



Utah Association of Family, Career and Community Leaders of America Bylaws

Revised 20102012
Family, Career and Community Leaders of America is a nonprofit national vocational student organization for young women and men in family and consumer sciences education in public and private schools through grade 12. It is open to students of all races and religious beliefs.

ARTICLE I

Name, Sponsors, and State Headquarters

Section 1. Name

The name of the organization shall be The Utah Association of Family, Career, and Community Leaders of America. Only the state association and affiliated chapters shall use the name.

Section 2. Sponsors

The sponsor of the organization is the Utah State Office of Education, Career and Technical Education Services Section.

Section 3. State Headquarters

The location of the state headquarters of the organization shall be determined by the Utah State Office of Education.

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 the 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; and
8. To promote Family and Consumer Sciences and related occupations.

ARTICLE III

Organization and Structure

Section 1. Chartered State

Association

Chartered state association shall be composed of all affiliated chapters within the boundary of a state. As used herein, the term chapter shall be interpreted to apply to each chapter of the State of Utah. Continued affiliation requires payment of dues and submission of a copy of current bylaws to the State organization. Chapter bylaws shall be consistent with those of the national and state organizations.

Suspension and reinstatement of a school association.

1. Any school chapter failing to meet the requirements for continued affiliation may be suspended from the organization by the State Advisory Board.

2. Upon meeting the requirements for affiliation and with the approval of the State FCCLA Advisory Board, the chapter may be reinstated to the state association.

Section 2. Areas

There shall be five designated areas of Family, Career and Community Leaders of America in Utah as follows:

• **AREA ONE:** Box Elder District, Cache District, Davis District, Logan District, Morgan District, Ogden District, Rich District, Salt Lake District, Weber District.

• **AREA TWO:** Granite District, Jordan District, Murray District, Tooele District.

• **AREA THREE:** Canyons District, Carbon District, Emery District, Daggett District, Duchesne District, Grand District, North Sanpete District, North Summit District, Park City District, San Juan District, South

Sanpete District, South Summit District, Uintah District, Wasatch District.

• **AREA FOUR:** Alpine District, Juab District, Nebo District, Provo District.

• **AREA FIVE:** Beaver District, Garfield District, Iron District, Kane District, Millard District, Piute District, Sevier District, Washington District, Wayne District.

Section 3. Chapters
Affiliated Chapters.

A chapter may be affiliated with public and private schools in which family and consumer sciences instruction is offered. The chapter shall be composed of students possessing the qualifications of membership.

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. Membership
Qualifications

Active Membership. Any student who is taking or has taken a course in comprehensive or occupational family and consumer sciences through grade 12 shall be eligible for active membership in an organized chapter within the school. Students qualifying for membership shall pay national, state, and chapter dues. Active members shall be eligible to hold office, make motions, and vote.

Inactive Membership. Any student who is taking a course in Family and Consumer Sciences may be considered an inactive member and participate in related class activities. Inactive members shall not be eligible to hold office, make motions, or vote.

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 & Associates membership. Members of Alumni & Associates shall not be eligible to hold office, make motions, vote, or participate in out-of-class activities.

National 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 national organization by advancing its purposes, are eligible for honorary membership in the national organization. Honorary members have the privilege of attending all meetings of the organization but have no vote.

ARTICLE IV
Dues, Fiscal Year, Budget
and
Audit

Section 1. State Dues
The amount of state dues for active members shall be determined by the State Executive Council and the State Advisory Board and must be paid by February 1st of the current year to be eligible to compete in STAR events, run for state office, or apply for a scholarship. The amount of dues for the Alumni & Associates member category shall be determined by the State Advisory Board.

Honorary members pay no dues.

Section 2. Fiscal Year

The fiscal year shall be September 1 through August 31.

Section 3. Budget

The budget shall be developed and approved by the State Advisory Board.

Section 4. Audit

An audit of the financial statements shall be conducted bi-annually on a schedule established by the State CTE Director. An audit of financial statements shall be conducted whenever there is a change in the state leadership organization or state advisor, if requested by the State CTE Director.

ARTICLE V
State Executive Council
Section 1. State Officers

The state organization shall have 10 elected officers, two from each of the areas. They will be elected by the current Advisory Board guidelines. Each school in each of the five areas will be eligible to run an officer candidate each year. The elections will be held during the state convention. Such officers will be members of the State Executive Council. The offices shall be:

President,
1st Vice-President,
Vice-President of Community Service,
Vice-President of History,
Vice-President of ~~Individual of~~ **National** Programs,
Vice-President of Membership,
Vice-President of Parliamentary law,
Vice-President of ~~Peer~~ **Education-STOP the Violence**
Vice-President of Public Relations,

Vice-President of **STAR Events**, **VP of Social Media**
~~2nd Vice-President, VP of Alumni & Associates.~~

The designation of each State Executive Council member's office shall be determined by the incoming State Executive Council. National officer candidates shall assume the office of 2nd Vice-President.

At-Large State Officer Candidate(s)

- The At Large State Officer Candidate(s) Clause allows qualified state officer candidates who were not selected by popular vote the opportunity to serve on the state executive council by being an at large state officer.
- The selection of the At Large State Officer Candidate(s)
- After the election of the two state officers from each region, the remaining officer candidates will be placed in the at large pool.
- Those who did not pass the written test and the interview will be removed from the pool.
- From the remaining officer candidates, the top two with the highest cumulative written and interview score will be selected as at large candidates, the rest will be removed from the pool
- In the case of a tie between two or more candidates, the tie will go to the Board for review and selection. This selection is to occur before the announcement of the state officers is made.
- The announcement and induction of the at large officers is to be made at the same time and fashion as the other state officers.
- Responsibility of the At Large Officer(s)

- The at large officer is to be a representative of the state, being tied to no specific region.
- The officer is to hold a state position alongside the other regional state officers.
- The officer must travel anywhere in the state, when called upon, to fulfill duties in the various regions of the state.
- The duties and responsibilities will be listed on the state officer application, with a check box asking if an applicant is willing/able to fulfill the responsibilities of the at large position.
- Selecting 'No' in this box will not hinder the candidates' chance of being selected as a state officer. It merely means that they will not be placed in the at large pool when it comes time to select the at large candidates.
- Responsibility of the At Large Officer's Adviser
- The responsibilities of the at large officer's adviser are the same as the regional state officer's adviser with the exception of the area service project/activity and the area conference.
- Advisers will be assigned to an area(s) that is lacking in representation on the state level to assist and coordinate with the area(s) board member(s) the responsibilities of the area service project/activity and area convention to the various chapter advisers and officers.
- If there is no area lacking proper representation, then they will be assigned to assist an area as delegated by the state adviser.

Section 2. **Qualifications**

A. State Executive Council member shall have the following qualifications:
Is currently an active member in an affiliated chapter

- Has been an active member in good standing for at least one year;
- Must be national and state affiliated by February 1st.
- Must have .5 (1/2) credit of a FACS Class

B. National officer candidates must meet the national requirements and:

- Must be national and state affiliated by November 1st.
- Must have completed a minimum of 1 credit of comprehensive or occupational family and consumer sciences classes;
- Must have the approval of the school chapter; school administration and District.

Section 3. **Officer Duties**

A. The *president* shall preside over all business meetings of the organization and of the State Executive Council:

- Represent the Executive Council at applicable meetings of other organizations;
- Appoint, after consultation with the state advisor, the chairperson and members of Executive Council committees and be an ex-officio member of the committees.
- Plan the agenda and review the business of council meetings in advance with state advisor
- Enable other council members to share the responsibility for the meeting
- Provide opportunities for all members to express ideas while keeping the meeting moving
- Report results of the State FCCLA Board meetings to the State Executive Council

- Participate in State President trainings at National Conference.
 - Run Planning meetings for the state's upcoming meetings.
- B. The *1st vice-president* shall
- Assume responsibility in the absence of the president and
 - Shall keep the minutes of all state meetings and meetings of the State Executive Council
 - Submit minutes to state advisor within 10 days of the meeting.
 - Shall review minutes of the previous meeting
 - Shall call president's attention to any unfinished business
 - Shall read correspondence directed to the council
 - Shall have on hand:
 - (1) minutes of previous meeting,
 - (2) list of committees previously appointed,
 - (3) *State Executive Council Handbook*
- C. *The vice-president of community service* shall provide leadership:
- In planning and implementing the organization's community service programs;
 - Research, plan, implement, and promote the National Outreach Project as decided on by the State Executive Council.
- D. *The vice-president of history* shall keep a pictorial history of the State Executive Council and activities through the state, beginning with Officer Leadership Training Retreat and concluding at State Convention with a finished record of the year.
- E. *The vice-president of Individual Programs* will provide leadership in planning and

implementing programs for the individual development and recognition of the organization's members.

- Power of One
- STEP One
- Dynamic Leadership
- Career Connection
- Families First
- Student Body
- Financial Fitness

F. *The vice-president of membership* shall provide leadership in planning and implementing programs for membership promotion, development, and recognition.

G. *The vice-president of Parliamentary Law* shall provide leadership in assuring that the business sessions for the state organization and meetings of the State Executive Council are conducted in accordance with acceptable parliamentary law.

H. *The vice-president of Peer Education* shall provide leadership in planning and implementing the organization's peer education programs.

- FACTS
- Career Connection
- Families First
- Student Body
- STOP the Violence
- Financial Fitness

I. *The vice-president of public relations* shall provide leadership in planning and implementing the organization's public relations programs.

- Prepare the State Newsletter with input and articles from the State Executive Council which will be distributed via the Utah FCCLA Web Site.

J. *The vice-president of STAR Events* shall provide leadership in planning and

implementing the organization's STAR Events program and recognition.

- *K. 2nd vice-presidents shall assume duties duly assigned by the State Advisory Board* VP of Social Media shall Create videos of Utah FCCLA State Officers and Chapter Members.

- Create videos to promote Utah FCCLA activities.

- Post weekly updates on various social media sites ie. Facebook, Twitter

- L. VP of Alumni & Associates. To unite former FHA, HERO & FCCLA members and others interested in promoting a strong bond between the community and FCCLA.

- Networking between current and former members of FCCLA to volunteer at Area and State Conferences.

- To act as a resource bank to lend services to local chapters and the state association toward the development of youth leadership and improvement of personal, family and community life.

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Section 4. **State Executive Council Duties**

Section 5. **Advisors**

The state advisor shall serve as official advisor to the State Executive Council. Chapter advisors to council members shall accompany them to meetings and serve as consultants to the State Executive Council. Advisors to Executive Council members shall assume responsibilities for helping

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run the state convention as well as area conferences.
Section 6. **Term of Office**
State Officer term is one year. State Officer may choose to run for office again but will need to go through complete election process.
Section 7. **Vacancies**

A. If the office of president should become vacant, the 1st vice-president shall automatically assume the office and duties of the president.

B. Appointments for vacancies in offices other than the president, which occur before one-half of the officer's term has been completed, shall be made by the president in consultation with the state advisor.

C. With the exception of the office of president, if a vacancy occurs after one-half of the officer's term has been completed, then the other members of the State Executive Council assume responsibilities of that office. The president, in consultation with the state advisor, shall make such assignments.

ARTICLE VI Advisory Board

▪ The Utah Family, Career & Community Leaders of America advisory board shall function in an oversight capacity for the organization's activities and financial transactions.

▪ The Advisory Board, in conjunction with the State Family and Consumer Science Specialist, must conduct an annual performance evaluation of the work performed by the state advisor, state administrative advisor and state officer assistant.

▪ The Advisory Board receives and acts in an advisory capacity upon the

recommendations of the state specialist and state advisor relative to management of the program and fiscal matters.

Section 2. Membership

A. Membership shall consist of:

- One elected or appointed representative from each of the five areas;
- The district administrative representative;
- The Secondary Teacher Educator
- The State Family and Consumer Sciences Specialist;
- The State Advisor,
- The State Officer Assistant
- The State Administrative Assistant.
- State Webmaster (non-voting)

▪ State President

B. Term of elected Representatives will be five years according to the following rotation:
Area 5;
Area 3;
Area 2;
Area 1;
Area 4.

Section 3. Guidelines

The Advisory Board will follow Utah State Career and Technical Guidelines for Career and Technical Student Organizations Advisory Boards.

Section 4. Meetings

The State Advisory Board will hold quarterly meetings and any additional meetings as needed.

Section 5. Officers

Officers shall consist of:

- President (chairman member with most seniority),
- Secretary (member with 2nd most seniority),
- Awards Chair (member with 3rd most seniority)

▪ Any other duties or responsibilities as duly appointed by the president chairman.

Section 6. Quorum

The Board must have a quorum to transact business.

Section 7. Vacancies

The Board will fill vacancies as needed.

ARTICLE VII State Advisor

The state advisor shall be the chief administrative officer of Utah Family, Career and Community Leaders of America. Duties of the state advisor shall be:

- To provide administrative services for the designated organization on a daily basis within the Career and Technical Education Policies;
- To advise and coordinate the activities of the state executive council and the state advisory board;
- To provide consulting services to teachers within the Family and Consumer Sciences program area;
- To supervise the state officers' activities;
- To work closely with the State Specialist and Career and Technical Student Organization advisor in planning, organizing, preparing for, and conducting all conferences;
- To make arrangements for the National Leadership conference;
- To organize, coordinate, and supervise the state organization's delegation at the National Leadership conference;
- To plan, organize, and conduct the organization's state officers to Capitol Leadership or National Fall Cluster Meeting;
- To plan, coordinate, and conduct other national sponsored programs;

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- To plan, organize, and conduct the organization's State Fall Leadership Conference and related activities including arranging contracts;
- To plan, organize, and conduct the organization of the annual State Conference including arranging contracts;
- To coordinate with the appropriate Utah State Office of Education specialists in preparing and disseminating all publications;
- To solicit membership from schools, districts, and institutions in the state;
- To prepare membership information required by the leadership organization and return it to the local affiliated chapters;
- To prepare correspondence to each local association concerning state and national Family, Career and Community Leaders of America organization's program of work and related activities;
- To respond to local chapter requests concerning local, state, and national activities;
- To arrange executive committee and state officer meetings;
- To prepare and supervise all secretarial support services;
 - To plan, organize, and conduct new officer training with the State FCCLA Officer Assistant;
 - To plan, organize, and attend CTSO Leadership conference with State Officers;
 - To assist State Officers in planning and carrying out Area Conferences including arranging contracts.

State Administrative Advisor

Duties of the state administrative Advisor shall be:

- To operate the organization of financial accounts within the Utah State Board of Education's Financial Standards for CTE Leadership Organizations, R277-914;
- To plan, organize, prepare, and conduct registration for Fall Leadership;
- To plan, organize, and prepare Advisor Training for Fall Leadership;
- To plan, prepare, and organize orientation for Evaluators at Area Conference;
- To help with STAR events at Area Conferences;
- To plan, organize registration, STAR events, room consultants, evaluators, and gifts for State Convention;
- To prepare training for State Officer Advisors and Board Members.

FCCLA State Officer Assistant

The duties of the State Officer Assistant shall be:

- To coordinate activities of State Officers and State Officer Advisors, State Advisor;
- To update state officer handbook, travel forms, and monthly reports;
- To coordinate public relations efforts for the State of Utah;
- To attend Capitol Leadership training or National Cluster Meeting;
- To supervise and prepare election documents for student officers
- To prepare agenda for new state officer training in coordination with FCCLA State Advisor.

ARTICLE VIII Chapters

Section 1. Chapter Advisors

Teachers certified in and currently teaching in family and consumer sciences education occupations shall serve as advisors.

Section 2. Chapter Dues

The chapter may determine local membership dues subject to approval by the members of the chapter and in accordance with local school board policy. They shall be in addition to national and state dues.

Section 3. Bylaws

Chapter bylaws shall be adopted to govern the transaction of business, provided such bylaws are in accord with those of the state organization.

ARTICLE IX Meetings

Section 1. Area Meetings

The time and place area meetings will be determined by the area councils. The purpose of the meetings shall be:

- To conduct competitive National STAR events to qualify for State competition;
- To provide National Program workshops and information.

Section 2. State Meetings

The time and place of the state meetings shall be determined by the state advisor upon consultation with and approval by the Advisory Board. The purpose of the meetings shall be:

- To recognize outstanding chapter and individual accomplishments;
- To host competitive (STAR) events and select those qualifying to participate at the National Leadership Conference;
- To elect a new Executive Council.

Section 3. Voting Delegates

The number of voting delegates to which each chapter is entitled shall be determined by the number of affiliated active members within the chapter on February 1st of the meeting year according to the following scale:

- Each chapter with 1-20 affiliated members shall have 2 delegates.
- Each chapter shall have 1 additional delegate ~~with each 20 additional affiliated members for each 1-20 affiliated members.~~

Section 4. **Voting**

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

Section 5. **Area Voting Meetings**

Area meetings shall be held at the time and place of the state conference for the purpose of presenting state officer candidates, transacting necessary business, and voting.

ARTICLE X

STAR Events

Section 1. **Area Events**

Members who are state and nationally affiliated by the February 1st deadline may compete in one STAR event at the area meeting. It must be a national STAR event.

Section 2. **State** (Utah State Guidelines):

- A member must first compete in area competitions in the event to qualify for competition at the state conference.
- The student must compete in the same event at Area and State.
- A member may compete in one STAR event per year.
- A member may compete in the same event every other year.

- The highest scoring gold or silver medal winner placing 1st, 2nd, or 3rd place qualifies for national competition at the National Leadership Conference.

- In the event of a run-off, the run-off score supersedes the first score, if it is higher than the original score;

- The purpose of a run-off is to determine placement of 1st, 2nd, and 3rd place;

Section 3. **National Events**

Current national guidelines will be followed at all competitions.