



Sample Chapter Bylaws Outline

Each FCCLA chapter may be governed by an official set of guidelines called the chapter bylaws. Chapter bylaws should be consistent with the national Family, Career and Community Leaders of America bylaws, which are available on the FCCLA website, www.fcclainc.org. Students may want to use the following outline when creating or reviewing chapter bylaws.

I) Name and Purposes

A) Name

The name of this chapter of Family, Career and Community Leaders of America, Inc. shall be _____.

B) Purpose

The purposes of this chapter shall be the same as those of the national organization.

II) Membership

A) Active membership

Any student who is taking or has taken a course in Family and Consumer Sciences education through grade 12, or as determined by the state department of education, and has paid all applicable local, state, and national dues shall be an active member.

B) Alumni & Associates membership

Former members of Family, Career and Community Leaders of America; Future Homemakers of America and Home Economics Related Occupations (FHA/HERO chapters) and New Homemakers of America and other adult supporters may become nationally affiliated Alumni & Associates members.

III) Meetings

IV) Officers

A) Officers

B) Duties

C) Term of Office

D) Vacancies

V) Elections

VI) Committees

A) Committees

1. Standing

2. Special

B) Responsibilities

VII) Finances

A) State and National Dues

B) Chapter Dues

C) Budget

VIII) Amendments

IX) Parliamentary Authority

The rules found in *Robert's Rule of Order Newly Revised* will govern the business meetings of the chapter where appropriate.