

**Indiana Family, Career, and Community Leaders of America (Indiana FCCLA)  
BYLAWS (Revised March 2011)**



**ARTICLE I**

**Name, Sponsors, and Location**

**Section 1. Name**

The name of the organization shall be Indiana Family, Career, and Community Leaders of America (Indiana FCCLA). The name shall be used only by the state association and affiliated chapters in good standing.

**Section 2. Sponsors**

The sponsors of the organization are the Indiana Department of Education, the Indiana Association of Family and Consumer Sciences, and the Indiana Association of Career and Technical Education, Division of Family and Consumer Sciences.

**Section 3. Headquarters**

The location of the state headquarters of the organization shall be determined by the Indiana FCCLA State Executive Board.

**ARTICLE II**

**Mission Statement and Purposes**

**Section 1. Mission Statement**

The mission of Indiana 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 vocational preparation.

**Section 2. Purpose**

Organized instruction relating to the mission is part of the family and consumer sciences education program in schools. The purpose of the organization shall be to enhance the family and consumer sciences education curriculum 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 and related occupations.

**ARTICLE III**

**State Association, Districts, and Chapters**

**Section 1. Chartered State Association**

- A. Indiana FCCLA shall be a chartered member of the national Family, Career and Community Leaders of America Incorporated (FCCLA).
- B. Indiana FCCLA shall be composed of all affiliated chapters within the state.
- C. Indiana FCCLA shall maintain good standing in the national organization by keeping policies which are consistent with those of the national organization and shall annually send to the national office, immediately

following the election of officers, a list of the names and addresses of the state association officers-elect and the state adviser.

- D. Indiana FCCLA shall participate in the FCCLA Region designated by the national organization.

### Section 2. **Districts**

District Organization. Indiana Family, Career, and Community Leaders of America shall be composed of certified chapters. Each district shall be composed of the chapters in those counties within the boundaries established by the state staff.

### Section 3. **Chapters**

- A. **Affiliated Chapters.** An FCCLA chapter may be affiliated in public and private schools in which family and consumer sciences instruction is offered.
- B. **Organization.** An FCCLA chapter may be organized whenever, in the judgment of the teachers, students, and administrators, it would be advantageous to do so.
- C. **Good Standing.** FCCLA chapters in good standing shall be those which maintain policies consistent with those of the state and national organization; comply with the annual requirements for affiliation, including timely payment of dues and fees; and have a copy of the chapter bylaws on file in the State Adviser's office.

### Section 4. **Membership Qualifications**

- A. **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 FCCLA chapter within the school. Active members shall be eligible to hold office, make motions, and vote.
- B. **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 organization by advancing its purposes, are eligible for honorary membership in the state organization. Honorary members have the privilege of attending all meetings of the organization but have no vote.
- C. **Alumni & Associates.** Former active members and other adults who share the goals and purposes of Indiana Family, Career, and Community Leaders of America and its programs and who wish to support the continuing development of Indiana FCCLA shall be eligible to participate in the Alumni & Associates program. Indiana FCCLA Alumni & Associates participants shall not be eligible to hold office, make motions, or vote.

## **ARTICLE IV**

### **Advisers, Bylaws, Delegates**

#### **Section 1. State, District, and Chapter Advisers**

- A. The State Administrator of Family and Consumer Sciences Education shall give general guidance to the program and the coordination of state activities and shall serve as or appoint the State Adviser.
- B. The State Adviser shall be qualified in family and consumer sciences education and shall function as the administrative officer of the state association.
- C. **District Coordinators.** District Coordinators shall be appointed by the State Adviser, and shall work in close cooperation with the State Adviser. District Coordinators oversee election of District Officers, assist District Officers with District Meetings and assume other duties and responsibilities assigned by the State Adviser.
- D. The Chapter Adviser must be licensed in Family and Consumer Sciences and shall be a Family and Consumer Sciences teacher in the school corporation in which the chapter is established. The Chapter Adviser shall be the administrative officer of the local chapter.

#### **Section 2. Chapter Bylaws**

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

### Section 3. **Delegates**

Delegates of the chapters to the state and district association meetings shall be determined by the chapter members in accordance with chapter bylaws and policies provided such bylaws and policies are in accord with those of the National and State organizations.

## **ARTICLE V**

### **Dues, Fiscal Year, Budget, and Audit**

#### Section 1. **Dues**

- A. **National Dues.** The amount of national dues for active members shall be determined by the National Executive Council and the National Board of Directors subject to approval of the voting delegates at a national meeting.
- B. **State Dues.** State dues shall be determined by the State Executive Council upon recommendation of the State Advisory Council and subject to the approval of the Voting Delegates at an annual state meeting. Such dues shall be in addition to national dues.
- C. **Honorary Member Dues.** Honorary members pay no dues.
- D. **Chapter Dues.** The chapter executive council shall determine local membership dues subject to the approval of the adviser and members of the chapter. Chapter dues shall be in addition to the state and national dues.
- E. **Chapter Assessment Fees.** Chapter assessment fees may be established by National FCCLA as determined by their Board of Directors and by Indiana FCCLA as determined by the State Advisory Council.
- F. **Alumni & Associates Dues.** The amount of dues for Alumni & Associates shall be determined by the State Executive Council and State Adviser.

#### Section 2. **Fiscal Year**

The fiscal year shall be June 1 through May 31.

#### Section 3. **Budget**

The state budget shall be prepared annually by the State Adviser and submitted for audit.

#### Section 4. **Audit**

The financial records and the financial statement of all income and expenditures shall be prepared by the state adviser for annual audit. The auditor's summary report shall be presented to the State Advisory Council for approval.

## **ARTICLE VI**

### **Dissolution or Liquidation of Assets**

Upon final dissolution or liquidation of Indiana FCCLA and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets shall be used by the State Advisory Council in accordance with the purposes of the state organization or shall be transferred to a qualified exempt organization within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1954.

## **ARTICLE VII**

### **State Executive Council**

#### Section 1. **State Officers**

The state organization shall have nine (9) elected officers. Such officers shall comprise the State Executive Council. The offices shall be President, First Vice President, Vice President of Community Service, Vice President of Development, Vice President of District Coordination, Vice President of Membership, Vice President of Programs, Vice President of Public Relations, Vice President of STAR Events.

#### Section 2. **Qualifications**

State Officers shall have the following qualifications:

- A. Currently an active member in an affiliated chapter and has been an active member in good standing for at least one year;
- B. Completed minimum of one family and consumer sciences course;
- C. Served in a responsible position at one time in the district association.
- D. Have a scholastic rating of average or above.
- E. Have an excellent attendance record according to local school's attendance policy.

### Section 3. **Nominations and Elections**

- A. Nominations.
  - 1. State officer candidates. Candidates for state office shall be determined by the state officer nominating committee.
  - 2. Nominees. Each affiliated chapter may submit two nominees for state office directly to the state office.
  - 3. Requirements. Any candidate for state office who does not meet the State Officer requirements in Article VII, section 2 may submit a request for a waiver, which would be acted upon by the nominating committee.
- B. Nominating Committee:
  - 1. Composition. A Nominating Committee shall be composed of the State Administrator for FACS, two members of the State Advisory Council, at least one Chapter Adviser, and at least one student member or alumni. The State Administrator for FACS or that person's designee shall serve as chair.
  - 2. Authority. Nominating Committee shall review all applications for state officer candidates and determine the eligibility of each candidate to run for state office. Nominating Committee shall interview all approved applicants and prepare a slate of officer candidates from the pool of approved applicants.
- C. Election of Officers:

At the annual state leadership conference, the voting delegates shall vote for the slate of state officer candidates. The State Officers shall be installed at the annual state leadership conference and begin state office responsibilities immediately. The Indiana FCCLA State Advisory Council shall determine the policy concerning the election process to be used at the state leadership conference.

### Section 4. **Officer Duties**

- A. The President shall preside over all business meetings of the organization and of the State Executive Council; be a member of the State Advisory Council; appoint, after consultation with the State Adviser; members of all committees not otherwise designated; be a member ex officio of all State Executive Council committees; and assume other duties and responsibilities assigned by the State Adviser.
- B. The First Vice President shall assume responsibility in the absence of the President; keep the minutes of all state meetings and meetings of the State Executive Council; be responsible for roll call and attendance records at all state meetings; be a member of the State Advisory Council; assure that meetings are conducted in accordance with parliamentary law; and assume other duties and responsibilities assigned by the State Adviser.
- C. The Vice President of Community Service shall provide leadership in planning and implementing the organization's community service programs; and assume other duties and responsibilities assigned by the State Adviser.
- D. The Vice President of Development shall initiate, establish and sustain state level partnerships; report the financial status of the association at the state meeting; and assume other duties and responsibilities assigned by the State Adviser.
- E. The Vice President of District Coordination shall provide leadership in planning and coordination of district initiatives; serve as a liaison between the District Coordinators and State Executive Council; and assume other duties and responsibilities assigned by State Adviser.
- F. The Vice President of Membership shall provide leadership in planning and implementing programs for membership promotion and development; and assume other duties and responsibilities assigned by the State

Adviser.

- G. The Vice President of Programs shall provide leadership in planning and implementing the organizations' programs and recognition and assume other duties and responsibilities assigned by the State Adviser.
- H. The Vice President of Public Relations shall be in charge of the state newsletter; provide leadership in planning and implementing the organizations public relations programs; and assume other duties and responsibilities assigned by the State Adviser.
- I. The Vice President of STAR Events shall provide leadership in planning and implementing the organizations STAR Events program; and assume other duties and responsibilities assigned by the State Adviser.

#### Section 5. **State Executive Council**

The elected officers of Indiana Family, Career, and Community Leaders of America comprise the State Executive Council. The essential function of the council shall be program development, implementation, and public relations.

- A. The State Executive Council shall have the following responsibilities:
  - 1. Attend meetings of the State Executive Council in accordance with FCCLA policies.
  - 2. Review the aims and objectives of family and consumer sciences and the national and state programs of Family, Career, and Community Leaders of America.
  - 3. Recommend the establishment of programs, projects, and activities.
  - 4. Plan the program for the state meeting and other meetings sponsored by the state organization.
  - 5. Conduct the official business of the organization at the state meeting.
  - 6. Interpret and advocate the goals and program activities of FACS Education and FCCLA to groups and individuals within and outside the organization.
  - 7. Conduct other business as shall be necessary to facilitate the progress of the organization.
  - 8. Recommend to the Advisory Council candidates to receive honorary membership.
- B. State Executive Council Advisers
  - 1. The State Advisor shall serve as official advisor to the State executive Council.
  - 2. Chapter Advisors accompanying council members to meetings shall serve as consultants to the State Executive Council.

#### Section 6. **Term of Office**

State Officers term of office shall be, from the time they are installed as state Officers through June 1 of the following year.

#### Section 7. **Vacancies**

- A. If the office of President should become vacant, the First Vice President shall automatically assume the office and duties of President.
- B. Appointments for vacancies in offices other than the President shall be made by the State Advisor in consultation with the State Executive Board.

#### Section 8. **Removal from Office**

Any state or district officer failing to maintain qualifications in Article VII Section 2, failing to carry out the responsibilities defined in Article VII Sections 4 or 5, or violating FCCLA policies shall be removed from office. The State Adviser in consultation with the State Executive Board shall have the authority to remove a student from state office in accordance with FCCLA policies.

### **ARTICLE VIII**

#### Section 1. **State Advisory Council**

The State Advisory Council shall be composed of the following voting members, to be appointed by the State Adviser unless otherwise designated.

- A. The State Administrator for Family and Consumer Sciences Education, Indiana Department of Education.
- B. The State Adviser of Indiana Family, Career, and Community Leaders of America.
- C. The District Coordinator from each district.
- D. A representative of the Indiana Association of Career and Technical Education Division of Family and Consumer Sciences, selected by the Association in keeping with its policies.
- E. A representative of the Elementary Secondary Adult Education Section of the Indiana Family and Consumer Sciences Association selected by the Association in keeping with its policies.
- F. A teacher educator who is a member of the Family and Consumer Sciences Teacher Education staff of one of the Indiana universities approved for the preparation of Family and Consumer Sciences teachers.
- G. The Indiana FCCLA State President.
- H. The Chapter Adviser of the FCCLA State President.
- I. The Indiana FCCLA State First Vice President.
- J. The Indiana FCCLA State Vice President of District Coordination.
- K. One or more representatives of business or industry.

### Section 2. **Term of Service**

The length of service of the representatives of agencies and organizations of the State Advisory Council shall coincide with policies governing the terms of office within the respective associations which they represent. The length of term of all other State Advisory Council members shall be determined by the State Staff. June 1 through May 31 constitutes an official year of service on the State Advisory Council.

### Section 3. **Duties**

The duties of the State Advisory Council shall be to:

- A. Serve in advisory capacity to the State Executive Board and State Adviser.
- B. Establish policies and long term procedures.
- C. Call special meetings when the need arises and designate the function of such meetings.
- D. Approve nominees for honorary membership.
- E. Establish fund development programs, projects, and activities.
- F. Conduct other business as shall be necessary to facilitate the progress of the organization.

### Section 4. **Meetings**

The State Advisory Council shall have at least two regular meetings per year, the time and place to be determined by the State Adviser. Special meetings may be called by the State Adviser, the State Executive Board, or upon request of any five members of the State Advisory Council.

### Section 5. **Committees of the State Association**

There shall be an executive board and ad hoc committees of the association as needed.

- A. State Executive Board. The State Executive Board shall be composed of the State Adviser, the State Administrator for Family and Consumer Sciences Education, and the Chair of the State Advisory Council. This board shall act in time of emergency to transact such business as shall require immediate attention. The State Executive Board shall report its interim actions in writing at the next regular meeting of the State Advisory Council. Meetings of the State Executive Board shall be held at the call of any member of the State Executive Board and information relative to items of business shall be sent in advance whenever possible. Electronic Conferencing and teleconference meetings shall be permissible.
- B. Ad Hoc Committees. Ad hoc or advisory committees and task forces may be appointed by the State Adviser and/or the State Executive Board. Such committees shall report to the State Advisory Council through the State Adviser.

#### Section 6. **State Advisory Council Officers**

1. State Advisory Council Chair. The Chair of the State Advisory Council shall be appointed by the State Adviser for a one-year term, and may serve more than one consecutive term.
2. Secretary. The State Adviser shall appoint a member of the State Advisory Council to take minutes at each meeting.

#### Section 7. **Quorum**

A majority of the voting members present at a meeting of the State Advisory Council shall constitute a quorum for the transaction of business. The same shall pertain to all committees of the council. Proxy voting is not allowed.

#### Section 8. **Channel to the Council**

Any official communication from individuals or groups shall be presented in writing to the State Advisory Council.

### **ARTICLE IX**

#### **Meetings**

##### Section 1. **State Business Meeting**

There shall be one annual state business meeting, the time and place to be determined by the State Adviser and State Executive Board. The purpose of the meeting shall be to transact the business of the organization.

##### Section 2. **Voting Delegates**

Each chapter shall be entitled to have an official voting delegate at the annual state business meeting.

##### Section 3. **Voting**

- A. The privilege of making motions, debating, and voting shall be limited to the designated Voting Delegates and the State Executive Council present at the annual state business meeting. Proxy voting is not allowed.
- B. Voting Delegates present at the annual state business meeting shall constitute a quorum.

##### Section 4. **District Meetings**

District meetings shall be held at the time and place determined by each District Coordinator and District Officers for the purpose of transacting necessary business and conducting activities that advance the state and national program of work.

### **ARTICLE X**

#### **Ethics**

##### Section 1. **Code of Ethics**

All members of the State Advisory Council, State Executive Board, and committees of the State Advisory Council shall follow the national FCCLA code of ethics.

##### Section 2. **Conflict of Interest**

Any duality of interest or possible conflict of interest on the part of any State Advisory Council member, State Executive Board member, State Executive Council member, committee member, volunteer, or employee of Family, Career, and Community Leaders of America shall be disclosed to the State Adviser. Disclosure shall be made a matter of record either through an annual procedure or when the conflict of interest becomes a matter of association or committee action.

##### Section 3. **Compensation**

Members of the State Advisory Council, State Executive Board, or State committees shall receive no monetary

compensation from Family, Career, and Community Leaders of America or Indiana FCCLA for their services, except reimbursement of reasonable expenses may be permitted when funds are available and approved by the State Executive Board.

## **ARTICLE XI**

### **Official Publication**

There shall be an official student publication of the state organization, which shall be published as determined by the State Adviser.

## **ARTICLE XII**

### **Policies and Procedures**

Policies and procedures shall be maintained and updated as needed. Policies and procedures may be developed or revised by the State Adviser and approved by the State Executive Board.

## **ARTICLE XIII**

### **State Bylaws Amendments**

State bylaws may be amended at the annual state business meeting by two-thirds of the voting delegates present and voting with the following provisions:

- A. Amendments shall be proposed by: a district or chapter of the association; the State Executive Board; the State Advisory Council; the State Executive Council; or the State Adviser and received in the office of the State Adviser at least 40 days prior to the state meeting.
- B. Notice of proposed amendments shall be sent by official notification to all affiliated chapters no later than 30 days prior to the state meeting. Bylaw amendments will be considered only as presented in the official notification to chapters.

## **ARTICLE XIV**

### **Parliamentary Authority**

#### **Section 1. Parliamentary Procedure**

Roberts Rules of Order, Newly Revised shall govern the business of the Indiana of Family, Career, and Community Leaders of America in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

#### **Section 2. Parliamentarian**

A qualified parliamentarian shall be available, when needed, to assist with conducting the business of the organization.