

# **FLORIDA ASSOCIATION & FOUNDATION FCCLA, INC**

## **BYLAWS**

(updated May 2015; March 2021)

### Article I

#### Name, Sponsors, State Headquarters

##### Section A: Name

The name of the organization shall be Florida Association and Foundation of Family, Career and Community Leaders of America, Incorporated, hereafter referred to as "Family, Career and Community Leaders of America". The letters "FCCLA" may be used to designate the chapter, its activities or members.

##### Section B: Sponsors

The sponsors of the organization are the United States Department of Education, the Florida State Department of Education and the American Family and Consumer Sciences Association.

##### Section C: State Headquarters

The location of the state headquarters of the organization shall be determined by the Board of Directors.

### Article II

#### Mission Statement and Purposes

##### Section 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 vocational education.

##### Section B: Purposes

Organized instruction to the mission is a part of the Family and Consumer Sciences Education program in the schools. The purposes of the organization shall be as follows:

1. To provide opportunities of personal development and preparation of 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 III

### Organizational Structure

#### Section A: State Organization

1. The Florida Association of Family, Career Community Leaders of America, Inc shall consist of chartered chapters having at least eight (8) members. The members shall be pupils who have studied or are studying family and consumer sciences, grade six (6) through twelve (12) or ungraded settings in public or private schools.
2. The association accepts in full provisions in the constitution of the national organization of Family, Career and Community Leaders of America as ratified by the membership at national conventions.
3. The bylaws of the State association may be amended:
  - A. a two-thirds (2/3) vote of the affiliated chapter at any state conference, the proposed changes to be submitted to the chapters at least thirty days prior to any state conference.
  - B. a two-thirds (2/3) vote of ballots cast by mail provided these ballots are postmarked no later than two weeks after receipt of proposed changes or other date as designated.
  - C. a combination of the above.
4. There shall be ten (10) designated districts of FCCLA, which shall be organized into five (5) geographic regions as determined by the state Executive Council. The geographic boundaries will resemble those at the close of the 2006-07 fiscal year.

#### Section B: District Organization

The district FCCLA chapter shall consist of all chartered chapters within that district.

#### Section C: Local Organization

1. Each chapter shall be organized under the supervision of the family and consumer sciences teacher(s), who shall act as chapter adviser(s).
2. Only one chapter affiliation of each type will be accepted from any one school, unless there are both junior and senior high grades in the same school. In that case the state organization will accept affiliations from both a junior high/middle school chapter and a senior high school chapter. Chapters of sizable membership may function in sections or divisions on the chapter level as long as they affiliate under one name.
3. A chapter of FCCLA shall be considered in good standing annually when the following condition is met; affiliation (membership dues paid) shall be on or before the deadline set by the State Executive Council.
4. Chapters must be affiliated by the deadline set by the state Executive Council in order to have officer candidates and to vote at the district level.

## Article IV

### Board of Directors

#### Section A Membership

There shall be a board of directors of the Florida Association and Foundation of the Family, Career and Community Leaders of America, Incorporated, and be composed of:

1. the state adviser, who is the Program Director for Family and Consumer Sciences Education, Department of Education or an appointee, and who will serve as an ex-officio, non-voting member.
2. the State FCCLA Executive Director, who will serve as a non-voting member.
3. one district adviser representing a district in the state.
4. one educator appointed by the State Executive Council.
5. one representative of the Florida Association of Family and Consumer Sciences Association.
6. one representative of the Florida Educators of Family and Consumer Sciences.
7. one Family and Consumer Sciences county supervisor/director.
8. two at-large representatives.
9. one representative for the Florida FCCLA Alumni and Associate Member
10. one representative from business and industry selected by the State Adviser.
11. the state FCCLA President
12. the past state FCCLA President who will serve as an ex-officio, non-voting member.

Where appropriate, the State Board of Directors shall be elected by their related organizations and groups.

#### Section B: Duties

Its duties shall be to:

1. Determine policies and procedures of the Association.
2. Review and approve Association budget.
3. Take action on all legal matters.
4. Conduct annual audit of the financial statements.
5. Employ staff to carry out the work of the Association.
6. Receive and act upon the recommendations of the Executive Council relative to the management of personnel, program and fiscal matters.
7. Conduct other activities as necessary to facilitate the progress of the Association.

#### Section C: Terms of Directors

Members of the Board shall be appointed for at least two (2) years. They may be elected to a second two-year term. The State Adviser and State Executive Director will not conform to these policies.

#### Section D: Vacancies

The board may fill vacancies at any stated meeting upon special elections by related organizations and groups and the State Executive Council. Any director elected for the balance of an unexpired term shall, in addition, be eligible for the maximum number of complete consecutive terms as provided in these bylaws.

#### Section E: Representation

Members of the board shall serve as directors of Family, Career and Community Leaders of America as a whole and not solely as a representative of any other body, while taking into consideration the views and interests of others.

#### Section F: Assumption of Office

Persons elected to the board shall assume their office immediately following the annual state meeting of Family, Career and Community Leaders of America.

#### Section G: Officers of the Board

1. The officers of the Board of Directors shall be composed of:
  - a. Chairman
  - b. Secretary
2. Elections Terms and vacancies of officers shall be elected by the members of the board from among voting members of the board. They shall serve a term of one year or until their successors shall have been elected and assume office. Officers may be eligible for reelection. No director however, shall serve in the same office for more than three consecutive terms. Any vacancy among the officers may be filled at any duly constituted meeting of the board.

#### Section H: Meeting of the Board

1. Regular meetings. There should be at least one regular meeting of the board each year.
2. Special Meetings. The chair of the Board of Directors may call special meetings.
3. Expenses. The board shall make a provision for the reimbursement of expenses incurred by its members in attending and conducting official board business that are not otherwise covered or contributed.

#### Section I: Quorum

A Majority of the voting members of the board shall constitute a quorum for the transaction of business. The same shall pertain to all committees of the board. Proxy voting is not allowed.

### Article V

#### State Executive Council

#### Section A: Membership

There shall be a state executive council of FCCLA and be composed of:

1. President
2. President-Elect
3. Vice President of Junior Relations
4. The state officer representing each region in the state.
5. The district adviser representing each district in the state.
6. The state FCCLA Executive Director, who will serve as a non-voting member
7. One representative from the Florida FCCLA Alumni and Associates.

#### Section B: Duties

Its duties shall be to:

1. Help determine policies and procedures of the Association
2. Plan the state conference.
3. Address other business brought before the assembled delegates
4. Conduct other activities as necessary to facilitate the progress of the Association

### Section C: Authority and Power

The State Executive Council and Board of Directors shall have authority and control over the association subject to such regulations and by-laws as may be adopted by the national organization of Family, Career and Community Leaders of America.

### Section D: Meetings

1. Regular meetings. There should be at least three (3) regular meetings of the council each year.
2. Special meetings. The Executive Director may call special meetings.
3. The council shall make provision for the reimbursement of expenses incurred.

## Article VI

### Officers

#### Section A: State Officers

The officers of the state association of Family, Career and Community Leaders of Americas shall be:

1. President
2. President-elect
3. Vice-President of Junior Relations
4. Vice-President of Parliamentary Law
5. Vice-President of Management
6. Vice-President of Careers and Alumni
7. Vice-President of Community Service
8. Vice-President of Public Relations

Each of the state officers, except President, President-Elect, and Vice-President of Junior Relations shall represent (1) region as denoted by the State Executive council. The President, President-Elect, and Vice-President of Junior Relations shall represent the state at-large.

#### Section B: District Officers

The elected officers of each chapter shall be:

1. District Chairperson
2. District Reporter
3. District Historian
4. District Secretary

#### Section C: Local Officers

The elected officers of each chapter shall be:

1. Chapter President
2. Chapter Secretary
3. Any other officers as appropriate for planned chapter activities.

## Article VII Duties of Officers

### Section A: Duties of State Officers

Duties of State Officers will be located in the Florida FCCLA Policies and Procedures Manual.

### Section B: Duties of District Officers

1. The District Chairperson shall serve as co-chairperson of the Program Planning Committee for district meetings, preside at the business session of the district meetings, be prepared to assume responsibility and preside at the district meeting in the event a state officer is unable to preside, at the general sessions of the district proficiency events, help at state conference with the regional meeting and other sessions as assigned by the state executive council and promote membership and the FCCLA program as determined by the needs of the district in which elected. The District Chairperson shall serve as liaison to the state officer representing the district.
2. The District Secretary shall record minutes at the district planning meeting and district meeting, and submit articles to the state and national newsletters.
3. The District Reporter shall prepare a news release for chapters to use from the district meeting, and submit articles to the state and national newsletters.
4. The District Historian shall collect scrapbook materials from local chapters in their district and add to the district scrapbook. Keep records, photographs and other materials of historical importance of the district. Compile a scrapbook to be presented at the annual district meeting. Send suitable materials to the State Historian.

### Section C: Duties of Local Officers

The duties of the local officers will resemble those of the state officers.

## Article VIII

### Qualifications of Candidates for Office

#### Section A: Qualifications of candidates for national officers.

1. The candidate must have been an affiliated member of an affiliated chapter for at least one year and currently be an affiliated member.
2. The candidate must be at least in the 10<sup>th</sup> or 11<sup>th</sup> grade at the same time of selection for nomination.
3. The candidate for national office must meet the requirements for state office.
4. The candidate must have filled a responsible position for at least one term in the association at the city council, county council, district or state level.
5. The candidate must have a passing grade in all subjects, with an unweighted grade point average of 3.0 for the previous 3 semesters.
6. An individual will be unable to serve as a state officer and a national officer concurrently.

#### Section B: Qualifications of candidates for State Office

1. All candidates must be affiliated members of affiliated chapters.

2. The candidates for office of President-Elect must be in the 9<sup>th</sup> or 10<sup>th</sup> grade. Candidates for the office of Vice-President of Junior Relations may be in the 7<sup>th</sup> or 8<sup>th</sup> grades. Candidates for other offices may be in the 9<sup>th</sup>, 10<sup>th</sup> or 11<sup>th</sup> grades.
3. All candidates must have held or be holding a chapter, city/county council or district office.
4. All candidates must have passing grades in all subjects, with an unweighted grade point average of 3.0 for the previous 3 semesters.
5. All candidates must have no evidence of suspension or expulsions from any school attended.
6. All candidates must have no evidence of anti-social behavior as exemplified by police arrest, police record or adjudication by a court of law.
7. All candidates must meet the requirements on the current application form.

#### Section C: Qualifications of Candidates for District Office

1. All candidates must be affiliated members of affiliated chapters.
2. Candidates must be in:
  - a. District Historian: Grade 7,8
  - b. District Reporter: Grade 7,8,9,10,11
  - c. District Chairperson: Grade 9,10,11
  - d. District Secretary: Grade 8,9,10,11
3. Candidates must have a passing grade in all subjects and at least an overall (3.0) average
4. All candidates must have no evidence of suspension or expulsion from any school attended.
5. All candidates must have no evidence of anti-social behavior as exemplified by police arrest, police record or adjudication by a court of law.
6. All candidates must meet the requirements on the current application form.

#### Section D: Qualifications of Candidates for Local Office

1. All candidates must be affiliated members of affiliated chapters
2. Candidates must have passing grades in all subjects and at least an overall (2.5) average.
3. All candidates must have no evidence of suspension or expulsion from any school attended.
4. All candidates must have no evidence of anti-social behavior as exemplified by police arrest, police record or adjudication by a court of law.

#### Article IX

##### Procedure for Electing National Officers

1. Each district may submit a candidate for national office.
2. The four candidates receiving the highest number of votes from state voting delegates shall be nominated at the state conference.
3. Two candidates shall be selected from the nominations and approved by the retiring State Officers and current District Advisors.
4. At the state conference, the two candidates shall select either the Regional Candidates or Candidates at large.

## Section B: Procedure for Electing State Officers

Procedures for electing State Officers will be located in the Florida FCCLA Policies and Procedures Manual.

## Section C: Procedures for Electing District Officers

1. Each chapter may submit a candidate for District Chairperson, District Reporter, District Historian, and District Secretary.
2. The candidate for District Chairperson receiving the majority of votes shall be declared the winner of that office. The candidate receiving the next highest number of votes shall be declared the runner up for that office. Should the winning candidate for any reason be unable to complete the term of office, the runner-up will fulfill that term.
3. The candidate for District Reporter receiving the majority of votes shall be declared the winner for that office. The candidate receiving the next highest number of votes shall be declared the runner-up for that office. Should the winning candidate for any reason be unable to complete the term of office, the runner-up will fulfill that term.
4. The candidate for District Secretary receiving the majority of votes shall be declared the winner for that office. The candidate receiving the next highest number of votes shall be declared the runner-up for that office. Should the winning candidate for any reason be unable to complete the term of office, the runner-up will fulfill that term.
5. The candidate for District Historian receiving the majority of votes shall be declared the winner for that office. The candidate receiving the next highest number of votes shall be declared the runner-up for that office. Should the winning candidate for any reason be unable to complete the term of office, the runner-up will fulfill that term.

## Section D: Procedures for electing Local Officers

These procedures will be determined by the local adviser.

## Article X

### Terms of office

#### Section A: Terms of office for State Officer

1. Each officer shall take office when installed, usually at the state conference and serve for a one year term or until it becomes necessary to relinquish the office because of failure to perform the duties of the office or in the event of resignation.
2. The president elect automatically assumes the office because of the President the year subsequent to being elected.

#### Section B: Term of Office for District Officer

Each officer shall take office at the close of the district meeting or immediately following notification to chapters of election results, and shall serve until a successor is elected and installed or until it becomes necessary to relinquish the office. Failure of the officer to maintain the standards as delineated in Article VIII, Section C would be grounds for removal from office.

#### Section C: Term of Office for Local Officer

Terms of office for local officers shall be determined by local advisers.



## Article XI Vacancies of Office

### Section A: Vacancies of State Officer

1. Should any state officer other than the State President resign or fail to perform the duties of the office, the duties will be assumed for the unexpired term by the runner-up for that office. Should there be no runner up, the District Adviser and Executive Director will recommend someone from the districts to the SEC for approval. Failure of the officer to maintain the standards as delineated in Article VIII, Section B would be grounds for removal from office.
2. Should the state president resign or fail to perform the duties of the office, these duties will be assumed for the unexpired term by the President-Elect. Failure of the officer to maintain the standards as delineated in Article VIII, Section B would be grounds for removal from office.
3. The state FCCLA office should be notified of any personnel change within ten (10) days of said change.

### Section B: Vacancies of District Officer

1. Should any officer resign or fail to perform the duties of the office, these duties will be assumed for the unexpired term by the runner-up. Should there be no runner-up the District Adviser will appoint a member from the same chapter as the elected officer to assume the duties for the unexpired term with approval of the new officer's local advisor. If an officer cannot be obtained from the same chapter, the District Adviser is empowered to appoint any interested individual, meeting qualification from within the district.
2. Notification of any changes in officers should be sent to the state FCCLA office within ten (10) days of the appointment

### Section C: Vacancies of Local Officers

Vacancies of local officers shall be determined by the Local Adviser.

## Article XII Advisers

### Section A: State Advisers

The State Adviser is the program director for Family and Consumer Sciences Education, DOE.

### Section B: District Advisers

1. Membership:  
The Executive Director shall appoint the District Advisers with the recommendations from the State Family and Consumer Sciences Program Director and County Supervisor or Directors and give general guidance to the FCCLA program.
2. Term of Advisers:  
A District Adviser shall be appointed for a period of at least two (2) years.
3. Duties
  - a. Interpret and promote the work of FCCLA in their district.
  - b. Ensure proper affiliation procedures with correct selection of chapter "types" (By-law Art. III)

- c. Become acquainted with the state and district planning meeting.
- d. Arrange for date, place, speaker and coordinate district meeting.
- e. Plan for committees, arrange and serve as consultant for other district activities, workshops and/or meeting on district level (scholarship, scrapbook etc.)
- f. Maintain the district budget and how monies are to be spent. Keep accurate records and all receipts.
- g. Attend all meetings of the State Executive Council.
- h. Coordinate and supervise the District Competitive Events.
- i. Chaperone the state officer(s) from their district while attending council meetings, state conference, and other appropriate meetings.
- j. Check to see that state officer(s) from their district is on time and that they attend all sessions of each meeting.
- k. Travel with the state officer(s) in their district when the officer is attending approved meeting.
- l. Serve as a consultant for state and/or other meetings as requested.
- m. Plan to attend National Leadership Conference in the year your district is designated.
- n. Keep all chapters in your district informed of meetings, deadlines, activities, and results by newsletter.
- o. Send copies of newsletters to state FCCLA Executive director, State Family and Consumer Sciences Program Director, other current District Advisers, Family and Consumer Sciences County Supervisor and Vocational Directors in their district.
- p. Keep the resource file updated.

#### 4. Vacancies

The Executive Director may fill vacancies upon recommendations by the State Family and Consumer Sciences Program Director and/or County Family and Consumer Sciences Supervisors/County Vocational Director.

#### Section C: Local Adviser

A Family and Consumer Sciences teacher shall be the Chapter Adviser and shall be the administrative officer of that local unit.

### Article XIII

#### Membership

##### Section A: Types of Membership

Three types of membership are available through the association:

- 1. Active
- 2. Honorary
- 3. Alumni and Associate

##### Section B: Active Member

Students enrolled in family and consumer sciences classes grades six (6) through twelve (12) or in upgraded situations, or previously so enrolled, shall be eligible for membership in an organized chapter within the school. Such members may retain active membership during the time they are enrolled in school through grade twelve (12). Active members shall be eligible to

hold office, to enter competitive events, to make motions, and to vote provided they are affiliated members of affiliated chapters at the local level and both the state and national level.

#### Section C: Honorary Members

Honorary Membership may be conferred upon individuals who have helped to advance the family and consumer sciences program or have rendered outstanding service to the state organization. An affiliated member of a chapter may submit nominations as per guidelines on the nomination form to the SEC. 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, participate in chapter activities and to wear the official pin with a special guard which shall be an "H".

#### Section D: Alumni and Associate Membership

Former active members and other adults who share the goals and purposes of the organization and its program and who wish to support the continuing development of FCCLA youth shall be eligible for Alumni and Associate membership. Alumni and Associate members shall not be eligible to make motions, vote, or hold office; but they shall be entitled to serve on committees, participate in chapter activities and wear the official pin.

#### Section E

A member of FCCLA shall be in good standing when the following conditions are met:

1. The member is affiliated with the local chapter, and
2. The local chapter has properly affiliated with the state association.

Benefits to members include:

1. Running for office at district/state and national levels,
2. Participation in competitive events at district/state and national levels,
3. Receiving publications from national and state level, and
4. Developing leadership skills for coping with life.

### Article XIV

#### Staff of the Association

##### Section A

The Board of Directors may hire an Executive Director to manage the affairs of the Association duties shall include, but shall not be limited to the following:

1. Direct the work of the Association.
2. Advise the Board of Directors and SEC on matters of policy.
3. Keep permanent records of local, district, and state proceedings.
4. Serve as an ex-officio member of all committees.
5. Assist District Adviser and state officers in conducting the work of the Association.
6. Assume major responsibilities for meetings of the Association.
7. Prepare informational materials as necessary.
8. Maintain and promote membership.
9. Plan a budget for board approval and prepare all necessary fiscal reports.
10. Coordinate student officers and SEC activities.
11. Provide for leadership training.
12. Conduct state leadership conferences.
13. Coordinate public relations and business partnerships.

14. Maintain effective communication and interaction with teachers and students.
15. Function as a liaison between the state and national association.
16. Hire staff as appropriate to help manage the affairs of the Association.

#### Section B

Duties and actions of the staff will not conflict with current ruling, intentions, or attitudes of the Board of Directors or the State Executive Council.

#### Article XV

##### Dues Fiscal Year

#### Section A: National

The National dues to FCCLA shall be determined by the National Executive Council, upon recommendation of the National Board of Directors, and subject to the approval of the voting delegates at an annual meeting.

#### Section B: State

The annual dues for chapter affiliation to the Florida Association, FCCLA shall be determined by the SEC upon recommendation of the Board of Directors, subject to the approval of a majority of the voting delegates representing local chapters. Affiliation must be completed no later than date set by SEC.

#### Section C

Local Dues for chapters shall be set by the local adviser.

#### Section D

Dues for additional state and national members may be paid until the date set by the SEC.

#### Section E

Fees may be charged for FCCLA district meetings, competitive events, and state conference.

#### Section F

The fiscal year shall be September 1 through August 31 in conjunction with the national organization's fiscal year.

#### Article XVI

##### Dissolution or Liquidation of Assets

#### Section A

Upon dissolution or liquidation of the state organization and after the discharge or satisfaction of all outstanding obligations and liabilities the remaining assets shall be used towards scholarships for individuals pursuing a degree in Family and Consumer Sciences in accordance with the purpose of the state organization, or the remaining assets shall be transferred to a qualified exempt organization within the meaning of section 501 © (3) of the Internal Revenue Code of 1954.

## Article XVII

### Parliamentary Authority

#### Section A: Parliamentary Procedure

Robert's rule of Order, Newly Revised shall govern the business of the state organization in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

## Article XVIII

### Meetings

#### Section A: State Meetings

The time, place, and style of the annual state conference of FCCLA shall be determined each year by the State Executive Council. Each year chapters shall be notified at least two months in advance of the time and place for the state conference.

#### Section B

Only members from affiliated chapters may attend the state conference. Each chapter is allowed to bring three (3) delegates for the first eight (8) to ten (10) members, and one (1) delegate for every ten (10) or portion of ten (10) thereafter. Chapters who affiliated before the October 31<sup>st</sup> deadline are allowed one (1) extra delegate. Any variation in this quota shall be determined each year by the SEC. Chapters will be notified of any quota policy change at least thirty (30) days prior to the state conference.

#### Section C

Candidates for office, elected District and State Officers, persons competing in competitive events and those members who receive FCCLA or other scholarship awards shall be over and above the individual chapter's attendance quota.

#### Section D

Each affiliated chapter shall be allowed two (2) voting delegates at the state conference. Voting privilege shall also be extended to state officers over and above the two (2) delegates from each chapter.

#### Section E: District Meetings

The date and place of each district meeting and/or competitive events shall be determined by the District Adviser. The program shall be planned by a committee composed of the District Adviser, State Officer(s) from that district, District Officer(s), and other designated persons as deemed necessary.

#### Section F

The number in attendance at the district meeting shall be determined by the conditions in the district.