

The North Carolina State Chapter of

PHI BETA LAMBDA

State Handbook

Section 10 – THE NCPBL PROFESSIONAL DIVISION-FOUNDATION, INC.

2019-2020

*A college-level national
association for the
professional development
of business students*

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State Handbook

Section 10 – THE NCPBL PROFESSIONAL DIVISION-FOUNDATION, INC.

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THE NORTH CAROLINA PHI BETA LAMBDA PROFESSIONAL DIVISION- FOUNDATION, INC.

Phi Beta Lambda celebrates excellence in business and leadership. Through local programs, state projects, and the national network, PBL prepares future business leaders and provides career opportunities. We are very thankful for our support organizations: The NCPBL Professional Division and The North Carolina Phi Beta Lambda Foundation, Inc.

We are proud of the work that these organizations' members do for North Carolina Phi Beta Lambda. We appreciate the contributions that former PBL members make by participating in this support organization. We hope that many PBL members will continue to get involved at another level after graduation and become a Professional Division member.

On July 1, 2012, a merger took place between these two organizations and the newly formed organization now named The North Carolina Phi Beta Lambda Professional Division-Foundation, Inc. was officially launched.

HISTORY 1976 –2013

To write the history of this newly formed organization, we must look back to the beginnings of the two original support organizations from which this new organization emerged.

THE BEGINNINGS

Established in 1976, the NCPBL Professional Division, which enhances our NCPBL state chapter activities was formed to allow graduating PBL members an opportunity to stay involved. In April 1976 at the State Leadership Conference, Terry Lowrance and several students from Appalachian State University formed the "Alumni" Division. The State Executive Council approved the "Birth" of the North Carolina Phi Beta Lambda Alumni Association, the first nationwide. Several years later, the National association realized how beneficial this group was and formed the national alumni organization. In 1987, to include FBLA-PBL "supporters" such as business people, educators, and parents the name changed to the Professional Division.

Over the years, NC PD membership has grown, and today there are 200+ members representing local chapters throughout the state. Since 1993, the NCPBL Professional Division has been number one in the nation for largest chapter membership. No other state Professional Division can claim that fame!

Many Professional Division members have served as National Professional Division officers. PD members that have served as National officers are: Paul Fogarty President-Elect and President from 1990–1992; Robbie Fowler McDonald as Vice-President 2004-2005 and Secretary/Treasurer 1986-1987; and Eric McGarvey who also served as Secretary/Treasurer 2008-2009 and 2012-2013 and Vice-President 2009-2010, 2010-2011, and 2011-2012.

A NEW SUPPORT GROUP IS BORN

In the late 1990's, Professional Division members, Terry Lowrance, who was then the State Adviser and Robbie McDonald, the Professional Division Director, realized that for North Carolina Phi Beta Lambda to grow, a Foundation needed to be established to generate business and professional financial support.

After two years of research and paperwork, on February 6, 2002, the NCPBL Foundation received the Articles of Incorporation from the State of North Carolina. Numerous members of NCPBL Professional Division met several months later and established a 14-member board of directors and elected officers. The corporation received 501(c) (3) status on July 21, 2003.

The primary purpose of the corporation is to promote and support the education and financial needs of North Carolina Phi Beta Lambda local and state chapters and its members. It is organized exclusively for education purposes. The

SECTION 10 – THE NCPBL FOUNDATION, INC.

NCPBL Foundation membership is open to all individuals interested in promoting and supporting the purpose (as stated in the bylaws) of the organization. All NCPBL Professional Division members are automatically members of The NCPBL Foundation, Inc. Four dollars of each Professional Division's membership dues went to membership in The NCPBL Foundation, Inc.

The Foundation funds were disbursed for state and national conference registrations for members and state officers, to provide official apparel for the state officers, and to assist with State Leadership Conference activities. The Foundation raised funds for education scholarships and generally awarded three \$650 scholarships to deserving members each year. The Foundation also worked with Professional Division members and businesses to establish sponsors for the competitive events (at the State Leadership Conference).

A representative of the Foundation Board attended NCPBL State Executive Council meetings to work with state leadership to promote contributions to the Foundation and to determine needs with which the Foundation could assist. Recognition was given at the State Leadership Conference and in state publications to chapters, individuals, and businesses that make it possible for the Foundation to provide support to the state PBL organization.

In 2009, The NCPBL Foundation, Inc. Executive Board came up with an exciting new project, "Adopt-A-Student" to seek support from our Professional Division (PD) members. The project was implemented and had good success for several years. The "Adopt-A-Student" project focused on raising money for the Fall Leadership Development Conference to cover the cost of registration for 200 students. This helped chapters and students offset a portion of the cost of FLDC registration for all members who attended. Many Professional Division members assisted in this effort not only by donations of money but through sharing a percentage of profits from sales of their businesses.

THE NEED FOR CONSOLIDATING STRENGTHS

By the 2010-2011 membership year, professional members were also serving as the main officers of The NCPBL Foundation, Inc. board of directors. A merger was conceived to eliminate duplication of efforts and resources. The purpose, mission and goals of the two organizations were so similar that consolidation was deemed more productive. Committees were established to research the legality of consolidating the two organizations and to compose new bylaws for the consolidation organization resulting from the two groups. In the fall of 2011, the Professional Division members as well as members of The NCPBL Foundation, Inc. voted to merge the two groups together into one solid support organization. The merger was approved and The North Carolina Phi Beta Lambda Professional Division-Foundation, Inc. or NCPBL PDF was founded.

The purpose of The NCPBL Professional Division-Foundation, Inc. is to provide an opportunity for professionals and alumni to further the goals of Phi Beta Lambda within the state and to provide financial support to North Carolina Phi Beta Lambda. In June 2012, the newly elected 10-member board held the first strategic planning meeting to establish policies and programs of work.

In just a short time, the members of this new organization have developed new policies and programs for assisting the North Carolina state chapter of Phi Beta Lambda. In 2012 The Give 5 to Give Back program became a reality.

A chronological listing of past Professional Division Officers, The NCPBL Foundation, Inc. and The NCPBL Professional Division-Foundation, Inc. officers are located in Appendix 1.

**MISSION STATEMENT OF
THE NORTH CAROLINA PHI BETA LAMBDA PROFESSIONAL DIVISION-FOUNDATION, INC.**

To provide all North Carolina Phi Beta Lambda members financial support, leadership growth, and opportunities for professional development.

**CORPORATE GOALS OF
THE NORTH CAROLINA PHI BETA LAMBDA PROFESSIONAL DIVISION-FOUNDATION, INC.**

1. To increase corporate awareness of the North Carolina Phi Beta Lambda State Chapter and the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.
2. To raise contributions by the North Carolina Phi Beta Lambda State Leadership Conference.
3. To sponsor a student designed pin contest at the Fall Leadership Development Conference with a special award being presented during the State Leadership Conference.
4. To market fundraisers by various forms of communication.
5. To maintain an electronic forum for North Carolina Phi Beta Lambda Professional Division-Foundation, Inc. members to include information on professional/personal accomplishments, conference opportunities, and upcoming activities.
6. To create marketing materials to recruit North Carolina Phi Beta Lambda Professional Division-Foundation, Inc. members.
7. To increase North Carolina Phi Beta Lambda Professional Division-Foundation, Inc. membership to 300 members.
8. To utilize communication channels to locate former North Carolina Phi Beta Lambda Professional Division-Foundation, Inc. members for membership renewal opportunities.

**BYLAWS OF
THE NORTH CAROLINA PHI BETA LAMBDA PROFESSIONAL DIVISION-FOUNDATION, INC.**

ARTICLE I. NAME

The name of this organization shall be the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc., or NCPBL PD-F.

ARTICLE II. PURPOSES

The purpose of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc. shall be to provide an opportunity for professionals and alumni to further the goals of Phi Beta Lambda within the state and to provide for financial stability to North Carolina Phi Beta Lambda.

- A. To promote and support the educational and financial needs of members of the North Carolina Phi Beta Lambda local chapters, the North Carolina Phi Beta Lambda State Chapter, and the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.
- B. To encourage participation in an annual project for the improvement of business and community.
- C. To promote and stimulate interest in leadership among members of Phi Beta Lambda by strengthening the confidence in themselves and their work.
- D. To form a speaker's bureau to provide assistance in planning and conducting leadership conferences, meetings, and other activities.
- E. To encourage the development of competent, aggressive business leadership and assist recently graduated members' transition from college to occupations and establish themselves in business.
- F. To sponsor an annual fundraising project.
- G. At discretion of the Board of Directors and the laws of the state of North Carolina, to receive by gift, devise, bequest, or otherwise to acquire, take and hold, any money or property, real, personal or mixed, to be used, the principal and/or income there from, for the furtherance of any of its corporate purposes; and to lease, pledge, mortgage, assign, transfer, sell, convey and dispose of any such property, and to invest and reinvest the principal thereof.
- H. At discretion of the Board of Directors and the laws of the state of North Carolina, to receive any property, real, personal, or mixed, in trust, under the terms of any will, assignment, bill of sale, deed conveyance, instrument of trust or other instrument, for its corporate purposes of any of them, and not for any other purpose, and in administering the same to carry out the directions and exercise the powers contained in the instrument under which the property is received, including the expenditure of the principal and/or income for one or more of such purposes, as authorized or directed in the instrument under which it is received.
- I. To do all acts and things necessary, convenient, and expedient to carry out the purposes for which it is formed.
- J. To provide assistance and support FBLA-PBL, Inc., and its national projects and activities.

ARTICLE III. OFFICES

The principal office of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc. shall be identified with the North Carolina Secretary of State, Corporate Division.

ARTICLE IV. MEMBERSHIP

Section 1: NCPBL Professional Division-Foundation membership is open to all individuals interested in promoting and supporting its purposes and the NCPBL goals. Members may include former members of PBL and/or any person supporting the goals, policies, and bylaws of FBLA-PBL, Inc. Members cannot hold membership in North Carolina Phi Beta Lambda Professional Division-Foundation, Inc., if they are a local or virtual chapter member of Phi Beta Lambda.

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Section 2: Membership shall be expected to adhere and follow the Code of Conduct as outlined in the Board of Directors Policy Manual. Polices pertaining to membership shall be referenced on the NCPBL PD-Foundation website. (www.ncblpdfoundation.org – Under Resources Tab)

Section 3: Annual dues will be paid in accordance with the National FBLA-PBL Professional Division with the stipulation that dues be distributed appropriately to ensure paying members are in good standing at national and state levels, and within the association (currently dues are \$25.00 per year with \$17.00 for national and \$8.00 for state). The membership year shall be August 1 through July 31. In order to be a member in good standing, dues must be received by the date listed in the NCPBL State Handbook Calendar of Events.

Section 4: Classification of Members. There are three classes of members of The NCPBL Professional Division-Foundation, Inc. The classes shall be as follows:

- A. Member: Any member who has paid dues for the current year shall be considered a member in good standing and shall be entitled to one vote at the annual meeting of The NCPBL Professional Division- Foundation, Inc.
- B. Lifetime Member: As referenced in National Bylaws.
- C. Honorary Member: Any individual who contributes \$15,000 or more to the NCPBL Professional Division-Foundation, Inc. as a one-time investment shall be considered an honorary member.

ARTICLE V. LIABILITIES OF MEMBERS

No person who is now, or who later becomes, a member of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc. shall be personally liable to its creditors for any indebtedness or liability, and any and all creditors of this Foundation shall look only to the assets of this association for payment.

ARTICLE VI. BOARD OF DIRECTORS

Section 1: Structure of the Board of Directors

The Board of Directors shall consist of ten members according to the following structure:

- A. Board members shall be chosen on an at large basis from among all members in good standing.
- B. The State Adviser of the North Carolina State Chapter of Phi Beta Lambda shall serve as a permanent, non-voting member of the Board.

Section 2: Terms of Service for the Board of Directors

The term of the service for the nine members of the Board selected from among the membership will be three years on a rotating basis. Members selected to fill any unexpired term shall be appointed by the Board of Directors and shall serve for the remainder of that term.

Section 3: Duties of the Board.

The Board of Directors shall have the authority to carry on all activities and all business affairs of The North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Section 4: Meetings of the Board.

Meetings of the Board may be held at the call of the president or upon the request in writing of not fewer than five (5) members of the Board. Notice of meetings shall be appropriately provided to each Board of Directors member at least ten days before the meeting date.

Section 5: Quorum.

A quorum of any meeting shall consist of a majority of members of the Board.

ARTICLE VII. OFFICERS AND ELECTIONS

Section 1: Officers. The officers of The NCPBL Professional Division-Foundation, Inc. shall be a President, Vice President, Secretary, and Treasurer.

Section 2: Election and Term of Office. All officers must be members of the Board of Directors. All officers shall be elected for a term of one year by the members of the Board of Directors. Only NCPBL Professional Division-Foundation, Inc. members in good standing are eligible to hold office. Each officer shall hold office until his successor shall have been duly elected or appointed or until his or her prior death, resignation or removal.

Section 3: Resignation or Vacancy. An officer may resign at any time by delivering notice. The resignation is effective when the notice is delivered, unless the notice specifies a later effective date and that date is accepted. If a resignation is effective at a later date, the pending vacancy may be filled before the effective date but the successor may not take office until the effective date. A vacancy as a result of death, resignation, removal, disqualification, or otherwise in any office other than that of President shall be filled by the recommendation of the Board of Directors.

Section 4: Removal. The Board of Directors may remove any officer, unless restricted by the Bylaws or by the Board of Directors, at any time, with or without cause and notwithstanding the contract rights, if any, of the officer removed.

Section 5: Contract Rights. The appointment of an officer does not itself create contract rights. Except as provided in Article VII, Section 4, an officer's resignation or removal is subject to any remedies provided by any contract between the officer and the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc. or otherwise provided by law.

Section 6: Duties of Officers. Each officer has the authority and shall perform the duties set forth in these Bylaws or, to the extent not inconsistent with the Bylaws, the duties prescribed by the Board of Directors or by direction of an officer authorized by the Bylaws or by the Board of Directors to prescribe the duties of other officers.

- A. The President shall:
 - 1. preside at meetings of the NCPBL Professional Division-Foundation, Inc. and the Executive Committee;
 - 2. appoint committees and chairpersons;
 - 3. serve as an ex-officio member of all committees except the Nominating Committee, and appoint a parliamentarian to serve in an advisory capacity.
- B. The Vice-President shall:
 - 1. preside in the absence or upon the request of the President;
 - 2. assist the President;
 - 3. assume the office of President in case of a vacancy, and be the Nominating Officer of the Nominating Committee.
- C. The Secretary shall:
 - 1. keep an accurate record of all meetings and maintain necessary files;
 - 2. send correspondence to the membership as needed or on behalf of the Board of Directors
- D. The Treasurer shall:
 - 1. keep an accurate record of all financials (including membership and contributions);
 - 2. acknowledge all contributions received on a timely basis.
- E. PD-Foundation Trust Agent. The Board of Directors may assign an agent to serve as custodian for all funds. The Trust Agent shall have custody of all funds of the organization and shall receive all funds and gifts and hold them in trust or deposit them in such depositories as the Board of Directors shall designate. Expenditures must be authorized by the Board of Directors and shall be paid by check signed by the Trust Agent.

ARTICLE VIII. COMPENSATION

No officer or member of the Board of Directors shall receive pay for their service, but may, upon a majority vote of the Board, receive an allowance for expenses incurred in attendance at official meetings of the Board. The Board, by a majority vote, may authorize reasonable remuneration to one or more persons who may render service to the Foundation at the direction of the Board. The Executive Board will be remunerated, upon request, based on the Travel and Expense Policy.

ARTICLE IX. EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall consist of the President, the Vice President, the Secretary, the Treasurer, and an appointed director or State Adviser from the North Carolina Phi Beta Lambda Executive Council.

Section 2: During intervals between meetings of the Board of Directors, the Executive Committee shall exercise all power conferred on it by the Board of Directors in the management and direction of the business and the conduct of the affairs of the Foundation. The Executive Committee shall keep a record of its proceedings and report the same at the next Board of Directors meeting.

Section 3: The Treasurer shall supply necessary materials to maintain the PD-F non-profit tax status. At the end of the fiscal year, the Treasurer shall provide the Executive Committee a yearly statement of income and expenditures by budget line items, along with a notebook of corresponding disbursement receipts and bank statements of deposits and debits. Upon approval by the Executive Committee, a Financial Review Committee will be appointed. The Committee will be comprised of three PD-F members who were not on the Board or directly related to a Board member (relative, co-adviser, or chain of command) during the year of the financial records being reviewed. The Committee shall provide a statement to the Board prior to the SLC Annual Meeting verifying accountability and adequate record keeping and appropriate documentation.

ARTICLE X. MEETINGS

Section 1: An annual meeting of The NCPBL Professional Division-Foundation, Inc. shall be held during the State Leadership Conference of the North Carolina State Chapter of Phi Beta Lambda for the purpose of electing directors, receiving reports, and conducting any other business, which may arise.

Section 2: Special meetings can be called by the Executive Committee of the Board of Directors and shall be called upon the written request of five non-Board members of the Foundation.

Section 3: The members present at the annual meeting of The NCPBL Professional Division-Foundation, Inc. shall constitute a quorum.

ARTICLE XI. FISCAL YEAR

The fiscal year of the organization shall commence on the first day of July of each year and shall end on the thirtieth day of June of the next year.

ARTICLE XII. PARLIAMENTARY AUTHORITY

The most current edition of Robert's Rules of Order shall govern the actions of the NCPBL Professional Division-Foundation, Inc. members in all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA-PBL, Inc., these Bylaws or any special rules of order the NCPBL Professional Division-Foundation, Inc. may adopt.

ARTICLE XIII. AMENDMENTS

These Bylaws may be amended at the annual meeting of the organization by a two-thirds affirmative vote of the members in attendance, provided the proposed amendment has been submitted in writing and has been sent to the membership at least thirty days before the meeting.

**POLICIES OF
THE NORTH CAROLINA PHI BETA LAMBDA PROFESSIONAL DIVISION-FOUNDATION, INC.**

Policy Name: Financial Expenditures

Purpose

The purpose of this policy is to determine the scope and level of financial expenditures by Board of Director members.

Applicability

This applies to all board members and officers of the North Carolina Phi Beta Lambda Professional Division – Foundation, Inc.

Associated Policies

Articles of Incorporation and Bylaws of the North Carolina Phi Beta Lambda Professional Division – Foundation, Inc.

Exception Authorization

Any exception to this policy must be approved by the Board of Directors.

Policy

Any non-budget item; debit card or check, in excess of \$100 must have the prior approval of the executive board. Any non-budget item; debit card or check, less than \$100 must have the prior approval of the President and Treasurer; or if the expenditure request is by the President or Treasurer, approval is needed from another executive board member.

Procedure

The Executive Committee of the Professional Division- Foundation, Inc. must sign the signature card of the bank. The treasurer will provide requests for expenditures to the executive team for prior approval when time is available. The President and Treasurer will review the budget items as they become payable and ensure that payment is made, as long as there are sufficient funds in the account. If there are insufficient funds, then the President and Treasurer shall determine what amount can be paid and advise the board. The treasurer will provide an accounting of all expenditures to the Board of Directors at the next regularly scheduled meeting of the full board. Up to two designees, approved by the Board, will be authorized carriers of a debit card.

Revised 2016

Policy Name: Directors and Officers Insurance

Purpose

The purpose of this policy is to define the stance of the Board of Director members as it relates to liability insurance.

Applicability

This applies to all board members and officers of the North Carolina Phi Beta Lambda Professional Division-Foundation Inc.

Associated Policies

Articles of Incorporation and Bylaws of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Exception Authorization

Any exception to this policy must be approved by the Board of Directors.

Policy

Liability insurance is the responsibility of each individual board member and officer.

Policy Name: Acting on Behalf of the Board

Purpose

The purpose of this policy is to define who can act in behalf of the Professional Division-Foundation Board

Applicability

This applies to all board members and officers of the North Carolina Phi Beta Lambda Professional Division-Foundation Inc.

Associated Policies

Articles of Incorporation and Bylaws of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Exception Authorization

Any exception to this policy must be approved by the Board of Directors.

Policy

Only the board can act on behalf of a nonprofit organization. An individual board member has no authority apart from the board.

Procedure

Individual requests of board members must be presented to the entire board for approval.

Revised 2014

Policy Name: Conflict of Interest

Purpose

The purpose of this policy is to define what constitutes conflict of interest for nonprofit board members and to provide a document that all board members must sign to acknowledge that they understand what constitutes conflict of interest.

Applicability

This applies to all board members and officers of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Associated Policies

Articles of Incorporation and Bylaws of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Exception Authorization

Any exception to this policy must be approved by the Professional Division-Foundation Board of Directors.

Policy

If any board member is on a selection committee for the distribution of Foundation payouts, they must remove themselves from the selection process if there is a potential conflict of interest with any potential recipient.

The following are some but not all examples of other possible conflicts of interests:

- **Gifts, gratuities**—Professional Division-Foundation Board members are not to accept gifts, gratuities, free trips, personal property, or any other item of value from any outside person or organization as an inducement to do business or provide services.
- **Outside business or professional interests**--We recognize that board members have outside business or professional interests. Board members, however, may not make a profit in any way in their outside employment or business interests from their association with this nonprofit. During board meetings, members must disclose any conflict of interest involving an issue before the board or executive team and abstain from discussion or voting on this issue.
- **Personal beliefs**--We recognize that board members may hold a wide range of personal beliefs, values, and commitments. These beliefs, values and commitments are a conflict of interest if they prevent board members from carrying out their job responsibilities. If board members attempt to use this nonprofit's time and facilities for furthering them, or if board members attempt to convince other board members of their personal beliefs after these individuals have asked them to stop, they will be removed from the board.
- **Abuse of the board relationship**--We believe that board members should not abuse their board membership by using this nonprofit's staff, services, equipment, materials or property for their professional or personal gain.

Procedure

The policy will be prepared on forms that must be signed by all current board members and subsequent new members. Forms must provide space for potential conflict of interest that will be reviewed by the executive team. These forms will be kept by the Board Secretary until the member(s) term expires. If a member returns for an additional term at a later time (even subsequent), they must sign a new form.

Revised 2014

Policy Name: Non-Cash Services by Businesses

Purpose

The purpose of this policy is to establish the Board's position on the acceptance of non-cash services offered by businesses.

Applicability

This applies to all non-cash donations.

Associated Policies

Articles of Incorporation and By-Laws of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Exception Authorization

Any exception to this policy must be approved by the Board of Directors.

Policy

All non-cash services that are donated to the Foundation will be acknowledged by the Treasurer at the retail value of such services. The business recognized by the Foundation at a level that is determined by the value of the donated services.

Procedure

All businesses that donate non-cash services will complete a donation form that establishes the value of such services. These forms will be kept by the Treasurer.

Revised 2014

Policy Name: Removal of Board Member

Purpose

The purpose of this policy is to identify the process for removing a member from service on the Professional Division-Foundation Board of Directors.

Applicability

This applies to all board members and officers of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Associated Policies

Articles of Incorporation and Bylaws of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Exception Authorization

Any exception to this policy must be approved by the Board of Directors.

Policy

The Board of Directors may remove any board member, unless restricted by the Bylaws or by the Board of Directors, at any time, with or without cause such as violation of code of conduct or code of ethics and notwithstanding the contract rights, if any, of the board member removed.

Procedure

A two-thirds vote by the Board of Directors is required to remove any board member from their position.

Revised 2014

Policy Name: Travel Policies and Procedures

Purpose

The purpose of this section is to identify the policy on travel of Professional Division-Foundation Board of Directors.

Applicability

This applies to all members and officers of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Associated Policies

Articles of Incorporation and Bylaws of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Exception Authorization

Any exception to this policy must be approved by the Board of Directors.

Policy

There are no reimbursements or allowances made for travel associated with the normal operations of The North Carolina Phi Beta Lambda Professional Division-Foundation, Inc. to include but not limited to the following: lodging, mileage, committee meetings, etc.

Any costs covered by The North Carolina Phi Beta Lambda Professional Division-Foundation, Inc., will be voted on by the Board of Directors during a scheduled meeting.

Revised 2014

Policy Name: Confidential Financial Information

Purpose

The purpose of this policy is to protect the confidentiality and to determine the scope and level of financial information that is to be transmitted to and communicated by the Board of Directors.

Applicability

This applies to all receipts and expenditures of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Associated Policies

Bylaws of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Exception Authorization

Any exception to this policy must be approved by the Board of Directors.

Policy

Financial information is considered confidential. The foundation will release information on contributors as determined by the executive team.

Procedure

The financial information will be distributed as follows:

Membership Information:

	Summary	Details
Executive Board	YES	NO
Board Members	YES	NO
PD-Foundation Members	YES	NO
State Executive Council of NCPBL	YES	NO
Others	YES	NO

Disbursement\Expense information:

	Summary	Details
Executive Board	YES	YES
Board Members	YES	YES
PD-Foundation Members	YES	NO
State Executive Council of NCPBL	NO	NO
Others	YES	NO

Contributions / Receipts / In Kind Gifts Information:

	Summary	Details
Executive Board	YES	YES
Board Members	YES	YES
PD-Foundation Members	YES	NO
State Executive Council of NCPBL	YES	NO
Others	YES	NO

Revised 2014, 2015, 2016

Policy Name: Acceptance of Financial and Non-Cash Contributions for Specified Purposes

Purpose

The purpose of this policy is to define the procedures for accepting or declining Professional Division-Foundation contributions earmarked for specified purposes.

Applicability

This applies to all contributions received with conditions concerning how the contribution is to be used by the Professional Division-Foundation, Inc.

Associated Policies

Articles of Incorporation and Bylaws of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Exception Authorization

Any exception to this policy must be approved by the Board of Directors.

Policy

The members of the Board of Directors of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc., must accept or decline contributions earmarked for specified purposes as outlined below.

Procedure

When contributions are offered with conditions that prescribe how they are to be expended, the Board must determine whether to accept or decline the offer.

Considerations for accepting or declining may include the following:

1. Will the prescribed use of the contributions be consistent with the mission of the Professional Division – Foundation Inc.?
2. Will the use of the contributions fulfill an identified need at this time?
3. Can these contributions be obtained without the conditions?
4. Will the possible precedent that may be established by the acceptance of the conditions of contributions be satisfactory to the Professional Division-Foundation, Inc. mission and goals?
5. Is the acceptance of these contributions in the best interest of the Professional Division-Foundation Inc.?
6. Will the accounting or reporting requirement (if any) of the contribution obligate the foundation in any way that could cause unnecessary burden?

In the event that a decision to accept or decline must be made before the next regular board meeting, the president will contact each member by letter, e-mail, or phone; describe the nature of the offer; and seek opinions concerning whether to accept or decline. The president and the other officers, with the input of the board members, will act to accept or decline.

Revised 2014

Policy Name: Transfer of Receipts to Investment Vehicles

Purpose

The purpose of this procedure is to define the time period for which receipts are transferred into the approved investment vehicles of the Professional Division-Foundation.

Applicability

This applies to all receipts of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Associated Policies

Bylaws of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Exception Authorization

Any exception to this procedure must be approved by the Executive Team and reported to the Board of Directors at the next regularly scheduled meeting.

Definitions

Receipts include memberships, earnings, Professional Division Rebates, or any other source of revenue of the foundation. Investment vehicles are the approved places to invest funds of the Professional Division-Foundation.

Procedure

The Treasurer would consult with the bank on any allocation changes between funds and report to the Executive Team with the full Board updated on the status at each meeting. The Treasurer will reserve enough funds to meet the anticipated expenditures of the Foundation. The Treasurer will provide an accounting at each meeting of the executive team. All money received should be placed in an investment vehicle in a timely manner.

Revised 2014

Policy Name: Outstanding Checks

Purpose

The purpose of this procedure is to ensure that recipients of disbursements from the North Carolina Phi Beta Lambda Professional Division-Foundation Inc. actually receive and cash their checks.

Applicability

This applies to all funds distributed by the North Carolina Phi Beta Lambda Professional Division-Foundation Inc. for any purpose.

Associated Policies

Bylaws of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Exception Authorization

Any exception to this procedure must be approved by the Board of Directors.

Procedure

If the distribution check to a local chapter is outstanding after 90 days, the treasurer will contact the local chapter adviser of record. If after 120 days, the check has not been negotiated, then a stop payment will be placed on the check. At that time, the funds will be recorded to account from which they were initially rendered. If, at a later date, a chapter requests payment, the executive committee will make the final decision.

For checks issued to other recipients that are outstanding after 90 days, an attempt will be made by the treasurer to contact the recipient. If after 120 days, the check has not been negotiated, then a stop payment will be placed on the check. At that time, the funds will be recorded to account from which they were initially rendered. If, at a later date, a chapter requests payment, the executive committee will make the final decision.

If the original check is cashed after a replacement check is issued and cashed, the treasurer will try to recover the overpayment. If recovery is unsuccessful, the treasurer will withhold the amount of the overpayment from future distributions to the offending chapter.

Revised 2014

Policy Name: Memorial and Honorary Contributions

Purpose

The purpose is to develop procedures for the receipt and acknowledgement of memorial and honorary contributions to the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Applicability

This procedure applies to all funds received in memory or in honor of an individual or organization.

Associated Policies

Bylaws of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Exception Authorization

Any exception to this procedure must be approved by the Board of Directors.

Definitions

Memorial Contribution—contribution made to the North Carolina Phi Beta Lambda Professional Division-Foundation Inc. in memory of a deceased individual.

Honorary Contribution—contribution made to the North Carolina Phi Beta Lambda Professional Division-Foundation Inc. in honor of an individual or organization.

Procedure

Memorial and honorary contributions will be submitted on a special contribution form posted on the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc. website.

Memorial and honorary contributions will be submitted to the North Carolina Phi Beta Lambda Professional Division-Foundation Inc.

An appointed board member shall notify the deceased's family or the recipient of the honorary contribution of the donation. Amounts will not be disclosed unless requested by the contributor.

The treasurer will provide a list of contributions to the Professional Division-Foundation Board Members at regular meetings.

The treasurer will send thank you notes to the contributors after notification has been received that the funds have been deposited. When recording memorials or honors, the donor will receive the credit. The family of memorials and the honorees will be contacted as outlined above.

Revised 2016

Policy Name: Returned Checks

Purpose

The purpose of this procedure is to ensure timely receipt of all funds deposited to the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Applicability

This applies to all checks received by the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc. for any purpose.

Associated Policies

Bylaws of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Exception Authorization

Any exception to this procedure must be approved by the Board of Directors.

Procedure

If a check is returned due to non-sufficient funds, the treasurer will attempt to redeposit the item one time. After the second deposit, the item is still not paid, the member/person will be notified that the check was returned due to non-sufficient funds and a \$30.00 return fee item will be assessed. The payment for the check and associated fees will be required in the form of a cashier check, official check, or money order.

If a check is returned for any other reason than non-sufficient funds, the treasurer will notify the member/person that the check was returned and a \$30.00 return fee item will be assessed. The payment for the check and associated fees will be required in the form of a cashier check, official check, or money order.

If the member/person does not rectify the situation within 90 days, the member/person will not be in good standing with the organization. In addition, no further checks will be accepted from the member/person.

Members not in good standing with the organization will not have voting privileges, serve as a board member or officer.

Revised 2014, 2019

Policy Name: Board of Directors Elections

Purpose

The purpose of this policy is to identify the process for electing a member for a seat on the Professional Division-Foundation Board of Directors.

Applicability

This applies to all members of North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Associated Policies

Bylaws of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Exception Authorization

Any exception to this procedure must be approved by the Board of Directors.

Procedure

Candidates for members of the Board of Directors for the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc. will complete a nomination form available in the North Carolina Phi Beta Lambda Handbook's Professional Division-Foundation Inc. sections on the Professional Division-Foundation website. The nomination form is to be received by the Board of Directors Vice President two weeks prior to the opening day of the State Leadership Conference.

A Board officer will contact each nominee to discuss the work of the Board and make sure the potential Board member is aware of the responsibilities of the Board, particularly the commitment to meeting attendance, the personal financial investment covering meetings and conferences, and the need to do financial development work.

Candidates' names will be submitted at the Annual Meeting and will be given time to highlight their interest in serving to the members in attendance.

Ballots will be distributed, and members will then mark their choices for the positions open. A majority of votes cast is necessary for a candidate to be elected. If there are more candidates than positions open, the appropriate number of candidates with the highest votes above the majority will be elected. If a majority is not achieved for candidates to fill the positions open, the newly-elected Board will make appointment(s) following procedures used for filling Board vacancies during the year.

Revised 2016

Policy Name: Code of Conduct and Ethics

Purpose

The purpose of this policy is to define the code of conduct and ethics for the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Applicability

This applies to all members of the Board of Directors and appointed committee members of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Associated Policies

Bylaws of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Exception Authorization

Any exception to this procedure must be approved by the Board of Directors.

Procedure

The following Code of Conduct is to serve as a guide for appropriate behavior for Board Members but not all inclusive:

- Board member shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon the state and national associations.
- Board members shall participate fully in all appropriate activities, conferences, workshops, business meetings, etc., for which they have responsibility.
- Board members shall wear appropriate business attire when attending conferences, workshops, business meetings, etc., for which they have responsibility.
- Board members shall be willing to take and follow instructions as directed by those responsible for them.
- Board members shall treat all members equally.
- Board members shall communicate any circumstances that prevent carrying out predetermined plans at assigned conferences to appropriate conference personnel.
- Board members shall support all candidates and amendments without bias. This will include refraining from campaigning for or against state elections and affairs.
- Board members shall refrain from making derogatory comments or suggestions on any social media or networking site during all appropriate activities, conferences, workshops, business meetings, etc., for which they have responsibility.
- Board members shall at all times portray FLBA-PBL, NCPBL, and NCPBL PD Foundation in a respectful and professional manner on any social media, networking site, and general communication.

Accountability Standards

The following consequences could result as necessary; at direction of the Board and State Adviser, but not all inclusive:

- Initial Written Warning – Documentation shall detail the behavior in violation of Code of Conduct and Ethics policy, followed by a coaching of behavior and expected behavior by the State Adviser or Foundation Board President. All signatures of individuals involved shall be required on documentation.
- Final Written Warning – Documentation shall detail the behavior in violation of Code of Conduct and Ethics policy, followed by a coaching of behavior and expected behavior by the State Adviser or Foundation Board President. This offense will also result in a vote by the board to remove Board Member from his or her position. All signatures of individuals involved shall be required on documentation.
- The Board member shall be removed from his or her board position, upon majority vote of the current board. The Board member could lose the privilege of membership/association with the state level of Phi Beta Lambda Professional Division-Foundation, Inc.

Revised 2014, 2015

Policy Name: Code of Conduct and Ethics for NCPBL PD-F Members

Purpose

The purpose of this policy is to define the code of conduct and ethics for North Carolina Phi Beta Lambda Professional Division-Foundation members. The North Carolina Phi Beta Lambda Professional Division-Foundation, Inc. Board of Directors will serve as an overseer to ensure this policy is in effect and enforced.

Applicability

This applies to all members of North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Associated Policies

Bylaws of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.

Exception Authorization

Any exception to this procedure must be approved by the Board of Directors.

Procedure

The following Code of Conduct is to serve as a guide for appropriate behavior for members but is not all inclusive:

- Members shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon the state and national associations.
- Members shall participate fully in all appropriate activities, conferences, workshops, business meetings, etc., for which they have responsibility.
- Members shall wear appropriate business attire when attending conferences, workshops, business meetings, etc., for which they have responsibility.
- Members shall be willing to take and follow instructions as directed by those responsible for them.
- Members shall treat all members equally.
- Members shall communicate any circumstances that prevent carrying out predetermined plans at assigned conferences to appropriate conference personnel.
- Members shall support all candidates and amendments without bias. This will include refraining from campaigning for or against state elections and affairs.
- Members shall refrain from making derogatory comments or suggestions on any social media or networking site during all appropriate activities, conferences, workshops, business meetings, etc., for which they have responsibility.
- Members shall at all times portray FLBA-PBL, NCPBL, and NCPBL PD-Foundation in a respectful and professional manner on any social media, networking site, and general communication.
- Members shall conduct themselves in the upmost professional manner at all meetings and sessions at any conference or event associated with the local, state or national level of Phi Beta Lambda.

Accountably Standards

The following consequences could result as necessary; at direction of the Foundation Board and State Adviser, but is not all inclusive:

- Initial Written Warning – Documentation shall detail the behavior in violation of Code of Conduct and Ethics policy, followed by a coaching of behavior and expected behavior by the State Adviser or Foundation Board President. All signatures of individuals involved shall be required on documentation.
- Final Written Warning – Documentation shall detail the behavior in violation of Code of Conduct and Ethics policy, followed by a final coaching of behavior and expected behavior by the State Adviser or Foundation Board President. All signatures of individuals involved shall be required on documentation.
- Revocation of privilege of membership to the state level of Phi Beta Lambda Professional Division-Foundation, Inc. could result by the majority vote of the NCPBL PD-F Inc. Board.

Revised 2014, 2015, 2016

**PROGRAMS OF
THE NORTH CAROLINA PHI BETA LAMBDA PROFESSIONAL DIVISION-FOUNDATION, INC.**

PROGRAM NAME: OFFICER APPAREL PROGRAM

Purpose

To provide State Officers with business attire for North Carolina Phi Beta Lambda functions

Target Audience

North Carolina Phi Beta Lambda State Officers

Exception Authorization

Any exception to this program must be approved by the Board of Directors

Procedure

At the first North Carolina Phi Beta Lambda State Executive Council meeting following State Leadership Conference, the newly elected State Officers will be provided with following attire:

- Blazers (with Phi Beta Lambda emblem)
- Ties (men)
- Scarfs (women)

Each State Officer and their adviser will have to sign the Officer Apparel Program form accepting responsibility for their assigned attire. If they do not return the assigned attire at the end of their term, the State Officer and/or local chapter will be financially responsible for the assigned apparel. The replacement cost is \$200. Reimbursement will first be attempted from the former State Officer. If unsuccessful, the former State Officer's local chapter will be contacted for reimbursement.

A North Carolina Phi Beta Lambda Professional Division-Foundation board member designee will use the Officer Apparel Program form to check-out assigned apparel at the beginning of the State Officer's term and check-in apparel at the end of the State Officer's term.

Forms

- Officer Apparel Program Form

PROGRAM NAME: OFFICER REIMBURSEMENT PROGRAM

Purpose

To provide State Officers with financial support for leadership development opportunities during their term

Target Audience

North Carolina Phi Beta Lambda State Officers

Exception Authorization

Any exception to this program must be approved by the Board of Directors

Procedure

All North Carolina Phi Beta Lambda State Officers will be eligible for reimbursement of the following conference(s) registrations based on fulfilling their required obligations as listed in the next paragraph:

- Institute for Leaders
- National Leadership Conference
- National Fall Leadership Conference

Each State Officer must attend the following meetings to qualify for reimbursement:

- Fall Leadership Development Conference
- State Leadership Conference
- 2 out of 3 State Executive Council Meetings

In addition, all State Officers must fulfill their officer obligations as defined in the North Carolina Phi Beta Lambda State Officer Candidate Guide.

Upon arriving at the State Leadership Conference, the State Officer must submit the Officer Reimbursement Request Form with a copy of all receipts to the State Adviser. The State Adviser will confirm attendance at all required meetings by signing that section of the reimbursement form. The State Adviser will submit all paperwork to the North Carolina Phi Beta Lambda Treasurer for reimbursement. The North Carolina Phi Beta Lambda Professional Division-Foundation Treasurer will issue a reimbursement check at the conclusion of the State Leadership Conference.

Forms

Officer Reimbursement Request Form

PROGRAM NAME: THE NORTH CAROLINA PHI BETA LAMBDA PROFESSIONAL DIVISION-FOUNDATION SCHOLARSHIP PROGRAM

Purpose

To provide returning North Carolina Phi Beta Lambda student members an opportunity to gain financial support for their educational goals based on their involvement in North Carolina Phi Beta Lambda.

Target Audience

North Carolina Phi Beta Lambda student members

Exception Authorization

Any exception to this program must be approved by the Board of Directors

Procedure

General Information:

- The number (and dollar amount) of award(s) will be announced annually by The North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.
- The award will be administered by a special committee. This committee shall be composed of at least three Professional Division-Foundation board members to be appointed each year by the Professional Division-Foundation Executive Committee.
- Registered applicants must be available for interview at the Fall Leadership Development Conference.
- The winners will be announced at the Fall Leadership Development Conference.
- The checks for the Scholarships will be distributed in January (following the Fall Leadership Development Conference) upon verification of the recipient's school enrollment and active membership in Phi Beta Lambda.

Eligibility:

- The applicant's chapter must be an active chapter as of the Fall Leadership Development Conference.
- The chapter must have made the minimum donation to the Professional Division-Foundation Scholarship Fund per the The Legacy Leadership Award (TLLA).
 - Chapters making donations in accordance to the previous membership year's TLLA award guidelines are eligible to enter applicants at the current membership year's Fall Leadership Development Conference.
- Applicants must pay dues by the initial reporting (Gold Star) date stated in the NCPBL State Handbook Calendar.
- Applicants must have and maintain a minimum cumulative 2.5 GPA at time of scholarship disbursement.
- Applicants must be enrolled in a North Carolina Community College, College, or University in the spring semester following the Fall Leadership Development Conference.

Regulations:

- Each eligible chapter may submit one applicant. Previous non-receipts may apply.
- Regulations for the selection of the chapter applicants will be determined by each local chapter. The applicants must be approved by the local chapter adviser.

Application Process:

- A multi-part application form must be completed in typed form. The application packet must contain the following: (1) Scholarship Application Form, (2) Applicant's Statement, (3) Adviser's Statement, and (4), Copy of Student Transcript (Unofficial is acceptable).
- Applications must be received in the Professional Division-Foundation office by the date stated in the NCPBL State Handbook Calendar.
- After the scholarship has been awarded, the NCPBL Professional Division-Foundation, Inc., reserves the right to ask for additional transcripts.

Judging:

- The NCPBL PD-F Scholarship Eligibility / Interview Rating Sheet will be used to score the applicants.

Forms

- Scholarship Application Form
- Scholarship Disbursement Request Form
- NCPBL PD-F Scholarship Eligibility/Interview Rating Sheet

PROGRAM NAME: DESIGN A PIN CONTEST

Purpose

To sponsor and recognize an annual student designed State Leadership Conference pin

Target Audience

The current student members of North Carolina Phi Beta Lambda

Exception Authorization

Any exception to this program must be approved by the Board of Directors

Procedure

Student members may submit designs for a lapel pin by the submit date (Calendar of Events). Pins will be 1” in diameter of various shapes. The designs may have a maximum of 5 solid colors but may include glitter or metallic colors. Design must include the following items:

- State Logo w/o Greek letters
- Letters “NCPBL” or “NC...”
- SLC year (date)
- The FBLA-PBL theme for the year as listed on the FBLA-PBL website

Designs will be reviewed by the design committee and an email will be sent to confirm receipt of entry. Any design submitted after submit date will be rejected. Any design unable to be produced by the pin company will sent back to the student with design modifications required. Any resubmitted design(s) must adhere to the original submit date.

All pin designs will be displayed at the Fall Leadership Development Conference with an enlarged version as well as the actual size version of the design. Student members registered at the Fall Leadership Development Conference will vote during the closing general session.

We reserve the right during the design reformat process to make minor modifications to the design.

The student with the winning design will be announced at the Fall Leadership Development Conference and an award will be presented at the State Leadership Conference.

Forms

- Pin Design Entry Form
- Pin Pre-Order Form
- FLDC Voting Ballot

PROGRAM NAME: CORPORATE EVENT SPONSORSHIPS

Purpose

To encourage and secure individual and business sponsors for each of the competitive events at the annual State Leadership Conference

Target Audience

Individuals and North Carolina based businesses

Exception Authorization

Any exception to this program must be approved by the Board of Directors

Procedure

To contact current and previous sponsors for continued support currently at \$300.00 for a three- year period.

To create a state specific database of contributor contact information.

To contact prospective sponsors for new sponsorships by the following means:

- Mailings
- E-Mail
- Phone
- Personal Meetings

Forms

- NCPBL PD-Foundation Corporate Events Sponsorship Form
- NCPBL PD-Foundation Corporate Events Sponsorship Form Letter
- NCPBL Promotional Video / DVD

Revised 2016

PROGRAM NAME: CORPORATE SPONSORSHIPS

Purpose

To secure financial assistance from the North Carolina business community for support of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.'s., programs of work

Target Audience

North Carolina based businesses

Exception Authorization

Any exception to this program must be approved by the Board of Directors.

Procedure

To contact current and previous sponsors for continued support.

To create a state specific database of contributor contact information.

To contact prospective sponsors for new sponsorships by the following means:

- Mailings
- E-Mail
- Phone
- Personal Meetings

Forms

- NCPBL PD-Foundation Cover Letter
- NCPBL PD-Foundation Corporate Sponsorship Form Letter
- NCPBL PD-Foundation Brochure (containing sponsorship levels & donor list)
- NCPBL PD-Foundation Promotional Video / DVD

Revised 2017

PROGRAM NAME: CORPORATE IN-KIND GIFTS & DONATIONS

Purpose

To secure in-kind gifts and product donations from the North Carolina business community for support of the North Carolina Phi Beta Lambda Professional Division-Foundation, Inc.'s., programs of work

Target Audience

North Carolina based businesses

Exception Authorization

Any exception to this program must be approved by the Board of Directors.

Procedure

To contact current and previous sponsors for continued support including but not limited to the following:

- Professional services
- Gifts
- Meals
- Coupons
- Product vouchers
- Percentage Discounts

To create a state specific database of contributor contact information.

To contact prospective sponsors for new sponsorships by the following means:

- Mailings
- E-Mail
- Phone
- Personal Meetings

Forms

- NCPBL PD-Foundation Cover Letter
- NCPBL PD-Foundation Corporate Sponsorship Form Letter
- NCPBL PD-Foundation Brochure (containing sponsorship levels & donor list)
- NCPBL PD-Foundation In-Kind/Donation Value Letter
- NCPBL PD-Foundation Promotional Video / DVD

Program Name: OPERATING MERCHANDISING SALES

Purpose

To secure inventory needs are met, accuracy of inventory in stock before and after sales, and the expenses and receipts are provided and reported to the treasurer.

Target Audience

Professional Division-Foundation Board of Directors

Exception Authorization

Any exception to this program must be approved by the Board of Directors.

Procedure

All merchandise shall be kept by the Merchandising Sales Committee Chair or as designated by the NCPBL PD-F board of directors.

All merchandise ordered will be by the Merchandising Sales Committee Chair or as designated by the NCPBL PD-F board of directors. The Merchandising Sales Committee Chair or designee shall send invoice and proof of payment to the board treasurer within 5 days of payment transaction.

The tool used for Merchandising Sales in recording inventory / product / donations / gifts / discounts / damages, etc. will be reviewed to validate all options are available and accurate before the Event.

All merchandise shall be inventoried prior to the first day of sale at any NCPBL sponsored venue by the Merchandising Sales Committee Chair or designee and another board member on the Merchandising Sales Committee. Inventory shall be recorded and available for review. Merchandising Sales Committee Chair and the designee shall sign the inventory record.

All merchandise shall be inventoried at the end of each day of sales by Merchandising Sales Committee Chair or designee and another board member on the Merchandising Sales Committee. Inventory shall be recorded and available for review. Merchandising Sales Committee Chair or designee shall sign the inventory record.

Store workers shall be approved and trained by the Merchandising Sales Committee. No volunteers will be allowed in the store area to work or handle money without the approval of the Merchandising Sales Committee.

Donations, gifts, or damages will be recorded and signed off by the Merchandising Sales Committee Chair or designee and another board member on the Merchandising Sales Committee. Damages may be noted as a 'display' item or destroyed depending on the approval of the above noted individuals.

All cash will be tallied at the end of each day of sales by Merchandising Sales Committee Chair or designee and another board member on the Merchandising Sales Committee. Cash and online sales shall be tallied and matched to total items sold. Any discrepancies shall be noted, recorded and signed by the Merchandising Sales Committee Chair or designee and another board member on the Merchandising Sales Committee.

Cash will be removed, by a member of the Merchandising Sales Committee, from the store area at the end of sales each day using a lockable deposit bag. The key will be held by another member of the Merchandising Sales Committee.

All cash will be given to the Board Treasurer at the end of the sales period along with a copy of the tallied sales to inventory that was signed by Merchandising Sales Committee Chair or designee and board member on the Merchandising Sales Committee. If the treasurer is not at the event, then the cash on hand shall be given to another

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board officer to make a deposit within 72 hours. All paperwork, including deposit receipt, shall be sent to the board treasurer within 5 days of deposit. This can be sent as a PDF.

Revised 2019

SECTION 10 – THE NCPBL FOUNDATION, INC.

PROGRAM NAME: FLDC MEMBERSHIP RECRUITMENT DISPLAY PROGRAM

Purpose

To recognize local PBL Chapters for developing a membership display that encourages PBL membership recruitment in a creative and professional manner.

Target Audience

The current student members of North Carolina Phi Beta Lambda Chapters

Exception Authorization

Any exception to this program must be approved by the Professional Division-Foundation Board of Directors

Procedure

Each chapter is eligible to enter a display of its materials used for PBL membership recruitment.

A six-foot table is allocated, and all aspects of the display must be on the table (nothing on floor or attached to walls).

The award is being sponsored and voted on by the NCPBL PD-F Board of Directors, with the Top Three displays receiving scholarship awards to use for SLC.

Revised 2019