

Family, Career and Community Leaders of America
_____ Region, District _____
Bylaws

(Revised July 2019)

ARTICLE I

Section 1. NAME-SPONSOR-MISSION-PURPOSES

The organization shall be known as _____ Region, District ____ of the Family, Career and Community Leaders of America and have the same sponsors, mission, and purposes as the State and National Association of FCCLA.

ARTICLE II

Section 1. DISTRICT MEMBERSHIP

District membership shall consist of state and nationally affiliated members of the chapter assigned to the District by the Family and Consumer Sciences Division of the Oklahoma Department of Career and Technology Education.

ARTICLE III

Section 1. DISTRICT FEES

There will be an assessment to each chapter for yearly District activities. This fee is due upon registration for the District meeting.

Section 2. FISCAL YEAR

A fiscal year shall be June 1 through May 31.

Section 3. BUDGET

The District FCCLA counselor(s) and District Treasurer shall prepare an estimated budget and ~~be presented- it~~ to all district advisers a minimum of one time each year.

Section 4. AUDIT

The District Treasurer shall prepare a financial statement of all income and expenditures quarterly. The District FCCLA counselor(s) shall approve the

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financial statement. It shall be available to FCCLA advisers in the District and shall be subject to audit.

ARTICLE IV

Section 1. DISSOLUTION OR LIQUIDATION

Upon final dissolution or liquidation of ____ Region, District ____ FCCLA, and after discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets shall be divided proportionately among the schools and. ~~At this time the funds will be~~ transferred to the District(s) that the schools join.

ARTICLE V

Section 1. OFFICERS

The ____ Region, District ____ Family, Career and Community Leaders of America shall have the following officers: president, vice president of community service, vice president of membership, vice president of public relations and vice president of STAR events.

ARTICLE VI

Section 1. AMENDMENTS

The bylaws shall be amended by a 2/3 vote of ballots cast. Each chapter shall have one vote.

SEE ATTACHED POLICIES AND PROCEDURES

Family, Career and Community Leaders of America
_____ Region District ____
Policies and Procedures

(Revised July 2019)

ARTICLE I

Section 1. DISTRICT OFFICERS

- ~~A.~~ ~~secretary and public relations.~~
- ~~B.A.~~ District officers will be elected by May 1st for the following year.
- ~~C.B.~~ An elected officer must attend District Officer Training (D.O.T.). If a student cannot attend D.O.T. (unless it is an unforeseen emergency), the person will be removed from the district office and the next alternate candidate will be placed in that officer position.
- ~~D.C.~~ Officers ~~shall are expected to~~ attend all District and District Officer activities. Failure to meet responsibilities may result in dismissal of office. Emergencies do occur and ~~may be are~~ excusable, however, contact the FCCLA counselor(s) as soon as possible.
- ~~E.D.~~ Officers shall be enrolled in a regularly scheduled family and consumer sciences or specific occupational class at some time during their term of office. (Block scheduling consideration.)
- E. All officers shall:
- a. ~~have a working knowledge of parliamentary procedure.~~
 - ~~A.b.~~ cooperate with all other district officers and advisers in planning and implementing district activities.
- F. District officers may represent the district at special events. Prior to travel, officers must have permission of the FCCLA counselor. Travel expenses must be approved by the district counselor(s) and bookkeeper for reimbursement before traveling.

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Section 2. OFFICER DUTIES

~~F.G.~~ The **P**resident shall preside at District and executive council meetings using an agenda approved by the District FCCLA counselor(s).

~~G.H.~~ The **V**ice **P**resident of **C**ommunity **S**ervice shall assume the duties of president in the president's absence and assist the president as needed. The Vice President of Community Service shall provide leadership in planning and implementing community service program(s) for the District.

~~H.I.~~ The **S**ECRETARY keeps an accurate, complete record of all appropriate District activities. The Vice President of Membership shall provide leadership in planning and implementing programs for membership promotion and development in the District.

~~I.~~
J. The ~~**PUBLIC RELATIONS OFFICER**~~ **V**ice **P**resident of **P**ublic **R**elations is responsible for the press release for district meeting, greeting members at all District activities both STAR Events and District Meeting and introductions, and making appropriate District related comments on social media sites.

~~K.~~ The **MUSIC AND RECREATION OFFICER** is responsible for the patriotic tribute and entertainment at all District activities. The Vice President of STAR Events shall provide leadership in planning and implementing the district's STAR Events, assist in sponsorships and awards for the district competition.

~~cooperate with all other district officers and advisers in planning district activities.~~ Section 3. QUALIFICATIONS

Candidates for District office shall be: ~~have the following qualifications:~~

- A. ~~Shall be A~~ an active member in a local FCCLA chapter during the time of nomination.
- B. ~~Must be I~~ in good standing in school with a 2.5 GPA or above.
- C. ~~Must be A~~ affiliated with local, state and national FCCLA.

Section 4. NOMINATION AND ELECTION

Candidates for District office shall be nominated by the local chapter according to the following guidelines:

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- A. District Officer ~~Application Nomination~~ Form will be online on the Oklahoma FCCLA website.
- B. Chapter adviser will contact FCCLA counselor with name of school and number of candidates by deadline date. Candidates will hand carry Officer Application Form to the FCCLA District Officer Elections, including the letters of recommendation and affiliation form.
- C. Each chapter will be allowed two candidates each year.
- D. An interview committee shall conduct a five-to-ten minute interview with each officer candidate to determine FCCLA knowledge, poise, and speaking ability. Suggestions for interview committee-District Officer(s), State Officer(s), Adult. Individuals should not be influenced by direct association with a candidate.
- E. ~~A test provided by the Program Specialist will be given to~~ Each candidate shall take a test administered through the state FCCLA association to determine FCCLA knowledge.
- F. Each candidate shall deliver a one minute speech to the interview panel and answer interview questions.
- G. Each candidate will receive a composite score consisting of the interview (75%) and test (25%). Highest scoring individual will receive first choice; the next highest scoring candidate will receive the next choice. This procedure will be followed until all offices have been filled.

Or

Each candidate will receive a composite score consisting of the interview (75%) and test (25%). The two highest scoring individuals will be placed on the ballot for president. The person receiving the highest number of votes will be President and the opponent will be the Vice President of Community Service. The remaining candidates will be placed on the ballot in alphabetical order.

- H. In the event two candidates have the same composite score, the candidate receiving the highest interview score receives ~~will be given~~ first consideration.

Or

In the event two candidates receive the same number of votes, the candidate receiving the highest interview score will be elected.

Section 5. TERM OF OFFICE

The term of office shall be for one year, June 1 to May 31. An officer ~~may~~ may serve the District as an officer for two consecutive years, but not in the same office.

Section 6. VACANCIES

In the event of a vacancy, after District Officer Training the office will remain vacant until the next regularly scheduled election. The duties of that office will be assigned by the District FCCLA Counselor(s) to one of the remaining officers. In the event the vacancy is in the office of President, the Vice President of Community Service will assume the office. In the event of a vacancy prior to District Officer Training the next highest scoring/voted candidate will be contacted to attend District Officer Training and complete the term of office.

ARTICLE II

Section 1. FINANCES

- A. The District ~~treasurer FCCLA counselor(s)~~ will be responsible for keeping an accurate and complete financial record of District _____.2.
- B. The District funds should be established in an account convenient to the current District FCCLA counselor(s) and treasurer. This account is to be separate from local funds.
- C. The District account will have two signatures on the account.
- D. Promptly pay all district invoices.
- E. Submit checkbook, finance book and income/expense sheet for audit at District Officer Training – send with district counselors.
- F. Expenditures, such as District officer expenses, require annual approval of a majority of advisers in the District. (or annual approval of the District counselor(s) and treasurer.)

G. Submit a quarterly financial report to all advisers in the District.

ARTICLE III

Section 1. DISTRICT COUNSELORS

A. FCCLA Counselor shall:

- Attend District Officer Training (DOT)
- Assist district officers in understanding and fulfilling their district responsibilities.
- Communicate with District Officers' Advisers regarding preparation and practice for District Leadership Meeting.
- Guide district officers in planning and carrying out the District Leadership Meeting.
- Work cooperatively with teacher counselor on district activities.
- Communicate all confirmed district activity plans with district FCCLA advisers and program specialist.
- Assist new and beginning advisers with FCCLA questions.
- Coordinate district FCCLA activities to carry out objectives established by the state and national organization.
- Attend and assist with district officer elections.

B. Teacher Counselor shall:

- Assist the program specialist at professional development meetings.
- Act as a reference and resource person to new and beginning teachers.
- Work cooperatively with the FCCLA counselor on FCCLA district activities.
- Attend and assist with district officer elections.

C. District Bookkeeper/Treasurer shall:

- Maintain accurate and complete district financial records.
- Promptly pay all district invoices.

- Submit books (checkbook, ledger, etc.) and income/expense sheet for audit at District Officer Training – send with district counselors.

ARTICLE IV

Section 1. AMENDMENT

- A. The Policies and Procedures shall be amended by a 2/3 vote of the District Advisers casting ballots. Each chapter shall have one vote.