Bylaws

2016 (last revised)

Family, Career and Community Leaders of America is incorporated as a nonprofit national career and technical student organization for young women and men in Family and Consumer Sciences education, as determined by the state department of education, in public and private schools through grade 12. It is open to students of all races and religious beliefs.

ARTICLE I

Name – Sponsor – Purposes

Section 1. Name
The organization shall be known as the North Carolina Family, Career and Community Leaders of America. The North Carolina association is a chartered group of the Family, Career and Community Leaders of America, Incorporated. It is composed of affiliated chapters in North Carolina schools offering a workforce development program in Family and Consumer Sciences Education.

Section 2. Sponsor
The sponsor of the North Carolina association shall be Family and Consumer Sciences Education, North Carolina Department of Public Instruction, Raleigh. The state office shall function as a part of the Career and Technical Division, Family and Consumer Sciences Education.

Section 3. Mission and Purposes
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 communication,
- Practical knowledge, and
- Workforce preparation.

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:

- 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 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 Education, Family and Consumer Sciences Education Careers, and related occupations.

ARTICLE II

Membership

Section 1. North Carolina Association
A. Active Membership
NC-FCCLA shall consist of the affiliated chapters, within the boundary of the state, which in turn shall be composed of students possessing the qualifications for membership. Any student who is taking or has taken a course in Family and Consumer Sciences Education through grade 12 shall be eligible for active membership in an organized chapter within the school.

B. Alumni and Associates Membership
Former chapter members or other adults who share the goals and purposes of this organization and its programs who wish to support the continuing development of FCCLA youth shall be eligible for Alumni and Associates membership. Alumni and Associates members may not hold office, make motions, or vote.
C. Honorary Membership
The State Executive Council of the NC-FCCLA shall determine the number of state honorary memberships to be awarded and the procedure for selecting nominees for this award. Honorary members shall be selected by a majority vote by the State Executive Council. Honorary members shall have the privilege of attending all meetings of the organization. They shall not be eligible to make motions, vote, hold office, or serve on committees.

Section 2. Chapters
A chapter may be formed wherever a group of students enrolled in Family and Consumer Sciences Education through grade 12, or previously enrolled, shall meet together under the guidance of the Family and Consumer Sciences Education teacher or teachers, and with the approval of the school administrators, draw up bylaws, adopt a program of work, elect officers, and affiliate with the state and national organizations.

A. Chapters in Good Standing
Chapters in good standing are those which maintain policies consistent with those of the NC-Family, Career and Community Leaders of America and otherwise fulfill the requirements for affiliation.

B. The Types of Membership at the Chapter Level
1. Active Membership: A student enrolled in a Family and Consumer Sciences Education class (first or second semester), or previously enrolled, shall be eligible for membership in any affiliated chapter of the NC-FCCLA. Such members may retain active membership during the time they are enrolled in school. Active members shall be eligible to participate in chapter programs and projects, to hold office, to make motions, and to be a voting member in all business sessions.

2. Alumni and Associates Membership: Former chapter members or other adults who share the goals and purposes of this organization and its programs who wish to support the continuing development of NC-FCCLA youth shall be eligible for Alumni and Associates membership. Alumni and Associates members may not hold office, make motions, or vote.

3. Honorary Membership:
Honorary membership shall be awarded to individuals who have contributed to the advancement of Family and Consumer Sciences Education and the North Carolina Family, Career and Community Leaders of America, Inc. The chapter may determine the number of honorary memberships to be awarded each year and the procedure for selecting nominees for receiving this award.

ARTICLE III
District
Section 1. Membership
The chapters composing the NC-FCCLA may be organized into groups known as districts.

Section 2. Organization
There are eight designated districts within the state. Membership and activities within those districts shall be approved by the respective school divisions and their local supervisors and advisers.

Section 3. Honorary Memberships
The districts may determine the number of honorary memberships to be awarded each year and the procedure for selecting nominees to receive this award.

ARTICLE IV
Officers
Section 1. Officers
The NC-FCCLA shall have a president and eight vice presidents for a total of nine officer positions. One of the eight vice presidents shall represent family focus membership, one Vice President shall represent work focus membership, and another vice president shall represent middle level membership. Beginning 2003-2004 the Vice President of Middle Schools shall be an at large position filled on the basis of interest and availability. The financial support for this office shall be shared equally among each district. They shall supply two hundred fifty dollars in support for the tenth officer along with the support for the respective regional senior officer. If a national officer candidate is or is not elected to a national office, he or she may serve as a consultant when deemed necessary by the State Executive Council.

Amendment to Article IV, section 1:
Financial support for the middle school position shall be the responsibility of the district.

Amendment to Article IV, section 1:
Election/appointment of state officer to a district with no elected state officer. The State Adviser, with approval from the district, will appoint a qualified state officer to a district when no state officer is elected. The qualified state officers would come from the slate of all district officer candidates. The district, with no state officer, would have to approve the support of the appointed state officer; without approval of the district the appointed state officer would not be able to serve. The school system of the appointed state officer would have to approve the officer traveling to other districts. Amendment approved spring 2007.

A. General Qualifications
All candidates shall have the following qualifications:

- In the process of completing an active membership in an affiliated chapter for at least one year,
- Enrollment in Family and Consumer Sciences course while holding office is preferred for all those elected, but not mandated.
- Classification as a student in good standing with an overall un-weighted scholastic average of 3.0 (on a 4.0 scale) or above (transcript must be submitted with officer candidate’s application); Skills in computer applications are preferred.
- In the process of completing all 5 Power of One units. Power of One documentation is due by a predetermined date to the Election Coordinator. Date to be determined and communicated by the State Adviser and State Election Coordinator.
B. Family Focus
In addition, candidates representing family focus membership shall have the following qualifications.

Completion of one credit or currently enrolled in a one-year or two semesters Family and Consumer Sciences family focus course(s) in grades 9-11 is required of the officer candidate.

- Classification as a rising 9th, 10th, 11th, or 12th grader.

C. Work Focus
In addition, candidates representing work focus membership shall have the following qualifications.

- Current or previous enrollment in a work focus or transition focus class (such as apprenticeship or internship classes);
- Classification as a rising 7th, 8th, or 9th grader.
- Classification as a student in good standing with overall un-weighted scholastic average of 85 or above (transcript must be submitted with officer candidate’s application); skills in computer applications are preferred.

D. Middle Level
In addition, candidates representing middle level membership shall have the following qualifications:

- Enrollment in an exploratory course or a one-year Family and Consumer Sciences course; and
- Classification as a rising 7th, 8th, or 9th grader.
- Classification as a student in good standing with overall un-weighted scholastic average of 85 or above (transcript must be submitted with officer candidate’s application); skills in computer applications are preferred.

Amendment to Article IV, section 1, part D: The middle school officer’s classification shall be a rising 7th or 8th grader. Since there are no junior high schools.

If a state officer candidate has taken all Family and Consumer Sciences courses offered in his/her school, he/she shall schedule a time to work with the chapter adviser on a regular basis. Exceptions may be made to the above qualifications of candidates when deemed necessary by the State Executive Council.

Amendment to Article IV, section 1, Each district candidate will follow the same guidelines of completing the application with all recommendations and support materials, deliver a two minute speech on a designated topic and answer a fact and opinion question. The elected state officer to be mentored by the presiding officer, allowing them a greater amount of time to secure financial support for their term of office, purchase all necessary items, i.e., uniform, needed for carrying out their responsibilities and to get organized and trained for the job on hand. This eliminates the need for voting delegates and ballots at the state meeting. The elected officer would address the members during the business session with a two minute speech. The one exception would be the middle school officer which runs as an at large candidate. If there are two or more middle school candidates a state election would be necessary. If there is only one middle school candidate they would be elected by default. Amendment passed spring 2007.

Section 2. Duties
A. President
The state president shall preside over all business meetings of the State Executive Council and serve as the official spokesperson for the association. The president shall present a report forwarded by the state NC-FCCLA adviser of the financial status of the organization to the members at the State Leadership conference.

B. Vice Presidents
Each vice president shall assist with State Executive Council meetings by presiding and serving as chair of state committees.

The First Vice President shall assume the responsibility of the NC-FCCLA President in the event of his/her absence. He/She shall be the lead state officer in the communication of all May-December state activities, meetings, the liaison between the State Officers and the State Management Team, be responsible for reviewing any unfinished business at each Executive Council Meeting, be responsible for reviewing any incoming communication to the EC and finally be responsible for working with the NC-FCCLA State Elections Coordinator on updating the NC-FCCLA bylaws after the changes/amendments have been voted on by the state association and to keep all changes updated and current on the NC-FCCLA website.

The vice president of programs shall implement and publicize the state program of work as well as other national programs, coordinate peer education activities, coordinate recognition pertaining to state and national programs and assume the responsibilities of the president in the absence of the president and first vice president.

The vice president of correspondence shall keep a written record of the meetings of the State Executive Council, shall collect all records pertaining to the work of the state committees and present these to the NC-FCCLA State Adviser for the permanent records of NC-FCCLA.

The vice president of public relations shall develop a statewide public relations plan, be responsible for the publicity of the association, and coordinate educational partnerships for NC-FCCLA.

The vice president of community shall implement and publicize all state and national programs related to service learning, and coordinate recognition activities related to those programs.

The vice president of parliamentary law shall sustain parliamentary procedure throughout all meetings of the State Executive Council and the State Leadership Conference, coordinate the process for election, coordinate the State Selection Committee, and coordinate the bylaws Committee.

The vice president of STAR Events shall work with the Competitive Events Management Team to assist in the organization and implementation of STAR Events at the state level and be responsible for the publicity of the STAR Events.
The vice president of membership shall promote membership in NC-FCCLA and coordinate recognition activities related to membership.

The middle school vice president shall promote middle school membership, shall be responsible for the properties and arrangements for the rehearsal and ceremony of the installation of officers.

C. Consultant
In the event the national officer candidate does not become a national officer, he/she shall be titled consultant. The consultant shall be responsible for providing leadership to the State Executive Council and to chapters throughout the state, and other responsibilities as assigned by the State Executive Council. Consultants may be appointed for other responsibilities when deemed necessary by the State Executive Council. Such national officer or consultant(s) shall be a non-voting member of the State Executive Council.

Section 3. Terms of Office
The term of each officer shall be one year, or until such time as successors are elected, with the exception of a consultant or a national officer. Officers may not serve two consecutive terms.

Section 4. Vacancies
The first vice president of programs shall fill a vacancy in the office of president. In the event another office becomes vacant because of transfer out of state, illness, or other reasons within the first half of the year, the un-elected state officer candidate with the next highest number of votes shall be appointed to fill the vacancy for the unexpired term. If the first runner-up cannot accept office, a replacement will be named by the State Executive Council and/or the state adviser. If the vacancy occurs during the last half of the term, the office shall remain vacant and other officers will assume those duties.

Section 5. Dismissal of Officer
Should an officer fail to fulfill his/her duties as stipulated in the Bylaws and/or is found in violation of the agreement signed upon election, and by action of the State Executive Council, the officer may be subject to dismissal.

ARTICLE V
Nomination and Election of Officers
Section 1. Selection of Nominees
FCCLA chapters shall have the privilege of presenting at the district leadership meeting a high school nominee for an office on the State Executive Council of the North Carolina Association of Family, Career and Community Leaders of America, and/or an FCCLA chapter may present a nominee for the middle school office which is an office at large. Each nominee will present a 2 minute speech to the district delegation on a topic decided upon by the State Adviser. They will also respond to a predetermined confidential fact and situational question. Upon completion of all presentations chapter voting delegates from each chapter will cast ballots. The number of voting delegates for each chapter is based on the previous year’s membership using the formula in the official NC-FCCLA Bylaws. The candidate receiving the highest number of votes will become the district officer elect. The officer elect will begin to train as an officer, mentored by their individual advisers and current officer from each respective district. They will begin securing financial partnerships for the upcoming year of service. Finally the officer elect will complete the election process at the NC-FCCLA State Leadership Conference with the determination of specific offices by the State Selection Committee Interviews. The two top middle school at large candidates at the district level will advance to the state meeting and will be elected after speech and question presentations at the state business meeting. Nominees shall meet all qualifications as set forth in Article IV, Section 2. In order to nominate a candidate, chapters and members must be appropriately affiliated.

Section 2. Preparation of State of Officers
The qualifications of the officer candidates shall be submitted to the FCCLA State Adviser and the State Election Coordinator by the required postmark deadline.

The State Adviser and State Election Coordinator shall prepare summaries on which the qualifications of the nominees for each office are stated. A ballot shall be prepared for use by voting delegates at the State Leadership Conference.

Section 3. Election of Officers
Each chapter in attendance at the respective district meetings shall receive a copy of the resume for each of the state officer candidates. Voting will take place during a designated session at the meeting.

Balloting shall take place according to the following procedures:

1. Each chapter shall be allowed the following number of voting delegates based on the previous year’s membership:
   - 0-8 members = 1 voting delegate
   - 9-16 members = 2 voting delegates
   - 17-24 members = 3 voting delegates
   - 25-32 members = 4 voting delegates
   - And so on. Each voting delegate may only vote once.

2. Based on the ballots the candidate with the highest number of votes becomes the district officer elect. The 2 middle school candidates with the highest number of votes advance to the State Leadership Conference for the completion of the election process.

3. State Officers, with the exception of the state president shall be entitled to vote on all officer candidates.

4. In the event of a tie, the state president shall cast the tie-breaking vote.

5. The newly elected state officers shall be announced to the membership at a time determined by the State Executive Council. The State Selection Committee shall interview all newly elected state officers in order to receive a designated officer position.
Amendment to Article V, section 3: Each chapter shall cast one vote per affiliated chapters for the officer candidate at the district meeting. This change follows the national Bylaw change. As set forth in the current National Bylaws.

Section 4. State Selection Committee

A. Definition
A State Selection Committee shall be chosen each year to determine the office to be held by each elected officer. This committee shall function at the State Leadership Conference and shall be composed of:

- Vice President of Parliamentary Law
- The Local Adviser to the VP of Parliamentary Law
- One other local adviser, rotating annually, representing the eight districts
- A member from each district
- Two work focus members, rotating annually representing two districts
- One middle school member, rotating annually from the eight districts

B. Procedure
The committee shall interview all newly elected state officers for a designated position. The middle school officer shall be named vice president of middle schools. The 8 remaining state officers shall be named president, first vice president, vice president of programs, vice president of correspondence, vice president of public relations, vice president of community service, vice president of parliamentary law, vice president of competitive events, or vice president of membership.

Amendment to Article V, section 4, part B:
In the case of a district not having an officer candidate, the committee shall designate officer position as reflected by the national officer positions.

C. Adjustment in Elections of Officers
In the event an emergency prevents the election of officers according to the plan outlined in this article, the state adviser, state staff and members of the State Executive Council shall decide upon a substitute plan.

ARTICLE VI

Advisers
Section 1. State Adviser
The State Adviser shall be a Family and Consumer Sciences Education Consultant with the Department of Public Instruction or such other person appointed by the Department of Public Instruction and Career and Technical Education.

Amendment to Article VI, section 1:
The State Board of Education set the standard in the spring of 2005 that the state adviser be a contracted employee for the student organization.

Section 2. Duties of the State FCCLA Adviser
The state adviser shall be in the administrative officer of the North Carolina Association. It shall be the duty of the state adviser to:

- Insure that the purposes of the North Carolina Association are being achieved;
- Advise the state FCCLA members regarding the development of the association and matters of policy; and
- Advise the State Executive Council in regular and special meetings.

State Adviser shall oversee all financial matters of the organization, receive all monies, and pay all outstanding bills. Duties shall include: (1) give instructions to the bookkeeper for the NC-FCCLA assisting the bookkeeper with preparation of financial reports; (2) keep other permanent financial records for the NC-FCCLA; (3) prepare the NC-FCCLA’s annual budget; and (4) assure that required audits are conducted.

ARTICLE VII

Leadership
Section 1. State Executive Council
The elected state officers and consultant(s) shall compose the State Executive Council.

The national officer(s) from North Carolina shall serve as a non-voting member(s) of the State Executive Council.

The FCCLA state adviser and chapter advisers to the state officers shall serve as official advisers to the council.

One Alumni & Associate representative shall serve as a non-voting member of the council.
The State Executive Council shall:
Be responsible for planning ways of
facilitating the state program of work.
  • Approve the work of all state
  committees.
  • Make decisions regarding the
  expenditure of funds.
  • Determine the program of the
  state meeting and the business to
  be brought before the delegates.
  • Conduct such other business as
  shall facilitate the progress of
  the state association.
  • Give leadership to chapters in
  the state.
  • Promote membership
  recruitment and chapter
  development
  • Establish partnerships between
  NC-FCCLA and business/industry.

Section 2. Board of Directors
The primary function of the board shall
be to set policy related to program and
fiscal matters and to be responsible for
sound management. The board receives
and acts upon recommendations of the
state advisor relative to the management
of the program and fiscal matters.

The executive council and board are
recognized in these bylaws as the two
key decision making bodies of the state
organization along with the state adviser.

Members selected and or elected
by related organizations and groups
according to their election procedures
are as follows: three youth members
FCCLA President; Vice President
and another state officer selected by
the State Executive Board; business/
industry representative(s); one college/
university educator; the immediate past
president of the Board; one parent of a
current FCCLA state officer, NCAFCS
president, NCATE FACS President,
three active advisors elected from those
attending the state leadership conference,
and the state supervisor of Family and
Consumer Sciences Education (section
chief) shall serve as an ex-officio member
and is a voting member. The state
FCCLA advisor and North Carolina
Department of Education Family and
Consumer Sciences Education state
consultants shall serve as ex-officio
members. These are nonvoting members.

Amendment to Article VII, section 2
was passed spring 2016

ARTICLE VIII
Emblem
The emblem of Family, Career and
Community Leaders of America, Inc.
shall be the emblem of the North
Carolina Association of Family, Career
and Community Leaders of America, Inc.

Section 1. Emblem for Members
Members (active and alumni/associate)
of affiliated chapters shall be entitled
to wear the national emblem and the
official guard.

Section 2. Emblem for Honorary
Members
Honorary members shall be entitled
to wear the emblem and the official H
guard.

The symbols for the respective honorary
memberships shall be (1) Chapter
honorary member—scroll; and (2) State
honorary member—torch.

Section 3. Emblem for Advisers
Chapter and state advisers shall be
entitled to wear the emblem and the
official A guard.

Section 4. Emblem for chapter Parent
Chapter parents shall be entitled to wear
the official emblem and the P guard.

ARTICLE IX
Dues – Fiscal Year – Budget – Audit
Section 1. State Dues
The individual membership dues for NC-
FCCLA shall be determined by the State
Executive Council and the state staff,
subject to approval of the delegates at
State Leadership Conference.

Section 2. National Dues (As set forth
in the current National Bylaws.)
The national membership dues for each
active member shall be forwarded
annually to the national headquarters.
A. 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 the national meeting.

B. The amount of dues for the alumni/
associate member category shall be
determined by the National
Executive Council and national
Board of Directors.

C. National honorary members pay no
dues.

Section 3. Procedure
Individual membership dues for NC-
FCCLA and the national organization
shall be forwarded together annually to
national headquarters.

Section 4. Fiscal Year
The fiscal year shall be September 1
through August 31.

Section 5. Budget
The NC-FCCLA state adviser shall
prepare the budget. It shall be approved
by the State Executive Council and
presented to the membership in a manner
determined by the council.

Section 6. Audit
The financial statement of all income
and expenditures prepared in the office
of NC-FCCLA state adviser shall be
audited annually according to state
policy. The auditor’s account shall be
presented to the Executive Board.

ARTICLE X
Committees
Section 1. Appointments
The president shall appoint, after
consultation with advisers, the chair of
all committees.

Section 2. Committees to be appointed
The need for committees shall be
determined by the State Executive
Council at its first meeting after
reviewing the work of the committees
of the previous year and considering a
program of work for the current year.

Section 3. Reports
The State Executive Council shall decide
if the committee chair shall report to
the members at the State Leadership
Conference. Each committee chair
shall submit a written report to the vice
president of correspondence.
ARTICLE XI
State Meetings
Section 1. State Leadership Conference
The State Leadership Conference shall be held in order to: (1) provide for the completion of the election of officers; (2) facilitate the sharing of information regarding work that has been done by NC-FCCLA members and chapters; (3) formulate new objectives or emphasis in the program of work; (4) transact all business coming before NC-FCCLA; and (5) foster leadership development.

The State Executive Council may determine that district meetings may be held in any one year in lieu of the State Leadership Conference.

Section 2. Delegates
A. Voting Delegates
The number of voting delegates to which each chapter is entitled shall be determined based on the formula outlined in Article V, Section 3.

(Amendment reflects change to one vote per chapter)

B. Representatives
Representatives may be designated, other than voting delegates, to attend meetings and conferences, as authorized by the State Executive Council.

Section 3. Voting
The privilege of making motions, discussing, and voting shall be limited to the voting delegates and the state officers. Delegates are entitled to vote only if they are present at the time of sign-in. The privilege of discussion may be extended to non-voting representative upon the consent of the delegates.

Section 4. Special Meetings
Special meetings may be called by the State Executive Council when the need arises.

Section 5. Quorum
Voting delegates in attendance at the State Leadership Conference shall constitute a quorum.

ARTICLE XII
National Officers
Section 1. Selection of Candidates(s) for National Officer
Applications shall be submitted to the NC-FCCLA state adviser by the postmark deadline. The State Executive Council shall present to the voting delegates a person or persons for national officer candidate.

Section 2. Qualifications of National Officers
A national officer candidate shall meet the qualifications set forth in the current National Bylaws FCCLA.

ARTICLE XIII
Parliamentary Authority
Section 1. Parliamentary Authority
Roberts Rules of Order, Newly Revised shall govern the conduct of state, regions, and chapter meetings of the Family, Career and Community Leaders of America, Inc. in all cases to which they are applicable and in which they are not inconsistent with Bylaws.

Section 2. Suspension of the Rules and/or Bylaws
Rules and/or Bylaws pertaining to specific procedures or articles may be temporarily suspended upon a two-thirds (2/3)-majority vote.

Section 3. Parliamentary Authority
The elected state vice president of parliamentary authority shall sustain the parliamentary procedure during all meetings of the State Executive Council and the annual State Leadership Conference.

ARTICLE XIV
Amendments
Section 1. Amendments
These Bylaws may be amended at the State Leadership Conference by a two-thirds vote of the voting delegates present and voting. Amendments shall become effective immediately.

Section 2. Proposal for Amendments
A chapter or district may present an amendment to the State Executive Council for approval by September 1 of the current year.

Proposed amendments must be approved by the State Executive Council before they are presented to the delegates.

A copy of the proposed amendments, properly approved as above, shall be sent to the chapters in the annual state mailing or posted on the state website.