

BOARD OF DIRECTORS BYLAWS

ARTICLE I

Name-Goals and Purpose

SECTION 1. The name of this organization shall be the Pennsylvania Association Family, Career and Community Leaders of America State Board of Directors, hereafter referred to as the Board.

SECTION 2. The goals of the Board shall be to support the association as it helps youth assume their roles in society through family and consumer sciences education in areas of personal growth, family life, vocational preparation and community involvement. The purposes of the organization shall be as follows:

To provide opportunities for personal development and preparation for adult life

To strengthen the function of the family as a basic unit of society

To encourage democracy through cooperative action in the home and community

To encourage individual and group involvement in helping achieve global cooperation and harmony

To promote greater understanding between youth and adults

To provide opportunities for making decisions and for assuming responsibilities

To prepare for the multiple roles of men and women in today's society

To promote family and consumer sciences, careers, and related occupations.

SECTION 3. The purpose of the Board shall be to support the purposes of FCCLA and to fulfill the duties of the Board of Directors.

ARTICLE II

Duties of the Board of Directors

The Board shall:

- a. Serve in an advisory capacity to the Pennsylvania FCCLA State Officers
- b. Determine policies and procedures
- c. Advise on all legal matters
- d. Approve the budget prepared by the finance committee consisting of Chairperson, Vice Chairperson, Secretary, Treasurer and may include a student representative
- e. Determine the place and time for the State Leadership Conference and other meetings

ARTICLE III

Membership

SECTION 1. **STATE BOARD OF DIRECTORS.** The State Board of Directors may be composed of the following:

- a. State Adviser/State Facilitator (ex-officio)
- b. Teacher Educator
- c. STAR Events Coordinator (ex-officio)
- d. STOP The Violence Coordinator (ex-officio)
- e. Four School Administrators - 2 Comprehensive and 2 Area Vocational Technical School Administrators
- f. Two Local Chapter Advisers from each region
- g. One Middle Level Chapter Adviser at large
- h. PA Family and Consumer Sciences (PAFCS) Representative
- i. PA Career and Technology Education (PACTE-FCS Division) Representative
- j. State FCCLA President
- k. State President's Adviser
- l. Student National Membership Representative
- m. National Membership Representative's Adviser (ex-officio)
- n. Alumni Representative
- o. Business and Industry representative from each of the seven Family and Consumer Sciences subject matter areas, i.e. Child Development and Family Relations, Consumer Affairs, Fashion Merchandising, Interior Design, Culinary Arts, Hotel Restaurant Management, and Food and Nutrition.

SECTION 2. **TERM OF OFFICE.** Each duly qualified Board member shall hold office for two (2) years with the exception of the State President's Adviser, the State President, Student National Membership Representative, and his/her adviser all of whom shall serve a term concurrent with their elected state office. The State Adviser, State Facilitator, STAR Events Coordinator and STOP The Violence Coordinator shall serve a term to run concurrent with that position and function as ex-officio members of the board. The remaining Board Members shall serve two (2) year terms. The Teacher Educator, Comprehensive School Administrators, PA Family and Consumer Sciences (PAFCS) Representative, Alumni Representative, and Business and Industry Representatives from the Culinary Arts, Food and Nutrition, Fashion Merchandising, and Consumer Affairs areas shall be selected in even calendar years and the Central Region Local Chapter Advisers shall be elected in even calendar years. The Vocational Technical School Administrators, the PA Career and Technology Education Association (PACTE-FCS Division) representative and Business and Industry Representatives from the Interior Design, Child Development and Family Relations, and Hotel Restaurant Management areas shall be selected in odd calendar years and the Local Chapter Advisers of the Western and Eastern Region shall be elected in odd calendar years.

SECTION 3. **SELECTION OF BOARD.** The Selection of Board members, with the exception of those described in Section Two (2), shall take place at the State Leadership Conference. The PA Family and Consumer Sciences Association (PAFCS), the Teacher Educator, and the PA Career and Technology Education Association (PACTE-FCS Division) will select their representative to the Board. The Local Chapters will submit nominees for the Administrators, Local Chapter Advisers, and Business and Industry Representatives. Nominees may be requested to present their credentials to the Local Chapter Advisers. The Local Chapter Advisers shall vote by secret ballot and select the herein mentioned Board members. If there exists a vacancy or vacancies on the Board other than by expiration of a member's term, that vacancy or vacancies shall be filled at the next scheduled meeting of the Board through an appointment by the members of the Board. The newly appointed member shall take office and fill and complete the unexpired term of the individual or individuals who created the vacancy or vacancies.

SECTION 4. **MEMBERSHIP COMMITTEE.** The process of selection of Board Members shall be the responsibility of the Membership Committee of the Board of Directors.

ARTICLE IV

Meetings

- SECTION 1.** The regular meetings of the Board will and shall be held once every four months, at a time to be designated by the Board, and shall be held at a place designated by the Chairperson. The annual meeting will be held during the State Leadership Conference.
- SECTION 2.** A special meeting of the Board may be called by the Chairperson at a time and place specified in a notice detailed herein.
- SECTION 3.** Written or verbal notice, communicating the date, place and hour of the special meeting of the Board, and/or scheduled meetings of the Board shall be delivered and/or communicated to each member or other family member in the household no less than one (1) week of the date of the meeting. If notice of a special meeting is mailed, such notice shall be deemed to be delivered when postmarked by the United States Post Office. Such notice should state the business to be transacted and the purpose of such meeting.
- SECTION 4.** Attendance of majority members of the Board will constitute a quorum. In the event of member vacancies a quorum will consist of not less than 1/3 of the total membership of the Board.
- SECTION 5.** If, at any time, a member of the Board shall fail or neglect to attend two (2) successive meetings of the Board without reasonable or just cause, he/she may be removed as a member of the Board, and further provided that due and timely notice be given to such member of the proposed action.

ARTICLE V

Organizational Policies

- SECTION 1.** Formal written policy will be found in the handbook guidelines.

ARTICLE VI

Officers

- SECTION 1.** The officers of the Board shall consist of the following: Chairperson, Vice Chairperson, Secretary, and Treasurer. Each of the aforementioned officers shall be elected at the annual meeting of the Board and shall hold their respective office for a period of two (2) years.
- SECTION 2.** **CHAIRPERSON.** The Chairperson will and shall be the chief executive officer of the Board, and will, subject to the control of the Board of Directors, supervise and control the affairs of the Board. The Chairperson shall preside at all of the meetings as the chief executive officer of the Board. The Chairperson shall have the power to appoint committees and/or committee chairpersons to carry on the business of the Board and its dictates. The Chairperson shall be a voting member of all committees of the Board as well as a voting member of the Board of Directors.
- SECTION 3.** **VICE CHAIRPERSON.** The Vice Chairperson will perform all duties and exercise all powers of the Chairperson when the Chairperson is absent or is otherwise unable to act. The Vice

Chairperson will perform such other duties as may be prescribed, from time to time, by the Board of Directors. In the event there exists a premature vacancy of the Chairperson, except by expiration of the term, then the Vice Chairperson shall have all of the powers, duties, privileges, and responsibilities of the Chairperson as specified herein and shall fill the unexpired term of the Chairperson.

SECTION 4. **SECRETARY.** The Secretary shall and will keep minutes of all meetings of the Board as well as the Board of Directors, and shall give notice of all meetings of the Board and the Board of Directors. The Secretary, furthermore, shall be the custodian of the Board records, and shall forward and mail all correspondence to individuals and/or agencies as so directed. The secretary shall further perform all duties incident to the Office of Secretary, or by these policies, or which may be assigned from time to time, by the Board of Directors.

SECTION 5. **TREASURER.** The Treasurer shall review the financial condition of the association, assist in preparing and representing a budget for approval to the Board of Directors, and shall report to the delegates at State Leadership Conference on the financial status of the association. The Treasurer shall further perform all duties incidental to the Office of Treasurer, or by these Policies or which may be assigned by the Board of Directors.

ARTICLE VII

Amendments to Policies

All proposed amendments to the policies must be submitted to the Board at a regular meeting. The amendment must be read at the next scheduled meeting of the Board, and may be amended at this time. A final reading will take place at the next scheduled meeting of the Board, and shall be voted upon. A majority vote of the members will be necessary to ratify the proposed amendment.

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| Adopted November 11, 1988 Article III, Revised and Adopted March 8, 2002 |
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