

# PENNSYLVANIA ASSOCIATION FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA BYLAWS

## ARTICLE I

### Name-Organization-Goals and Purpose

- SECTION 1.** **NAME:** The name of this organization shall be the Pennsylvania Association Family, Career and Community Leaders of America. Members are hereinafter referred to as "Family, Career and Community Leaders of America." The letters "PA FCCLA" may be used. Each chapter shall register its local name with the state association.
- SECTION 2.** **ORGANIZATION:** The Pennsylvania Association Family, Career and Community Leaders of America is organized and shall be supervised by members of the Section of Family and Consumer Sciences Education in the Department of Education.
- SECTION 3.** **GOALS AND PURPOSES:** The goal of the organization shall be--To help youth assume their roles in society through family and consumer sciences education in areas of personal growth, family life, career 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 and related occupations.

## ARTICLE II

### Membership and Affiliation

- SECTION 1.** **CERTIFIED CHAPTERS:** The state association shall consist of certified chapters, within the boundaries of Pennsylvania, composed of the individual members. A chapter may be affiliated through grade twelve in public and private schools in which family and consumer sciences education and related occupations are offered. Each chapter member shall become a member in both the state association and national organization. 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 national headquarters and shall be signed by the chapter president and chapter adviser. The application shall be sent to national headquarters together with the state and national affiliation dues for each chapter member.
  - c. **Certification:** A newly formed chapter shall be issued a certificate of affiliation through the state association upon receipt of chapter affiliation form and dues from national headquarters.

- d. **Membership Cards**: Membership cards shall be sent by national headquarters to each affiliated local chapter. Additional membership cards will be granted only when dues for additional members are submitted to national headquarters.
- e. **Good Standing**: A chapter in good standing shall be one which affiliates annually and maintains policies consistent with those of the national and state organizations.

**SECTION 2. INDIVIDUAL MEMBERS OF A CHAPTER**: Members within chapters shall be identified as active or associate.

- a. **Active Members**: Students enrolled in family and consumer sciences or related occupations classes through grades twelve or previously so enrolled, shall be eligible for membership in an organized chapter within a school. Such members may retain active membership during the time they are enrolled in school through grade twelve. Affiliated active members shall be eligible to hold office, to make motions, and to vote.
- b. **Associate Members**: Any active member upon graduation from high school shall be entitled to associate membership for at least a two-year period in an affiliated chapter which provides for such membership. Associate members shall have the privilege of attending meetings but shall have no vote.

**SECTION 3. STATE AND LOCAL HONORARY MEMBERSHIPS**:

**State Honorary Membership**: Any individual who has rendered outstanding service to the Pennsylvania Association Family, Career and Community Leaders of America by advancing its purposes shall be eligible for honorary membership in the state association. Honorary members shall be elected by a majority vote of the State Executive Council. Honorary members have the privilege of attending all meetings of the organization but shall have no vote.

## **ARTICLE III**

### **Dues - Fiscal Year - Budget - Audit**

**SECTION 1. STATE DUES**: Individual membership dues shall be recommended by the State Board of Directors and by the State Executive Council and subject to the approval of the voting delegates at the annual State Leadership Conference. The national and state membership dues for each member shall be forwarded annually to national headquarters, prior to the deadline date set by the national association.

**SECTION 2. FISCAL YEAR**: The fiscal year shall be July 1 through June 30.

**SECTION 3. BUDGET**: The annual budget shall be prepared and submitted to the Board of Directors for approval and submitted to the State Executive Council for review.

**SECTION 4. AUDIT**: The financial statement of all income and expenditures prepared by the fiscal officer shall be audited or given a financial review annually by a certified public accountant. The auditor's report shall be presented to the State Executive Council and State Board of Directors for acceptance.

## ARTICLE IV

### Assets

**SECTION 1.** **DISSOLUTION OR LIQUIDATION:** Upon final dissolution or liquidation of the state 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 association shall be used by the State Board of Directors in accordance with the purposes of the state organization or be transferred to a qualified exempt organization with the meaning of section 501(c)(3) of the internal revenue code of 1954.

## ARTICLE V

### Officers

**SECTION 1.** **OFFICERS:** The state organization shall have eleven elected officers; nine of the officers shall be elected by their respective regions; and two members elected as middle level officers at large. Such officers shall be members of the State Executive Council and shall elect from their ranks a President, First Vice President, and Secretary. Each of the remaining officers shall be appointed as Vice President of National Programs, Vice President of Membership, Vice President of Public Relations, Vice President of Recognition, Vice President of Elections, Vice President of Meetings; and two Vice Presidents of Middle Level Chapters.

**SECTION 2.** **QUALIFICATIONS:** State officers shall have the following qualifications:

- a. Currently an active member in a certified FCCLA chapter and has been an active member in good standing for at least one year.
- b. Has had a minimum of one year of family and consumer sciences or related occupations.
- c. Has a scholastic rating of C or above.
- d. Has shown leadership ability and responsibilities at the chapter level or above.
- e. A person may not be elected to serve for more than two years as a state officer and no person will serve more than once in any one position. Exception being in the event there are openings on the State Executive Council by the State Leadership Conference, a student who has already served two terms on the State Executive Council will have the opportunity to serve a third term as a state officer at large under the following conditions:
  1. The student has not served a term as state president
  2. The student has the required approval from the chapter adviser in consultation with the state staff.
- f. Support and approval of the local chapter, adviser, administration, parents or guardians, the State Nominations/Elections Committee and the State Executive Council.
- g. The student must meet local school district requirements for participation in extracurricular activities.

**SECTION 2.1** **QUALIFICATIONS: MIDDLE LEVEL STATE OFFICER**

- a. The student must be registered in a middle or junior high program.
- b. The student must be an affiliated member of FCCLA.
- c. The student must have at least one year experience as a member of FCCLA before assuming Middle Level State Officer responsibilities.

- d. The student must meet local school district requirements for participation in extracurricular activities.
- e. The student shall be elected by the middle level chapter voting delegates of the state. The name and address of the middle level state officer candidate shall be submitted to the state office by the State Leadership Conference registration deadline.
- f. The student must be in seventh grade or younger in the year of candidacy.

**SECTION 3. DUTIES:**

- a. **President:** The president shall preside over all business meetings of the Pennsylvania Association Family, Career and Community Leaders of America, and over meetings of the State Executive Council. The President, after consultation with the State Adviser, shall appoint all committees and serve as an ex-officio member of these committees.
- b. **First Vice President:** In the absence of the President, the First Vice President shall preside over all business meetings of the Pennsylvania Association Family, Career and Community Leaders of America and over meetings of the State Executive Council. The First Vice President shall serve as Parliamentarian, Chairperson of Development, and as chairperson of committees as assigned by the President.
- c. **Secretary:** The Secretary shall keep the minutes of all business meetings of the Pennsylvania Association Family, Career and Community Leaders of America and meetings of the State Executive Council. The Secretary shall report to the delegates assembled in a state meeting on the financial status of the organization and serve as chairperson of the Bylaws/Handbooks Committee and other committees as assigned by the President.
- d. The **Vice President of Membership** shall serve as the chairperson of the Membership Committee, serve as the National Membership Representative, and provide leadership in the planning and implementation of programs for membership promotion and development.
- e. The **Vice President of National Programs** shall serve as the chairperson of the State Emphasis Committee and provide leadership in the implementation of FCCLA National Programs.
- f. The **Vice President of Public Relations** shall serve as chairperson of the Public Relations Committee and serve as the *Hotline* editor, the National Connection Team Representative, the PA FCCLA Website Coordinator, and promote positive public relations in chapters and the state association.
- g. The **Vice President of Recognition** shall serve as the chairperson of the Recognition Committee and provide leadership in the implementation of state level awards and achievements.
- h. The **Vice President of Elections** shall serve as chairperson of the Nominations/Elections Committee and provide leadership in the planning and conducting of state officer candidate processes, activities, and sessions.
- i. The **Vice President of Meetings** shall serve as the State Leadership Conference Chairperson and serve as a liaison between regions for Regional Meetings.
- j. The **Vice Presidents of Middle Level Chapters** shall be expected to attend the following meetings/sessions: State Officer Orientation, Fall State Executive Council Work Session Summer Leadership Training, Regional Meeting, Winter Planning Meeting, PA FCCLA State Leadership Conference. The list of additional duties are as follows: Host/Hostess at State Leadership Conference workshops and sessions as needed, assist with registration procedures at SLC, guide arriving delegates at SLC, set up a PTG and/or Community presentation on

FCCLA purposes and programs, complete STEP 1 with chapter members, help organize a STAR Events team, set up presentation for the local Board of Education. The Vice Presidents of Middle Level Chapters will wear the official state officer uniform.

**SECTION 4.** **TERM OF OFFICE:** The term of office shall be one year, beginning after officer installation at the annual State Leadership Conference.

**SECTION 5.** **VACANCIES:** Appointments for all vacancies of the State Executive Council shall be made by the State Executive Council in consultation with the State Adviser considering Article V, section 2. If a vacancy occurs after the start of the Fall State Executive Council Work Session, then the other members of the State Executive Council will assume the responsibilities of the office. If the Office of President should become vacant, the First Vice President shall automatically assume the office and duties of the president. The Chapter Adviser whose officer resigns may remain on the State Executive Council as a volunteer.

## ARTICLE VI

### Nomination and Election

**SECTION 1.** **NOMINATION:** Qualified candidates for state offices shall be nominated by local chapters.

- a. Only two candidates per school shall be nominated.
- b. Nominations from chapters shall be mailed to the State Adviser by a designated date.

**SECTION 2.** **SELECTION OF THE CANDIDATES:** The Nomination Committee, State Adviser, and Nomination Committee State Officer Adviser, shall select, from the applications received, the candidates for state office.

**SECTION 3.** **ELECTION OF THE OFFICERS:**

- a. The voting shall be by secret ballot for the officers to be elected. Each chapter, in good standing, shall be entitled to voting delegates as stated in Section 2-a below. The candidate receiving the highest number of votes for the office shall be elected. The elected officers shall be introduced and installed during the annual State Leadership Conference and assume office after the installation of officers.
- b. In the event a region does not fill a vacancy at the State Leadership Conference, a candidate from another region may assume the vacant office using the "Officer at Large" title and no longer represent the specific region. This office will be determined by the largest percentage of votes received by a candidate who was not awarded an office during the conference election.

**SECTION 4.** **ELIGIBILITY OF CHAPTER:** Chapters shall be in good standing as stated in Article II, Section 1-e.

## ARTICLE VII

### State Meetings

**SECTION 1.** **STATE MEETINGS:**

- a. **Annual State Leadership Conference:** The annual State Leadership Conference shall be held at such time and place as determined by the State Executive Council. The purpose shall be to install state officers, to hear the reports of officers and committee chairpersons, and to transact such other business as may properly come before it.

- b. **Regional Meetings:** Fall regional meetings shall be planned and held at such times and places as approved by the State Executive Council. The sites should be decided upon by the end of the school year. The purposes of the meetings shall be to provide leadership training, to promote the state theme and projects and to transact other matters of business as determined by the regional officers and advisory board.

**SECTION 2. DELEGATES:** The following shall apply to the annual State Leadership Conference.

- a. **Voting Delegates:** The number of voting delegates to which each chapter is entitled shall be determined by the number of members within the chapter according to the following scale:

1 - 40 active members - 1 delegate  
More than 40 active members - 2 delegates

- b. **Alternate Voting Delegate:** Each chapter shall be entitled to one alternate voting delegate.

- c. **Non-Voting Delegates:** Each chapter shall be entitled to send non-voting delegates according to the quota as set by the State Executive Council. In all cases, each chapter shall be required to have one adult for every eight members.

**SECTION 3. VOTING:** The privilege of making motions, debating and voting shall be limited to the accredited delegates and the state officers. The privilege of discussion may be extended to non-voting delegates upon consent of the delegates.

**SECTION 4. QUORUM:** Voting delegates from three-fourths (3/4) of the local chapters in attendance constitute a quorum unless in an emergency the State Advisory Board shall declare a smaller quorum.

**SECTION 5. SPECIAL MEETINGS:** Special meetings may be called by the Executive Committee when the need arises. Only the business stated in the notice of the meeting shall be transacted.

## ARTICLE VIII

### State Association and Local Chapters

**SECTION 1. STATE ASSOCIATION:**

- a. The head state supervisor of family and consumer sciences education programs shall give general guidance to the program.
- b. The state adviser/facilitator shall be a qualified professional in the family and consumer sciences discipline.
- c. A State Board of Directors shall be designated to work with the elected officers and state adviser/state facilitator.
- d. A fiscal officer shall be designated to work with financial records.

**SECTION 2. LOCAL CHAPTERS:**

- a. The local adviser shall be a family and consumer sciences or related occupations teacher in the school in which the chapter is established and shall be the administrative officer of the local chapter.
- b. A local advisory board may be selected by the chapter.
- c. Chapter delegates to state association meetings or conferences shall be determined by the chapter members in accordance with the Pennsylvania Association Family, Career and Community Leaders of America Bylaws as stated in Article VII, Section 2.

**SECTION 3.** **BYLAWS:** State and chapter bylaws shall be adopted by the respective groups to govern the transaction of business provided such bylaws shall be in harmony with those of the national association. Any change in state bylaws will supersede the bylaws of the local chapter.

## **ARTICLE IX**

### **State Board of Directors**

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

- a. State Adviser/Facilitator (ex-officio).
- b. Teacher Educator.
- c. PA FCCLA Coordinator (ex-officio)
- d. STOP The Violence Coordinator (ex-officio).
- e. Four School Administrators – 2 Comprehensive and 2 Area Vocational-Technical School Directors.
- f. Two Local Chapter Advisers from each region.
- g. One Middle Level Chapter Adviser at large.
- h. PA Association Family and Consumer Sciences (PAFCS) Association Representative to serve for a two-year term.
- i. PA Career and Technology Education (PACTE)- FCS Division Representative.
- j. State FCCLA President to serve for one year.
- k. State President's Adviser
- l. Student National Membership Representative
- m. National Membership Representative's Adviser (ex-officio).
- n. Alumni & Associates Representative.
- o. Business and Industry representative from each of the seven 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.** **DUTIES:**

- a. Serve in an advisory capacity to the Pennsylvania FCCLA State Officers.
- b. Determine policies and procedures.
- c. Advise on all legal matters.
- d. Assist in preparation of budget prepared by the finance committee.
- e. Assist in determining the place and time for the State Leadership Conference and other meetings.

**SECTION 3.** **MEETINGS:** Representatives of the Board of Directors shall attend each State Executive Council Meeting.

**SECTION 4.** **QUORUM:** The attending membership of the State Board of Directors shall constitute a quorum.

**SECTION 5.** **EXECUTIVE COMMITTEE:** The Executive Committee shall be composed of the State Board of Directors Chairperson, Vice Chairperson and Family and Consumer Sciences Education State Adviser. This committee shall act in time of emergency.

## **ARTICLE X**

### **State Executive Council**

**SECTION 1.** **THE STATE EXECUTIVE COUNCIL:** The State Executive Council of Pennsylvania Association Family, Career and Community Leaders of America shall be composed of the elected and/or appointed state officers, national committee member, and a representative of the State Board of Directors. The State Board of Directors representative shall serve without vote. When Pennsylvania has a national officer, they automatically become members of the State Executive Council serving without vote.

**SECTION 2.** **DUTIES:** The State Executive Council shall:

- a. Be represented on the Board of Directors to help determine policies and procedures as they affect the program.
- b. Determine the business to be brought before the delegates at the annual meeting, conference or special meeting.
- c. Plan the program and preside over the state meetings.
- d. Be responsible for planning and promoting the state and national theme and projects.
- e. Conduct other business as shall be necessary to facilitate the progress of the organization.
- f. Review the annual Pennsylvania Association Family, Career and Community Leaders of America budget.

## **ARTICLE XI**

### **State Committees**

**SECTION 1.** **STANDING COMMITTEES:** There shall be the following standing committees with each chairperson submitting a plan of work for the current year to the State Executive Council for approval: State Emphasis Area, Public Relations, Membership, Nomination/Elections, Recognition, Regional Meetings, State Leadership Conference, and Bylaws/Handbooks.

**SECTION 2.** **SPECIAL COMMITTEES:** Special committees shall be appointed by the President in consultation with the State Adviser to carry on the work of the organization.

**SECTION 3.** **MEMBERS OF STATE COMMITTEES:** The President shall appoint committee members, with the approval of the State Executive Council in consultation with the State Adviser.

**SECTION 4.** **REPORTS:** The committee chairperson shall prepare reports for meetings for the State Executive Council, submit written reports to the Secretary, and report to the members during the annual State Leadership Conference.

## ARTICLE XII

### National Committee Member

**SECTION 1.** **NATIONAL COMMITTEE MEMBER:** A National Committee member may be appointed by the State Adviser based on applications and requests received.

- a. Assignments of the state appointee to work on a specific project(s) shall be made by the National Board of Directors Program Committee, approved by the National Board of Directors.
- b. A compiled report of the National Committee member's projects shall be submitted to the National Executive Council and the National Board of Directors and when appropriate to the membership.
- c. Serve on the State Executive Council with voting privileges.

## ARTICLE XIII

### Regions

**SECTION 1.** **REGIONS:** There shall be three designated regions of Pennsylvania Association Family, Career and Community Leaders of America composed of the counties as follows:

- a. **Eastern Region:** Berks, Bucks, Carbon, Chester, Delaware, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Monroe, Montgomery, Northampton, Philadelphia, Pike, Schuylkill, Susquehanna, Wayne, Wyoming.
- b. **Central Region:** Adams, Bradford, Bedford, Blair, Cameron, Centre, Clearfield, Clinton, Columbia, Cumberland, Dauphin, Elk, Franklin, Fulton, Huntingdon, Juniata, Lycoming, Mifflin, Montour, Northumberland, Perry, Potter, Snyder, Sullivan, Tioga, Union, York.
- d. **Western Region:** Allegheny, Armstrong, Beaver, Butler, Cambria, Clarion, Crawford, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, McKean, Mercer, Somerset, Venango, Warren, Washington, Westmoreland.

## ARTICLE XIV

### Publications

**SECTION 1.** **PENNSYLVANIA FCCLA NEWSLETTER:** The official publication of the state association shall be known as Pennsylvania FCCLA *HOTLINE* and shall be published as determined by the State Executive Council and approved by the Board of Directors. Copies shall be forwarded to all affiliated chapters, state officers, members of the State Board of Directors, and to such other persons as the State Board of Directors and State Adviser shall consider advisable.

**SECTION 2.** **OTHER PUBLICATIONS:** Such other publications as shall be authorized by the State Board of Directors and the State Executive Council shall be published.

## ARTICLE XV

### Emblem and Official Pin

**SECTION 1.** **EMBLEM:** The emblem of Family, Career and Community Leaders of America shall be elliptical in shape around the inside edge which is the name, "Family, Career and Community Leaders of America." The letters FCCLA shall be across the horizontal center of the emblem.

**SECTION 2.** **PIN FOR CHAPTER MEMBERS:** The official pin is a reproduction of the emblem of the organization. All members (active and associate) shall be entitled to wear the official pin and designated guard.

**SECTION 3.** **PIN FOR ADVISER AND CHAPTER PARENTS:** Advisers and chapter parents shall be entitled to wear the official pin and designated guard.

**SECTION 4.** **PIN FOR HONORARY MEMBERS:** Honorary members shall be entitled to wear the official pin and designated symbol. The symbols for the respective group honorary memberships shall be as follows: (1) chapter honorary members - scroll; (2) state honorary members - torch; (3) national honorary members - key.

**SECTION 5.** **OTHER USES OF THE EMBLEM:** The name and emblem of Family, Career and Community Leaders of America is a registered collective trademark in the U.S. Patent Office and its use is determined by the National Board of Directors and as stated in the organization's publication, *Policies of Family, Career and Community Leaders of American, Inc.*

## ARTICLE XVI

### Degrees of Achievement

**SECTION 1.** **POWER OF ONE RECOGNITION:** Pennsylvania Association Family, Career and Community Leaders of America will recognize FCCLA members who achieve growth through commitment and involvement in the association's programs. Recognition will be given at the State Leadership Conference.

## ARTICLE XVII

### Parliamentary Authority

**SECTION 1.** **PARLIAMENTARY AUTHORITY:** *ROBERT'S RULES OF ORDER*, newly revised, shall govern the Pennsylvania Association Family, Career and Community Leaders of America in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

## ARTICLE XVIII

### Amendments

**SECTION 1.** **AMENDMENTS:** State bylaws may be amended at an annual conference of Pennsylvania Association Family, Career and Community Leaders of America by a two-thirds (2/3) vote of the voting delegates present and voting with the following provisions:

- a. The amendments shall be proposed by:
  1. A local chapter and received in the state office ninety (90) days prior to the state conference.
  2. The State Executive Council.
  3. The State Board of Directors.
- b. The Pennsylvania FCCLA Bylaws Committee shall review suggested amendments and formulate the proposed amendments. The proposed amendments are sent from the state headquarters to the local chapters one month prior to the State Leadership Conference.