areas to promote participation.
2. The Marketing Staff shall be responsible for the production of flyers to correspond club guest speakers.
3. The Marketing Staff shall be responsible for insuring the notification of all club events to Viewpoints.
4. The Marketing Staff shall be responsible the pre-approval of all advertising material, not only by the President(s), but also the Student Activities.

Section VI: Recorder and Photographer

1. The Recorder and Photographer shall be responsible for the recording and photographing of all club events.
2. The Recorder and Photographer shall assist all Officers and Chairpersons in the promotion of all club events.

Section VII: ICC Representatives

1. The ICC Representatives shall attend ICC meetings and report back to the club on a weekly basis.
2. The ICC Representatives shall assist all Officers and Chairpersons in the promotion of all club events.