

Missouri Association

**Family, Career and
Community Leaders of
America Inc.**

Building Strong Leaders in Families, Careers and Communities

Student Division Bylaws
Revised **2020**

MISSOURI ASSOCIATION

FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA INC.

Revised 2020

ARTICLE I Name and Sponsor

Section 1. **Name**

The name of this organization shall be Missouri Association Family, Career and Community Leaders of America, Inc., hereinafter referred to as “Missouri FCCLA”. The name shall only be used by the national organization, state association, regions and affiliated chapters.

Section 2. **Sponsor (Charter Holder)**

The sponsor of the organization shall be the Family and Consumer Sciences and Human Services Education Section of the State Department of Elementary and Secondary Education. The administrative program responsibility shall be that of the state supervisory staff in family and consumer sciences and human services education. These bylaws shall be consistent with the policies of the State Department of Elementary and Secondary Education, the Missouri FCCLA Board of Directors Policies and Bylaws, and the National FCCLA Bylaws.

ARTICLE II Mission Statement and Purposes

Section 1. **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 preparation.

Section 2. **Purposes**

Organized instruction relating to the mission is part of the family and consumer sciences education program in 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 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.

<p>ARTICLE III Organizational Structure</p>
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Section 1. State Organization

The Missouri Association Family, Career and Community Leaders of America is a state organization for any student who is taking or has taken a course in family and consumer sciences education as determined by the state department of education through grade 12 in public and private schools. It is composed of local chapters chartered by the state and national associations and affiliated for the current year through payment of dues, and meeting other requirements of the bylaws.

Section 2. Regional Organizations

The Missouri Association Family, Career and Community Leaders of America shall have regional organizations. The number of designated regions is subject to revision by the state supervisory staff with the approval of the board of directors. Borderline chapters may petition the state adviser to be transferred to another region.

Section 3. Chapters

- A. *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.
- B. *Organization.* A chapter may be organized whenever, in the judgment of the teachers, students and administrators, it would be advantageous to do so.

Section 4. Newly Affiliated Chapters

New chapters in middle schools, junior and/or senior high schools may become members of the regional, state and national association Family, Career and Community Leaders of America by submitting an official affiliation roster and the appropriate state, national and regional dues **to the national office through the approved affiliation process.**

Section 5. Membership Qualifications

- A. *Active Membership.* Any student who is taking or has taken a course determined by the state department of education as family and consumer sciences through grade 12 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. *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 & Associate membership. Members of Alumni & Associates shall not be eligible to hold office, make motions or vote, **except on the board of directors or Alumni & Associates council.**
- C. *Honorary Membership.* Any individuals whose professional responsibilities are not directly related to Family, Career and Community Leaders of America, who have made outstanding contributions and who are giving continued service to the state national organization by advancing its purposes, are eligible for honorary membership in the state and national organization. Honorary members have the privilege of attending all meetings of the organization, but have no vote.

<p>ARTICLE IV Advisers</p>

Section 1. State Adviser

- A. The state adviser shall be appointed by the State Director of Family and Consumer Sciences and **Human Services** Education from the state supervisory staff and give general guidance to the program.
- B. It shall be the duty of the state adviser to: (1) direct the work of the association in consultation with the Director of Family and Consumer Sciences and Human Services Education **and board of directors**; (2) advise on matters of policy; (3) keep permanent records of state proceedings; (4) serve as an ex-officio member of all committees; (5) receive application for and issue charters to local chapters; (6) prepare financial records and develop a budget at the beginning of each fiscal year; (7) perform such other duties as necessary; and (8) appoint state supervisors to assist in the administration of the state association.

Section 2. State Executive Council Advisers

It shall be the duty of the State Executive Council advisers (advisers to the state officers, **or** national officer(s)) to assist the state officers in carrying out their duties and responsibilities and other duties designated by the state adviser.

Section 3. Regional Adviser

- A. It shall be the duty of the regional adviser to give leadership to regional officers and advisers, consult with the state adviser in administration of the regional association, authorize payments of bills approved by the Regional Executive Council and perform other duties designated by the state adviser. The regional adviser shall ascertain that candidates for regional and state officers are fully qualified. The regional adviser shall send the state adviser a copy of the regional bylaws and keep the state adviser duly informed of all regional activities.
- B. The regional adviser shall serve a term of one year beginning and ending their duties with consecutive regional installations.

Section 4. Regional STAR Events Coordinator

It shall be the duty of the adviser to the regional 1st vice president **or contracted STAR Events coordinator** to **coordinate** STAR Events on the regional level.

Section 5. Chapter Adviser

The chapter adviser shall be the certified family and consumer sciences teacher and shall be the administrative officer(s) for the local chapter.

The chapter parents may serve as consultants to the chapter adviser(s).

Section 6. Adults

Adults shall not vote nor hold an office except as members of the board of directors.

<p>ARTICLE V Officers, Qualifications and Duties</p>

Section 1. National Officers

- A. National officer(s) shall serve for one year on the National Executive Council or until their successors are elected.
- B. **The National Officer Candidate(s) must meet the eligibility requirements set forth by the national organization.**

Section 2. State Officers

The State Executive Council of the Missouri Association Family, Career and Community Leaders of America shall be composed of the elected state officers and national officer(s).

Section 3. State Officer Qualifications

At the time of candidacy:

- A. Be an active member of an FCCLA chapter, affiliated at the regional, state and national levels **for at least 1 year.**
- B. Completed a minimum of one year of family and consumer sciences classes at the middle school or high school levels.
- C. Have held a responsible position at the **regional** level.
- D. Must have completed **all 5 units** Power of One **and applied for recognition through the established recognition process.**
- E. Be vitally interested in family and consumer sciences education.
- F. Demonstrate outstanding qualities of leadership.
- G. Be familiar with and follow correct parliamentary procedures.
- H. Show evidence of ability to work well with a group or with individuals.
- I. Have the approval and support of parents or guardians, local chapter, local adviser and local school administration.
- J. A scholastic rating above average.

Section 4. Duties of the State Executive Council

- A. **The State Executive Council shall be composed of the following:**
 - 1. (1) President
 - 2. (1) 1st Vice President
 - 3. (8) Vice Presidents. Titles and responsibilities are to be outlined in the State Executive Council Handbook.
- B. **Up to two National Officer Candidates may be selected from the slate of state officers. These candidates will hold a regular office until such time as they are elected as a national officer. At that time they will take on the title given to them at the national level and the corresponding state**

position title will remain vacant. National Officer Candidates may not hold the title of State President or 1st Vice President.

- C. State Officer positions are designed to foster leadership growth and experience for students. To that end, every 3 years, the Missouri FCCLA Board of Directors with input from the current State Executive Council, will examine officer roles and selection procedures for effectiveness to ensure that the offices and its duties are constructed to optimally meet the needs of Missouri FCCLA.
- D. State Officers are expected to adhere to all guidelines and regulations published in the State Executive Council handbook. This handbook shall be approved annually by the Missouri FCCLA Board of Directors.
- F. It shall be the duty and responsibility of the State Executive Council to: (1) **suggest** policies and procedures **to the Missouri FCCLA Board of Directors**; (2) determine what business shall be brought before the state meeting; (3) **review and suggest bylaws amendments to the Missouri FCCLA Board of Directors**; (4) make plans for **state conferences**; and (5) conduct other necessary business for growth of the association.

Section 5. **Regional Officers**

- A. The regional officers shall be:

1. President	5. Reporter
2. Vice President	6. Parliamentarian
3. Secretary	7. Others deemed necessary by the regional association
4. Treasurer	
- B. The Regional Executive Council shall be composed of elected regional officers. Chapters which do not have a regional officer shall have one representative to the Regional Executive Council Meetings.

Section 6. **Regional Officer Qualifications**

- A. ***Regional president, vice president, secretary and treasurer:*** have completed at the time of candidacy at least one semester of family and consumer sciences instruction at the 7th grade level or above and be currently enrolled or have completed at the time of candidacy at least one year of family and consumer sciences at the 7th grade level or above.

Regional reporter, parliamentarian and other officers as deemed necessary by the regional association: have completed at the time of candidacy at least 1 quarter (9 weeks) of family and consumer sciences instruction.
- B. Be an active member of an FCCLA chapter affiliated at the regional, state and national levels.
- C. Have held a responsible position at one time at the chapter level (For example: chapter officer, committee chairperson).
- D. Have completed or are presently working toward completion of a Power of One unit.

Section 7. **Duties of Regional Officers**

- A. **Duties of required regional officers shall be outlined in the Regional Officer Handbook. This handbook shall be approved annually by the Missouri FCCLA Board of Directors.**
- B. It shall be the duty and responsibility of the Regional Executive Council to: (1) determine

policies and procedures; (2) determine what business shall be brought before the regional meetings; (3) make plans for the regional meeting; (4) plan the year's budget and approve disbursement of regional funds; (5) provide leadership training activities for the regional members; and (6) conduct other necessary business.

- C. The Regional Executive Council shall have the authority over the region, subject to such regulations and bylaws as may be adopted by the region in accordance with the bylaws of the state association.

Section 8. **Local Officers**

- A. The officers of the local chapter shall consist of president, vice president, secretary, treasurer, reporter, parliamentarian and any others deemed necessary by the local chapter.
- B. The Chapter Executive Council shall be composed of the chapter officers, the regional, state and national officer should there be any within the chapter.
- C. It shall be the duty and responsibility of the Chapter Executive Council to: (1) recommend policies and procedures necessary to carry out the business of the chapter meeting; (2) lead the chapter members in the development of an in-depth plan for the chapter; (3) promote Power of One; (4) approve disbursement of chapter funds; (5) fill any vacancies occurring among the officers until the time of the next annual election; and (6) conduct other necessary business.

ARTICLE VI

Elections

Section 1. **Election of Regional Officers**

- A. Election of regional officer candidates shall be conducted annually within each region by a date determined by the state adviser. Any active member of a chapter affiliated with the regional, state and national associations is eligible to be a candidate.
- B. The candidate must wear the official FCCLA uniform, conference or professional attire as stated in the approved dress code, while running for a regional, state or national office. Attire should be free from any pins or nametags not part of the original apparel item.
- C. Officer candidates and/or their supporters are prohibited from campaigning for the candidate. Candidates and/or their supporters are prohibited from making disparaging statements about another candidate. Specific guidelines on campaigning shall be found in the official campaigning policy information from the state office.

Section 2. **Election of the State Executive Council**

- A. State Executive Council members shall serve a term of one year beginning and ending their duties at consecutive State Leadership Conferences.
- B. The policies, procedures, and processes used to elect the State Executive Council shall be outlined in the State Officer Candidate application packet which shall be reviewed and approved by the Missouri FCCLA Board of Directors annually.

- C. An officer can be deposed from office, **by the association**, only by following the procedures in *Robert's Rule of Order*, Revised Edition, in dealing with officer offenses. That is, an investigating committee must be appointed, must prefer charges, and a formal trial must be held.

Section 3. Election of Regional Executive Council

- A. Any active member of a chapter affiliated with the regional, state and national levels is eligible to be a candidate for a regional office if the qualifications are met as stated in the bylaws.
- B. Regional officers shall serve a term of one year beginning and ending their duties with consecutive regional installations.
- C. Regional associations will follow the regional elections procedures as determined by the State Executive Council.

Section 4. Vacancies

- A. If the office of state president should become vacant after the annual election, the state 1st vice president shall serve. If any other state office becomes vacant prior to the state executive council's main planning meeting, **the replacement shall be named by the Missouri FCCLA Board of Directors**. If the vacancy occurs after the state executive council's main planning meeting, the office shall remain vacant and the other officers will assume those duties.
- B. Vacancies at regional and chapter levels shall be filled in accordance with their respective bylaws.

ARTICLE VII
Meetings

Section 1. State Executive Council

The State Executive Council of the Missouri Association Family, Career and Community Leaders of America shall meet as soon as feasible following the annual election to make plans for the year's work. The state adviser shall determine when this meeting will be held. Other meetings may be scheduled as needed.

Section 2. State Leadership Conference

State Leadership Conference of delegates shall be held annually in the spring. The time and place of the meeting shall be determined by the **Missouri FCCLA Board of Directors**. Cancellation of the State Leadership Conference shall be determined by the **Missouri FCCLA Board of Directors**. **The association reserves the right to limit the number of delegates (prorated by chapter membership) allowed to attend in the event that the contracted event space will not hold the number of registrants.**

Section 3. Regional Meetings

Regional meetings of the Missouri Association Family, Career and Community Leaders of America shall be held annually in the fall. The time and place of the meeting shall be determined by the Regional Executive Council with the approval of the regional adviser.

Section 4. Local Chapters

Local chapters shall be organized as an integral part of the family and consumer sciences instruction program. Meetings and other activities shall be organized and conducted according to the local options and needs.

Section 5. Governing Rules

The rules found in *Robert's Rules of Order*, Newly Revised Edition, shall govern the association in all cases to which they are applicable and in which they are in agreement with the bylaws.

Section 6. Regular or Special Meetings

Regular or special meetings of the State Executive Council and designated committees may be held by electronic means (such as email, Internet communication platforms, telephone conferences, video conferences, etc.) subject to the following:

- A. A quorum must be met to conduct the electronic meeting.
- B. The technology used for the electronic meetings shall allow the members full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time for the meeting.
- C. The affirmative vote of majority of the quorum shall be the minimum vote requirement for the adoption of any motion.
- D. Procedural rules related to the conduct of electronic meetings shall be established and published by the state adviser.

Section 7. Voting Delegates

The number of voting delegates from each affiliated chapter, as based on the affiliation numbers from the most recent state established deadline, shall be as follows:

- 1 to 49 members – 1 vote
- 50 to 99 members – 2 votes
- 100 to 199 members – 3 votes
- 200 or more – 4 votes

No chapter may cast more than four votes. Chapters participating in the flat rate middle school program may cast 2 votes which reflects the number of members being paid for.

Section 8. Voting

The privilege of voting shall be limited to the designated voting delegates. Proxy voting is not allowed

<p>ARTICLE VIII Board of Directors</p>

Section 1. Function and Powers

The legal governing body of Missouri FCCLA shall be the MO FCCLA Board of Directors. The primary functions of the board shall be to (1) determine policies and procedures to ensure that the state association fulfills the organization's mission and purposes; (2) provide oversight and guidance for the sound operations and financial management of the organization; (3) approve the annual budget; (4) set strategic goals; (5) provide organizational leadership; (6) review and approve bylaw amendments to be presented to the organization's membership; (7) assist in raising

funds for sustainable operations; and (8) conduct other necessary business for growth of the association.

Section 2. **Membership**

The board of directors is dedicated to having members who are active and engaged and willing to make the time to help advance the organization. The board of directors shall consist of members from a diverse spectrum of stakeholders that may include chapter advisers, business and industry representatives, educators, school administrators, and youth members. The board shall be composed of no less than ten members and not to exceed twenty members.

- A. Ex-officio positions with full voting rights and no term limits are as follows:
 - a. Missouri FCCLA State Adviser
 - b. State Director of Family Consumer Sciences and Human Services

- B. Ex-officio positions with full voting rights and term limits or length determined by their respective organization or position are as follows:
 - a. Missouri FCCLA Alumni & Associates President
 - b. State Executive Council President
 - c. Local Adviser to the State Executive Council President
 - d. Immediate past State Executive Council President
 - e. A member of the Missouri Educators of Family and Consumer Sciences executive board

- C. Positions to be elected by the board of directors with full voting rights are as follows:
 - a. (2) business/industry representatives
 - b. (1) Career and Technical administrator
 - c. (1) College/University educator, with preference for those in Family and Consumer Sciences Education or related field
 - d. (1) school administrator, counselor, and/or school board member

- D. Additional members may be appointed to the board of directors who are Missouri residents serving in a national volunteer leadership capacity to FCCLA, Inc. (example: local adviser who becomes a member of the FCCLA, Inc. Board of Directors, member who elected to national office). Appointment is not automatic and requires action from the board of directors and prospective appointee agreement to serve. Members serving in this capacity shall serve through the duration of their service to FCCLA, Inc.

- E. At least one member of the Missouri Board of Directors shall be a member of the Missouri Educators of Family and Consumer Sciences (MoEFACS) and one shall be a member of Missouri Association of Family and Consumer Sciences (MAFCS).

- F. Members may fulfill more than one capacity.

- G. A position may remain vacant until the next election cycle if there are no qualified applications or nominations for a specific position.

- H. Members are elected to serve three-year terms unless otherwise stated in these bylaws. Members must not serve more than two consecutive terms, plus time served to fill a vacancy or term of less than three years before taking at least a 12 month break.

- I. With the exception of the State Executive Council representative(s), to be eligible as a member of the board of directors, the individual must be 18 years of age.

- J. Members may be removed from the Board of Directors by a two-thirds majority vote of the board.
- K. Members who are absent for three consecutive board meetings without approval from the majority of the executive officers shall automatically be removed from the board.

Section 3. Officers

- A. The executive officers of the board shall consist of:
 - President
 - President Elect
 - Past President
 - Secretary
 - Treasurer
 - State Adviser
 - State Director
- B. Executive officer positions shall be elected from the board of directors membership. Duties of these officers shall be outlined in association policies.
- C. An annual election of executive officers and open board positions shall occur before the end of the association's fiscal year, unless an emergency as determined by the board of directors prevents such elections. In such a case, elections shall occur as soon as possible after the end of the declared emergency.

Section 4. Vacancies

In the case of a board vacancy, any member of the board may nominate another qualified person to fulfill the vacancy. Members filling a vacancy shall be elected by a majority vote of the board. Members appointed to fill a vacancy shall serve for the remainder of the unexpired term of their predecessor.

Section 5. Regular or Special Meetings

- A. The board of directors shall meet a minimum of two times each year.
- B. Special meetings of the board may be called by the President or any two members of the board. Notice shall be sent to all members at least seven days in advance with a statement on date, time, and purpose of the meeting.
- C. Regular or special meetings of the board of directors and designated committees may be held by electronic means (such as email, Internet communication platforms, telephone conferences, video conferences, etc.) subject to the following:
 - a. A quorum must be met to conduct the electronic meeting.
 - b. The technology used for the electronic meetings shall allow the members full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time for the meeting.
 - c. The affirmative vote of majority of the quorum shall be the minimum vote requirement for the adoption of any motion.
 - d. Procedural rules related to the conduct of electronic meetings shall be established and published in the association policies.

Section 6. Manner of Acting

- A. The majority of the members in office immediately before a meeting shall constitute a quorum

for the transaction of business.

- B. Each member of the board shall have one vote
- C. The act of a majority of the members present at a meeting where a quorum exists shall be the act of the board of directors, unless the act of a greater number is required by law or these bylaws
- D. Members may not vote or sign board resolutions or consents by proxy.
- E. The board of directors may hold an executive session during the course of any meeting.

Section 7. Compensation

Members shall not receive any compensation for carrying out their duties as members, but may be reimbursed for certain expenses as outlined in association policy.

<p>ARTICLE IX Dues and Finances</p>
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Section 1. State Dues

Membership dues in the Missouri Association Family, Career and Community Leaders of America shall be fixed by the **Board of Directors** on the basis of a budget submitted and approved by the **Board of Directors**. Change in state dues is subject to a majority vote of delegates at the annual business meeting held during the State Leadership Conference. The fiscal year for the Missouri Association Family, Career and Community Leaders of America shall be September 1 to August 31. Affiliation due dates will be set as deemed necessary by the **state adviser**. These dates will be announced **annually** in the fall **by** the state adviser. Any chapters submitting candidates for regional, state and national officers must affiliate in accordance to the date stated in the fall **information**.

Section 2. Regional Dues

The dues of any region shall be fixed by the **state association**.

Any region may request a change to the regional dues rate at least 60 days prior to the annual State Leadership Conference. Change in regional dues is subject to a majority vote of delegates at the annual State Leadership Conference.

Section 3. Chapter Dues

The dues of any chapter shall be fixed by the Chapter Executive Council subject to a majority vote of the membership of the chapter.

Section 4. Financial Statement

The financial statement of the state association showing all income and expenditures shall be prepared by the state adviser and audited annually by a qualified person.

Section 5. Conflict of Interest

The board of directors shall adopt and periodically review a conflict of interest policy.

ARTICLE X

Disbursement

Expenses for meetings of the State Executive Council and other necessary state association expenses shall be paid from the State FCCLA Treasury on the approval of the state adviser based on sound fiscal policies **according to the policies and procedures established by the Missouri FCCLA Board of Directors.**

ARTICLE XI

Dissolution or Liquidation

Upon final dissolution or liquidation of the Missouri Association Family, Career and Community Leaders of America and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets of the state association shall be used by the board of directors in accordance with the purposes of the national organization or be transferred to a qualified exempt organization within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1954.

ARTICLE XII

Scholarships

Section 1. **Scholarships**

The Missouri Association Family, Career and Community Leaders of America shall award scholarships annually to outstanding FCCLA members meeting specific scholarship criteria and planning to enroll in an accredited institution. There will be **at least** two scholarships awarded. One shall be awarded to a member planning to major in a degree program in family and consumer sciences or family and consumer sciences education. The other shall be awarded to a member who has exhibited outstanding leadership and participation in FCCLA programs and activities, regardless of the degree program chosen. Recipients enrolled in a program leading to a Bachelor's degree will receive a four-year scholarship. Recipients enrolled in a program leading to an Associate's degree will receive a two-year scholarship.

Section 2. **Financial Support**

Funds to finance the scholarships shall be obtained from the state association treasury annually and from any additional contributions.

Section 3. **Scholarships Awarded**

At least two scholarships will be awarded annually. The amounts will be determined by the **Missouri FCCLA Board of Directors** and will depend upon availability of funds and applications submitted.

Section 4. **Selection Procedure**

- A. The scholarship screening committee shall **recommend** at the time of screening if more than two scholarships **should** be awarded and the type to be awarded based on qualifications of applicants and availability of funds.
- B. Scholarship criteria shall be formulated by **the Missouri FCCLA Board of Directors, who** shall review and update the scholarship criteria periodically as needed.

<p style="text-align: center;">ARTICLE XIII Amendments</p>

These bylaws may be amended by two-thirds vote of the ballots cast by the affiliated chapters under the following rules:

- A. Amendments may be submitted in writing to the state adviser by any chapter, regional or state committee for review by the State Executive Council.
- B. The State Executive Council shall review and assemble the proposed changes from all chapters in the state and submit them to a committee appointed by the state president in consultation with the state adviser.
- C. Recommendations of the committee shall be presented to the State Executive Council and the state adviser.
- D. The state adviser with the State Executive Council may propose further amendments.
- E. Recommendations will then be sent to the Missouri FCCLA Board of Directors for review.
- F. The board of directors may propose further amendments.
- G. The state adviser shall submit proposed amendments by mail or electronic means to the chapters at least 30 days prior to voting.
- H. Voting on the bylaws may be conducted by mail/electronic means or at a state sanctioned meeting.
- I. Allow the state adviser with approval of the State Executive Council to make editorial or conforming language changes to the bylaws.
- J. These student division bylaws shall be consistent with the laws of the State of Missouri, the policies of the Missouri Department of Elementary and Secondary Instruction, the Missouri FCCLA Corporate Bylaws and the National FCCLA Bylaws. Changes and amendments to these institutional governance documents shall automatically update these bylaws.