



# **Arkansas Association Family, Career and Community Leaders of America (FCCLA) Bylaws**

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**ARTICLE I  
NAME - MISSION - PURPOSES**

**Section 1: NAME**

The organization shall be known as the Arkansas Association of the Family, Career, and Community Leaders of America. The name, Family, Career, and Community Leaders of America, shall be used only by the national organization, state associations, and chapters.

**Section 2: MISSION AND PURPOSES**

- A. The *mission* of the organization shall be: 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, Family and Consumer Sciences careers and related occupations.

## **ARTICLE II ORGANIZATIONAL STRUCTURE**

### **Section 1: STATE ASSOCIATION**

The Arkansas Association of Family, Career and Community Leaders of America is a state association of affiliated local chapters.

### **Section 2: DISTRICTS**

The Arkansas Association of the Family Career and Community Leaders of America shall be divided into six districts: Districts 1, 2, 3, 4, 5, and 6.

### **Section 3: AFFILIATED LOCAL CHAPTERS**

A chapter may be affiliated in public and private schools in which family and consumer sciences instruction is offered. The school shall be a member of the Arkansas Activities Association, except as prohibited by federal and state law and/or State Board of Education requirements. The chapter shall be composed of students possessing the qualifications for membership.

- A. **Organization.** A chapter may be organized whenever in the judgment of the teachers, students and administrators it would be advantageous to do so.
- B. **Application for Affiliation.** Application for affiliation shall be made on forms provided by the national office. The application and affiliation dues for each chapter member shall be sent annually to the national office. The state affiliation copy and state dues shall be returned to the state office by the national office.
- C. **Certificates.** A newly formed chapter shall be issued a certificate of affiliation upon submitting state and national membership dues and required information to the national office.
- D. **Officer Requirements.** In order for a chapter to have a district, state or national officer, the chapter must be affiliated by November 1 of current school year and must have affiliated the previous year. (Unless a newly formed chapter).

## **ARTICLE III MEMBERSHIP QUALIFICATIONS**

### **Section 1: INDIVIDUAL MEMBERS OF A CHAPTER**

The types of members within a chapter shall be:

A. **Active Membership.** Any student enrolled in Family and Consumer Sciences 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. Active members shall be eligible to hold office, make motions and vote.

#### **B. Honorary Membership**

1. **State Honorary Membership.** Any individual who has helped to advance the Family and Consumer Sciences program or has rendered outstanding service to the Arkansas Association of Family and Consumer Sciences by advancing its purposes may be elected to honorary membership by a three-fourths majority vote of the members present at any meeting of the state executive council. The awarding of honorary memberships by the State Association shall be limited to four in any one year. Honorary members have the privilege of attending all meetings of the organizations but shall have no vote.
  
2. **Chapter Honorary Membership.** Any individual who has helped to advance the Family and Consumer Sciences program or who has rendered outstanding service to a local chapter by advancing its purposes may be elected to honorary membership by a majority vote of the voting delegates at any regular chapter meeting.

**ARTICLE IV  
DUES - FISCAL YEAR**

**Section 1: STATE ASSOCIATION**

Individual membership dues in Arkansas Association of Family, Career and Community Leaders of America shall be determined by a majority vote of the State Executive Council on the basis of a budget submitted and approved by a majority of the council members. Such dues shall be in addition to the national dues. Chapters submitting state and national dues by November 1 of the fiscal year shall be eligible for STAR Event participation. Chapters submitting state and national dues by November 1 of the current fiscal year and affiliating previous year (unless newly affiliated chapter) shall be eligible for district, state and national officer candidates. Membership dues shall be sent to the national office prior to the November 1 deadline.

**Section 2: CHAPTER DUES**

Individual membership dues shall be determined by the Chapter Executive Council and the Chapter Adviser subject to approval by the members of the chapter. They shall be in addition to national and state dues.

**Section 3: FISCAL YEAR**

The fiscal year shall be July 1 through June 30.

**Section 4: FISCAL AGENT**

All Arkansas FCCLA Funds shall be managed through an approved entity as determined by the Arkansas Department of Career Education and FCCLA Executive Council.

**ARTICLE V  
ASSETS**

**Section 1: DISSOLUTION OR LIQUIDATION**

Upon final dissolution and liquidation of the Arkansas Association 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 State Organization shall be used for Family and Consumer Sciences educational purposes.



## **ARTICLE VI OFFICERS**

### **Section 1: STATE OFFICERS**

The Arkansas Association shall have the following officers:

- President
- 1st Vice-President
- Vice-President of Public Relations
- Vice-President of Community Service
- Vice-President of Membership
- Vice-President of Parliamentary Law

### **Section 2: ELECTION OF STATE OFFICERS**

State officers shall be elected annually by a majority vote of the voting delegates of affiliated chapters. Each affiliated chapter may present a candidate for state office. From these candidates within a district, two shall be elected as the district candidates for state office.

**A. Number of State Officers.** Six state officers shall be named by the nominating committee. The top six students from the districts shall be selected and then the nominating committee shall name a student for each designated office.

**B. Nominating Committee.** A nominating committee, consisting of one representative from each district, shall be appointed.

**C. Number of Candidates.** Each district may present two candidates to the nominating committee for consideration every year.

**D. Affiliated Chapter Member.** An officer shall be a member of an affiliated chapter in the year the person is a candidate for office and the year the individual serves as an officer.

**E. Duties.** Duties of newly elected officers shall begin May 1 and shall extend through April 30 of the following year.

**F. Vacancies.** If a state office becomes vacant after the annual election, the office shall be filled by one of the unsuccessful state officer candidates. The nominating committee shall designate the remaining six candidates 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> alternate. If the office of President becomes vacant, the 1<sup>st</sup> Vice President shall become President and the first state office alternate shall be named 1<sup>st</sup> Vice President.

**G. A qualified FCCLA member** is eligible to be a candidate for a state or a national office.

### **Section 3: DUTIES OF STATE OFFICERS**

**A. President.** It shall be the duty of the President to preside over all state meetings of the Arkansas Association of the Family, Career and Community Leaders of

America, including the State Executive Council. After consultation with the State Adviser, the President shall appoint the chairman and members of all committees and serve as an ex-officio member of these committees.

**B. 1<sup>st</sup> Vice President.** It shall be the responsibility of this officer to provide leadership in developing FCCLA programs that can be used by all chapters within the state. This shall be done in consultation with the State Adviser. The 1<sup>st</sup> Vice President shall preside in the absence of the President. The 1<sup>st</sup> Vice President shall keep the minutes of all State Executive Council meetings and provide typed minutes to the State Adviser within 2 weeks of the State Executive Council meeting.

**C. Vice President of Public Relations.** The Vice President of Public Relations will help keep the public informed concerning the achievements and activities of the Arkansas FCCLA. It shall be the duty of the Vice President of Public Relations to compile materials for the state newsletter and to meet press representatives at state meetings.

**D. Vice President of Community Service.** It shall be the duty of the vice president of community service to provide guidance to all chapters in the state in planning and implementing the state's community service programs and to perform other duties as assigned by the State Adviser.

**E. Vice President of Membership.** Provide leadership in implementing programs for membership promotion and development. Provide input in updating and modify the organization's membership campaign.

**F. Vice President of Parliamentary Law.** It shall be the duty of the Parliamentarian to study and be thoroughly informed on parliamentary authority and constitution and bylaws of the Association and strive to keep officers informed so there will be no conflict of said parliamentary authority and constitution and bylaws. The Parliamentarian shall see that order is maintained during meetings.

#### **Section 4: DISTRICT OFFICERS**

The officers of districts shall be: President, 1<sup>st</sup> Vice President, Vice President of Public Relations, Vice President of Community Service, Vice President of Membership, Vice President of Parliamentary Law. A district officer shall be a member of an affiliated chapter in the year the individual is a candidate for office and also in the year the individual serves as an officer. Also the candidate must be a member of a chapter which affiliated the year before candidacy (unless a newly formed chapter.)

### **Section 5: LOCAL CHAPTER OFFICERS**

The officers of the local chapter shall consist of: President, 1<sup>st</sup> Vice President, Vice President of Public Relations, Vice President of Community Service, Vice President of Membership, Vice President of Parliamentary Law.

### **Section 6: LOCAL CHAPTER ADVISER**

The Family and Consumer Sciences teacher shall be the local adviser and shall be the administrative officer of the local chapter.

### **Sections 7: NATIONAL OFFICER CANDIDATE**

The State Association shall select up to two candidates for national office.

- A. The candidates shall be qualified as indicated in the National Bylaws.
- B. Each chapter may present a qualified candidate. From these chapter representatives, one candidate shall be selected to represent the district.

The State Nominating Committee selects, from the six district representatives, the two National Officer Candidates to represent Arkansas.

**ARTICLE VII  
EXECUTIVE COUNCIL**

**Section 1: STATE COMPOSITION**

The six elected State Officers, their advisers, the District Presidents, and the National Officer Candidate(s), current National Officer(s), past National Officer(s) and a member from the Arkansas FCCLA Leadership Foundation Inc. compose the State Executive Council. The State FCCLA Adviser shall serve as official adviser to the council.

**Section 2: TERM OF SERVICE**

The period of service for members of the Executive Council shall begin May 1 and continue through April 30 of the following year.

**Section 3: LOCAL COMPOSITION**

The local Executive Council shall be composed of the local officers and others designated by the local chapter of FCCLA. The local adviser(s) shall serve as the official adviser(s) to the Chapter Council.

**Section 4: OFFICER RESIGNATION**

Any member of the State Executive Council unable to continue the tenure of office should immediately notify the State Adviser so the office may be promptly filled.

**Section 5: TRAVEL EXPENSES**

Travel expenses for meetings of the Executive Council shall be paid on approval of the Executive Council. Travel expenses for state officers incurred in the transaction of business of the State or National Associations shall be paid on prior approval of the Executive Council.

**ARTICLE VIII  
STATE ADVISER AND STATE ADVISORY GROUPS**

**Section 1: STATE ADVISER**

The State Adviser shall be a member of the State Family and Consumer Sciences Education staff and shall function as the administrative officer of the State Association. The State Program Coordinator for Family and Consumer Sciences Education shall appoint the State Adviser and give general guidance to the program.

**Section 2: DUTIES OF THE STATE ADVISER**

The State Adviser shall perform the following duties:

Instruct newly elected officers in their duties and provide leadership training.

See that all equipment and supplies are secured and used at the annual convention.

See that ceremonies, initiations, public performances, and displays are carefully planned and creditably carried out.

Keep informed on new developments in the national organization and call them to the attention of the state officers.

Carry out the instructions of the Executive Council.

**Section 3: THE ARKANSAS FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA LEADERSHIP FOUNDATION, INC.**

Provide financial support for the development of leadership skills for members and the State Executive Council of AR FCCLA.

**Section 4: REPRESENTATION, ARKANSAS ACTIVITIES ASSOCIATION**

The Arkansas FCCLA will have representation in the Arkansas Activities Association as recommended by the constitution of the same.

## **ARTICLE IX MEETINGS AND CONVENTIONS**

### **Section 1: STATE LEADERSHIP CONFERENCE**

A State Leadership Conference shall be held annually. It may be canceled if deemed necessary by the ~~State Advisory Board with the approval of the~~ State Executive Council.

### **Section 2: BUSINESS**

The business of the organization shall be conducted at Executive Council or State meetings.

### **Section 3: EXECUTIVE COUNCIL MEETINGS**

There shall be one regular meeting of the Executive Council during the year at the request of the State Adviser. Other meetings will be called when deemed necessary by the State Adviser and the State Program Coordinator of Family and Consumer Sciences Education.

### **Section 4: LOCAL MEETING**

The Executive Councils of local chapters shall hold regular meetings and special meetings at the call of the President of the local chapter.

### **Section 5: DISTRICT MEETING**

Each district shall have a fall meeting.

## **ARTICLE X LOGO AND OFFICIAL PIN**

### **Section 1: LOGO**

The FCCLA logo shows that FCCLA is a dynamic, active organization bound for the future. The dominant collegiate lettering articulates a focus on education and student leadership. The logo will continue to be red, the color of the rose, as a sign of strength. The swooping arrow arch is a common motif in today's designs and definitely embodies an active organization that moves toward new arenas. With its pace-like feel, this logo is sure to last well into the future, but will always be linked to the time when FHA at the turn of the century changed to FCCLA.

### **Section 2: PIN FOR CHAPTER MEMBERS**

The official pin is the logo of the Organization. All members (active and honorary) shall be entitled to wear the official pin and designated guard.

### **Section 3: PIN FOR ADVISERS AND CHAPTER PARENTS**

Advisers and chapter parents shall be entitled to wear the official pin and designated guard.

**ARTICLE XI  
PARLIAMENTARY PROCEDURE**

**Section 1: PARLIAMENTARY PROCEDURE**

The rules contained in Robert's Rules of Order, Newly Revised, shall govern the Arkansas Family, Career and Community Leaders of America in all cases in which they are applicable and in which they are not inconsistent with the bylaws of the Arkansas Association.



## **ARTICLE XII AMENDMENTS**

### **Section 1: PROPOSED AMENDMENTS**

Proposed amendments to the bylaws of the Arkansas Association of the Family, Career and Community Leaders of America may be submitted in writing to the State Executive Council by any local chapter or by any member of the State Executive Council. The State Executive Council shall review and assemble the proposed changes from all chapters and submit them to a committee for further review and study. Recommendations of this committee are then presented to the Executive Council and to each chapter for vote. Amendments may be adopted or revisions made in the bylaws by a two-thirds majority vote of the delegates or chapters voting.