

TEMPLATE FOR CHAPTER BYLAWS

CHAPTER

FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

ARTICLE I

Name Sponsor Goal Purposes

Section 1. Name:

The organization shall be known as the _____ Chapter of Family, Career and Community Leaders of America. The name shall be used only by the chapter and the affiliated members.

Section 2. Sponsors:

The _____ Chapter is an affiliate of the Oklahoma Association and the National Association of Family, Career and Community Leaders of America. The _____ Chapter of Family, Career and Community Leaders of America is sponsored by _____ (location).

Section 3. Goals and Purposes:

A. 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 communication;
- practical knowledge; and
- vocational preparation.

B. Organized instruction relating 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 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 and related occupations.

ARTICLE II

Organizational Structure

Section 1. Chapter Organization:

The _____ Chapter shall be composed of all affiliated members within the school district.

Section 2. Affiliated Members:

The membership shall be composed of students meeting the qualifications for membership as listed in Section 3.

- A. Organization: A chapter may be organized whenever, in the judgement of the teacher(s), students, and administrators, it would be advantageous to do so.

Section 3. Membership Qualifications:

- A. Active Membership. Any student who is taking or has taken a course in family and consumer sciences and/or family and consumer sciences related occupations shall be eligible for active membership in an organized chapter within the school. Active members shall be eligible to hold office, make motions, and vote.
- B. Post-secondary Membership. Post-secondary students who are enrolled in a family and consumer sciences related occupations class shall be eligible for state membership in an organized chapter within the school. There is no national membership for post-secondary students.

- C. State Honorary Membership. Any individual who has given outstanding service to the Family, Career and Community Leaders of America by advancing its purposes shall be eligible for honorary membership in the State Association. Honorary members shall be elected by a majority vote at a joint meeting of the State Advisory Board. Honorary members have the privilege of attending all meetings of the organization but shall have no vote.

ARTICLE III

Dues Fiscal Year Budget Audit

Section 1. State and National Dues:

The State and National membership dues for each active member shall be forwarded to the National office by each chapter, and additional membership for the year by March 1.

- A. The amount of state dues for active members shall be determined by the State Executive Council and the State Adviser.
- B. _____ Chapter honorary members pay no dues.
- C. _____ (local) Chapter dues are to be decided by the _____ Chapter and _____ adviser (s).

Section 2. Fiscal Year:

A fiscal year shall be _____ through _____.

Section 3. Budget:

The estimated budget shall be prepared by _____ (local officer) and the chapter adviser.

Section 4. Audit:

The financial statement of all income and expenditures prepared by the _____ Chapter shall be audited annually by the _____.

ARTICLE IV

Assets

Section 1. Dissolution or Liquidation:

Upon final dissolution or liquidation of the _____ Chapter of Family, Career and Community Leaders of America, and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets of the _____ Chapter shall be used by its advisory board in accordance with the purposes of the _____ Chapter.

ARTICLE V

Chapter Officers

Section 1. Chapter Officers:

The _____ Chapter of Family, Career and Community Leaders of America shall have the following officers: a president, a vice president, a secretary, a _____, a _____, a _____, a _____, and a _____.

Section 2. Qualifications:

Candidates for chapter office shall have the following qualifications: (Note: Add suggestions.)

- A. Have been an active member in a local FCCLA chapter.
- B.
- C.
- D.
- E.

Section 3. Duties:

- A. The president shall preside at all meeting of the _____ Chapter and the executive committee. This person shall appoint, after consultation with the local adviser, a chairman, and members of all special committees not otherwise designated and shall be a member ex officio of all committees.
- B. The vice president shall _____.

- C. The secretary shall keep the minutes of all meetings of the chapter, shall be responsible for keeping records, and will serve as a member of the executive committee.
- D. The treasurer shall _____.
- E. The _____ shall _____.

Section 4. Term of Office:

The term of office shall be for one year, or until successors are elected.

Section 5. Vacancies:

In event the office of president becomes vacant by resignation or otherwise, _____.
Vacancies in all other offices shall be filled by the runner-up for that office. If the runner-up does not accept, then the office shall be appointed by the president after consultation with the local adviser and the other local officers.

ARTICLE VI

Nomination and Election

Section 1. Nomination:

Candidates for chapter offices shall be nominated by the local chapters according to the plan prepared by the local chapter, with the guidance of the local adviser. The following plans may be used:

- A. The Nominating Committee shall be the chapter officers, and shall review candidates' qualifications for each chapter office and shall select two candidates for each office.

Section 2. Election of Officers:

Each affiliated member is entitled to one vote. The candidates receiving majority vote shall be elected.

ARTICLE VII

Section 1. Chapter Meetings:

Chapter meetings shall be held at such time and place as the FCCLA adviser and the local executive committee shall determine. The purpose shall be to promote the program, to interpret the activities of the year, and to transact any necessary business.

Section 2. Special Meetings:

Special meetings may be called by the chapter adviser when the need arises.

ARTICLE VIII

The Chapter Advisory Board

Section 1. Chapter Advisory Board:

The chapter advisory board shall be composed of:

- A. The teacher(s) of the Family and Consumer Sciences program
- B. A representative from _____.
- C.
- D.
- E.
- F. Others, as seem desirable, such as:
 - Local congressman.
 - Representative of the Oklahoma Association of Family and Consumer Sciences.
 - Civic leaders and parents.
 - Past local officers.
 - Business people from the community.

Section 2. Duties:

The duties of the advisory board shall be:

- A. To serve in an advisory capacity to the executive committee.

- B. To interpret and advocate the goals and policies and program activities of Family, Career and Community Leaders of America to groups and individuals within and outside this organization.

Section 3. Meetings:

Meetings of the advisory board shall be called by the teacher/adviser of the Family and Consumer Sciences program.

ARTICLE IX

The Chapter Executive Committee

Section 1. The Chapter Executive Committee:

The elected chapter officers shall comprise the chapter executive committee. The chapter adviser shall serve as official adviser to the committee.

Section 2. Duties:

- A. Meet with the advisory board to help determine policies and procedures as they affect the chapter organization.
- B. Conduct such business as shall be necessary to facilitate the progress of the chapter.
- C. Help plan the program for the chapter.
- D. Help to promote the chapter program.

ARTICLE X

District and Regional Meeting

Section 1. District or Regional Meetings:

District or regional meetings may be held at a time and place determined by the program specialist or FCCLA counselor and chapter advisers to present action programs and/or transact business.

ARTICLE XI

Local Chapters

Section 1. Chapter Adviser:

- A. The chapter adviser of the Family and Consumer Sciences program shall give guidance to the program.
- B. The family and consumer sciences teacher shall serve as chapter adviser.

Section 2. State Association Dues:

State membership dues shall be determined by the State Association. Such dues shall be in addition to the national dues.

Section 3. Chapter Dues:

The chapter may determine membership dues. They shall be in addition to national and state dues.

Section 4. Bylaws:

Chapter bylaws shall be adopted to govern the transaction of business, provided such bylaws are in accordance with those of the state and national organizations.

ARTICLE XII

Emblem and Pin

The emblem of the _____ Chapter of Family, Career and Community Leaders of America shall be identical with the national emblem of Family, Career and Community Leaders of America. ALL members (active and associate) shall be entitled to wear the emblem and the official guard. The FCCLA pin is worn over the heart. It is worn with the guard to the left of and on a level with the lower edge of the pin.

ARTICLE XIII

Creed

Section 1. Creed:

The official creed of the _____ Chapter shall be the same as the one used for the state and national organizations:

We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.

For we have the clear consciousness of seeking
old and precious values.

For we are the builders of homes,
Homes for America's future,
Homes where living will be the expression of
everything that is good and fair,
Homes where truth and love and security
and faith will be realities, not dreams.

We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.

ARTICLE XIV

Motto

Section 1. Motto:

The official chapter motto shall be the same as the motto of the state and national organizations, □Toward New Horizons.□

ARTICLE XV

Colors □Flower

Section 1. Colors:

The official chapter colors shall be the same as the colors of the state and national organizations, red and white.

Section 2. Flower:

The official chapter flower shall be the same as the flower of the state and national organizations, the red rose.

ARTICLE XVI

Parliamentary Authority

Section 1. Parliamentary Authority:

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

ARTICLE XVII

Amendments

Section 1. Amendments:

These bylaws may be amended at any regular chapter meeting provided that:

- A. The amendments shall be proposed by:
 - 1. Local members.
 - 2. The chapter executive committee.
 - 3. The chapter advisory board.

- B. Notice of the proposed amendments shall have been given in writing to all members, to the chapter's executive committee, and to the members of the advisory board ten days preceding the meeting of the chapter executive committee and/or the chapter advisory board or a designated chapter meeting.