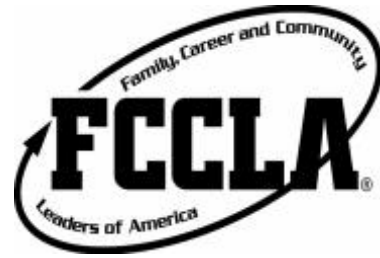


# BYLAWS OF THE ALABAMA ASSOCIATION, FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA



REVISED MAY 2011

## ARTICLE I NAME, SPONSORS, GOAL, PURPOSES

### Section 1 - Name

The name of this organization shall be the Alabama Association, Family, Career and Community Leaders of America. Members shall be referred to as Family, Career and Community Leaders of America. The letters FCCLA may be used to designate the organization units or members thereof. The name Family, Career and Community Leaders of America shall be used by the state association and the affiliated chapters in Alabama.

### Section 2 - Sponsors

The sponsors of the organization are the United States Department of Education and the American Family and Consumer Sciences Association. In Alabama, the sponsor is the Family and Consumer Sciences Education Section, Office of Career and Technical Education, State Department of Education, Montgomery, Alabama.

### Section 3 - Mission Statement and Purposes

#### A. Mission Statement

The mission of Family, Career and Community Leaders of America is to promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through:

- character development;
- creative and critical thinking;
- interpersonal communications;
- practical knowledge; and
- Career and Technical preparation.

#### B. Purposes

Organized instruction relating to the mission is a part of the family and consumer sciences program in the schools. The purposes of the organization shall be as follows:

1. To provide opportunities for personal development and preparation for adult life.
2. To strengthen the function of the family as a basic unit of society.
3. To encourage democracy through cooperative action in the home and community.
4. To encourage individual and group involvement in helping achieve global cooperation and harmony.
5. To promote greater understanding between youth and adults.
6. To provide opportunities for making decisions and for assuming responsibilities.
7. To prepare for the multiple roles of men and women in today's society.

8. To promote family and consumer sciences, family and consumer sciences careers and related occupations.

## **ARTICLE II ORGANIZATIONAL STRUCTURE**

### Section 1 - State Association

The state association of the Family, Career and Community Leaders of America shall consist of all local affiliated FCCLA chapters within the boundaries of the State of Alabama. For the state association to remain in good standing as a national chartered association, policies shall be maintained consistent with those of the national organization and records shall be sent to the national headquarters as stated in the bylaws of the national organization.

### Section 2 - State Headquarters

The state headquarters shall be located in the Family and Consumer Sciences program area in the office of Career and Technical Education, Alabama State Department of Education.

### Section 3 - Affiliated Chapters

A chapter may be affiliated in public and private schools in which family and consumer sciences instruction is offered. The chapter shall be composed of students possessing the qualifications for membership.

#### A. Organization

A chapter shall be organized as an integral part of each family and consumer sciences education instructional program and served by each family and consumer sciences teacher as an adviser or co-adviser. A chapter may be organized in other public and private schools whenever in the judgment of the teachers, students and administrators, it would be advantageous to do so.

#### B. Annual Affiliation

Annual affiliation shall be made directly to the national office on forms provided by the national organization. Application, together with the total state and national affiliation dues for each member, shall be sent to the national office.

#### C. Certificates

A newly formed chapter shall be issued a certificate of affiliation through the state association upon submitting state and national membership dues and required information to the state association.

#### D. Membership Cards

Membership cards shall be provided annually by the national organization for each member and shall be distributed by the national office.

### Section 4 - Membership Qualifications

#### A. Active Members

Any student who is taking or has taken a course in family and consumer sciences and career preparation/career connections through grade twelve and has paid annual state and national membership dues, shall be eligible for active membership in an organized chapter within the school. Only active members shall be eligible to hold office, to make motions and to vote.

#### B. Alumni & Associates Membership

Former active members and other adults who share the goals and purposes of Family, Career and Community Leaders of America and its programs and who wish to support the continuing

development of FCCLA youth, shall be eligible for Alumni & Associates membership. Members of Alumni & Associates shall not be eligible to hold office, make motions, or vote.

C. State Honorary Membership

Any individual whose professional responsibilities are not directly related to the Family, Career and Community Leaders of America, who has made outstanding contributions, and who is giving continuing service by advancing the state organization purposes, shall be eligible for honorary membership in the state association. Honorary members shall be elected by a majority vote at a meeting of the State Executive Council based upon criteria and policies established by this body. Honorary members may be nominated by the State Executive Council, affiliated chapters and local, district and state advisers. Honorary members may be invited to attend meetings but shall have no vote.

### **ARTICLE III DUES, FISCAL YEAR, BUDGET, AUDIT**

#### Section 1 - Dues

A. National

The amount of national dues for active members shall be determined by the National Executive Council and National Board of Directors subject to the approval of the voting delegates at a national meeting. National dues for each active member shall be sent to the national headquarters.

B. State

The amount of state dues for active members shall be determined by the State Executive Council and Advisory Board subject to approval by local chapters. The designated amount shall be paid by each student wishing to be a member of the state association regardless of the time of year the dues are paid. Dues for active state and national membership shall be sent to the national office by the local chapters.

C. Alumni & Associates Members

The amount of national dues for the Alumni & Associates member category shall be determined by the National Executive Council and National Board of Directors. The amount of state dues for the Alumni & Associates shall be determined by the State Executive Council.

D. State Honorary Members

State honorary members pay no dues.

E. Local Chapters

The chapter executive council may determine local membership dues subject to approval by the chapter members. These dues will be in addition to state and national dues.

#### Section 2 - Fiscal Year

The fiscal year shall be July 1 - June 30.

#### Section 3 - Budget

The budget shall be prepared by the state adviser and presented to the State Executive Council for approval.

#### Section 4 - Audit

The financial statement of all income and expenditures prepared by the state office shall be audited annually. The annual financial statement shall be distributed to chapters for informational purposes.

## ARTICLE IV OFFICERS, QUALIFICATIONS, DUTIES, TERM OF OFFICE, VACANCY

### Section 1 - Executive Council

The state organization shall have the following officers: president, first vice president, vice president of STAR Events, vice president of programs, vice president of membership, vice president of community service, the state adviser, the state administrator, the state specialist, and an advisory board.

#### A. Officers

The officers shall be President, First Vice President, Vice President of STAR Events, Vice President of Programs, Vice President of Membership, and Vice President of Community Service.

1. All officers shall be elected from the state at-large by FCCLA members.
2. The officers positions will be assigned at the first executive council meeting and shall be: President, First Vice President who will serve as Secretary, Vice President of STAR Events, Vice President of Programs, Vice President of Membership and Vice President of Community Service.
3. A State Executive Council member shall be appointed to serve as national student committee member.
4. A State Executive Council member shall be appointed to serve on the nominating committee for national office candidates according to a national rotation.

#### B. State Adviser

The state administrator of Family and Consumer Sciences Education, State Department of Education, shall serve as or appoint the state adviser. The state administrator shall be the administrative officer of the state association with no vote. The state adviser shall serve as the adviser to the state president.

#### C. State Executive Council

The Executive Council shall consist of the elected officers and the state adviser.

#### D. Regional Advisers

The Family and Consumer Sciences Education Administrator and Education Specialist, State Department of Education, shall serve as advisers to the vice-presidents.

#### E. Advisory Board

The local advisers to the state officers and the Education Administrator and Education Specialist shall serve as the State Advisory Board to the Alabama Association, Family, Career and Community Leaders of America with no vote. The state adviser shall serve as chairperson.

### Section 2 - Qualifications

State officers shall have the following qualifications:

- A. Enrollment in ninth, tenth, or eleventh grade when running for office.
- B. Have completed at least one semester of family and consumer sciences.
- C. Are members of an affiliated chapter with name appearing on the "FCCLA Affiliation Form" mailed to the national FCCLA office.
- D. Have held an office in either the local chapter or a class section.
- E. Are above average, scholastically.
- F. Have made outstanding contributions, which demonstrate leadership responsibility directly related to the organization.
- G. Are willing to give the office precedence over meetings and activities of other organizations.

H. Have support and approval of the local chapter, adviser, administration and parents or guardians.

### Section 3 - Duties

- A. All officers are members of the State Executive Council.
- B. The president shall preside over all business meetings of the organization and the State Executive Council; appoint, after consultation with the state adviser, the chairperson and members of all State Executive Council committees.
- C. The 1<sup>st</sup> Vice President shall assume responsibility in the absence of the president and shall keep the minutes of the state executive council.
- D. The Vice President of STAR Events shall provide leadership in planning and implementing the organization's STAR Events programs.
- E. The Vice President of Programs shall provide leadership in planning and implementing programs for the individual development and recognition of the organization's members.
- F. The Vice President of Membership shall provide leadership in planning and implementing programs for membership promotions and development.
- G. The Vice President of Community Service shall provide leadership in planning and implementing the organization's community service programs.

### Section 4 - Term of Office

Officers shall serve for one year on the State Executive Council or until their successors are elected.

### Section 5 - Vacancy

If a vacancy occurs in a state office before the first State Executive Council meeting or before one-half of the officer's term has been completed, the vacancy shall be filled by the officer candidate receiving the next highest number of votes. If there is no runner-up, the chapter from which the elected officer came shall appoint a member from the chapter to fill the vacancy. If the vacancy occurs after one-half of the officer's term has been completed, other council members shall assume the responsibilities related to the vacancy.

## **ARTICLE V        NOMINATIONS AND ELECTIONS**

### Section 1 - Nominations of State Officers

FCCLA chapters are eligible to recommend one nominee to the State Executive Council. Recommendations shall be submitted by the chapter on the official Nomination Form received from the state office. Applicants seeking nomination shall possess qualifications as specified in Article IV, Section 2. A state officer is not eligible to run for any state office a second time.

### Section 2 - Introduction of State Officer Candidates

The outgoing State Executive Council shall present the candidates for state offices to the voting delegates at a time designated by the state association.

### Section 3 - Election of State Officers

The officers shall be elected by ballot at a time designated by the state association. All officers shall be elected from the state-at-large by voting delegates. The six candidates receiving the highest

number of votes shall be elected to serve as state officers for one year. The newly elected council will be introduced at the state leadership conference.

#### Section 4 - Assignment to State Offices

The council members will select their specific offices before the first Executive Council Meeting. During the first Executive Council Meeting, the officers will participate in an interview process. Specific offices will be appointed after the interview process is complete.

#### Section 4 - Nomination of National Officer Candidate

Chapters of good standing are eligible to recommend a nominee to the state executive council. Recommendations shall be submitted by chapters on the official form received from the state office. Applicants seeking nomination shall possess qualifications as specified in the national bylaws, Article VI, Section 2. The State Executive Council shall have the privilege of nominating one at-large candidate and one regional candidate for national office.

## **ARTICLE VI STATE MEETING**

### Section 1 - Purposes

The time and place of the state conference shall be determined by the Alabama Association, Family, Career and Community Leaders of America, State Executive Council and the State Advisory Board. The purposes of the state conference shall be to:

- elect and install state officers.
- hear reports from officers and chapters.
- interpret new projects and emphasis.
- distribute educational materials.
- promote program plans.
- inform members of national programs.
- provide opportunities for members to perform in leadership roles.
- transact other business of the state association.

District meetings may be held in addition to or in lieu of the state meeting.

### Section 2 - Delegates

#### A. Voting Delegates

The number of voting delegates to which each chapter is entitled shall be determined by the number of paid members within the chapter in the current year of the state conference according to the following scale:

- One delegate for the first 40 members or less.
- One additional delegate for each 40 additional members or a major fraction thereof (more than 1/2).

Middle School Chapters who affiliate through the chapter fee program are assumed to have 50 members. The number of voting delegates to which a middle school chapter is entitled shall be determined by the following scale:

- One delegate for the first 50 members.
- One additional delegate for each 50 additional members or a major fraction thereof (more than 1/2).

Chapters who affiliate through the Urban School program will be allocated one voting delegate per school.

In no case shall any chapter utilize the votes of a chapter not in attendance at the business session.

**B. Additional Delegates**

Each chapter shall be entitled to send to the state conference other affiliated members according to a quota set by the State Executive Council.

Section 3 - Voting

**A. Making Motions, Debating, Voting**

The privilege of making motions, debating and voting shall be limited to the designated voting delegates and the state officers.

**B. Discussion**

The privilege of discussion may be extended to the chapter representatives upon the consent of the delegates.

Section 4 - Quorum

Voting delegates from three-fourths of the local chapters shall constitute a quorum, (except in an emergency when the State Executive Council shall declare a smaller quorum).

**ARTICLE VII STATE ADVISORY BOARD**

The local advisers to the incumbent state officers and the Education Administrator, Education Specialist and State Adviser shall serve as the State Advisory Board with no vote. The functions of the State Advisory Board shall be to:

- assist state officers in carrying out assignments.
- review budget for the state association.
- make suggestions as to the content for projects and state meetings.
- attend State Executive Council sessions.
- serve as chairpersons to State Executive Council members as designated by state adviser.
- carry out exemplary projects in local chapters.
- establish good public relations.

**ARTICLE VIII STATE EXECUTIVE COUNCIL**

Section 1 - Membership

The State Executive Council shall be composed of the elected officers and the state adviser who serves with no vote.

Section 2 - Advisers

The local advisers to the incumbent officers and the Education Administrator, Education Specialist and State Adviser shall serve as an advisory board to the State Executive Council.

Section 3 - Function

The State Executive Council of the Alabama Association, Family, Career and Community Leaders of America shall have authority and control over the organization subject to such regulations and bylaws as may be adopted by the state and national organizations. The functions of the State Executive Council are to:

- interpret the national program and promote chapter participation in carrying out the goals and objectives.
- adopt and interpret a state program of work.
- plan for the observation of FCCLA Week.
- hold one or more council meetings during the year.
- plan and carryout meetings.
- promote organization of new chapters.
- keep a historical record of the organization.
- propose needed changes in the bylaws.
- distribute revised bylaws to local chapters.
- keep chapters informed on program developments and new materials.
- adopt a budget and keep financial records.
- interpret and promote FCCLA through visits to chapters and speeches on various occasions.

#### Section 4 - Quorum

Two-thirds of the State Executive Council members shall constitute a quorum.

### **ARTICLE IX OFFICIAL PUBLICATION**

#### Section 1 - Publications

The state association may have an official publication. The nature and number of issues shall be determined by the State Executive Council. The association shall publish program materials to be sent to chapters, as determined by the State Executive Council.

### **ARTICLE X REGIONS, COUNTIES**

#### Section 1 - Regions

The regions of the Alabama Association, Family, Career and Community Leaders of America shall be organized by the State Department of Education Family and Consumer Sciences staff.

#### Section 2 - County

County organizations may be organized by affiliated chapters.

### **ARTICLE XI LOCAL CHAPTERS**

#### Section 1 - Name

The local chapters shall be known by the name of the school or town in which the chapter is organized.

#### Section 2 - Officers

The number of officers shall be varied according to the needs of the local chapters.

#### Section 3 - Adviser(s)



The family and consumer sciences teacher(s) in a school in which the chapter is established shall serve as the chapter adviser(s).

#### Section 4 - Executive Council

The chapter executive council shall be composed of the chapter officers, the adviser(s) and others designated by the chapter.

#### Section 5 - Meetings

Regular chapter meetings shall be an integral part of the family and consumer sciences instructional program. The chapter executive council shall hold regularly scheduled meetings.

#### Section 6 - Honorary Members

Individuals of the local community who have helped to advance the family and consumer sciences program and have rendered outstanding service to Family, Career and Community Leaders of America and/or family and consumer sciences may have conferred upon them honorary membership. The names of prospective honorary members together with a statement of their contributions to the development of family and consumer sciences shall be presented to the chapter in advance of their selection. The chapter shall determine the number of honorary members. Honorary members shall not be eligible to make motions, vote, hold office, or serve on committees, but they shall be entitled to attend all meetings and to wear the official FCCLA pin.

#### Section 7 – School Administrators

Any school administrator who gives outstanding support to family and consumer sciences and encourages chapter members to take advantage of Family, Career and Community Leaders of America programs may be selected by a majority vote of the members present at a meeting for the local school administrator award. Names and qualifications shall be presented at a regular meeting in advance of the election. The chapter may submit to the state office nominees for the state school administrator award.

#### Section 8 - Chapter Parents

Any individual of the local community who is helping to advance family and consumer sciences or is interested in assisting with chapter activities may be elected as a chapter parent by a majority vote of the members present at a meeting. Names and qualifications shall be presented at a regular meeting in advance of the election.

#### Section 9 - Membership, Dues and Privileges

- A. The annual chapter dues may be determined by the chapter.
- B. An active member shall have the privilege of voting, holding office or participating in the business of any meeting.
- C. Active members shall receive copies of any publications prepared and distributed for members.
- D. Chapters with state and national dues paid shall receive copies of Teen Times, the official FCCLA publication, from national headquarters.

#### Section 10 - Chapter Bylaws

Bylaws shall be adopted to govern the transaction of business providing such bylaws are in keeping with the State Bylaws and National Bylaws.

## **ARTICLE XII AMENDMENTS TO BYLAWS**

Proposed revisions or additional bylaws of the Alabama Association, Family, Career and Community Leaders of America may be submitted in writing to the State Executive Council by any chapter, state adviser, or member of the State Executive Council. The State Executive Council shall review and assemble the proposed revisions or additional bylaws. Revisions or additional bylaws may be approved by a two-thirds vote of the affiliated chapters by mail ballot. Copies of the proposed bylaws shall be sent to chapters one month prior to voting.

## **ARTICLE XIII PARLIAMENTARY AUTHORITY**

Parliamentary Procedure

Robert's Rules of Order, Newly Revised, shall govern the business of Alabama Association, Family, Career and Community Leaders of America in all cases in which they are applicable and in which they are not inconsistent with these bylaws.