

North Carolina Association of
Family, Career and Community Leaders of America, Inc.

Bylaws



CREED
We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.

For we have the clear consciousness of seeking old and precious values.
For we are the builders of homes, Homes for America's future,
Homes where living will be the expression of everything that is good and fair,
Homes where truth and love and security and faith will be realities, not dreams.

We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.

(Revised July 1999)

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 - Sponsors - 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. Sponsors

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 general objective of the organization shall be to help individuals improve personal, family, and community living through organized group and individual

activities as a part of the Family and Consumer Sciences Education program in the schools.

The mission of Family, Career and Community Leaders of America is to promote personal growth and leadership development through Family and Consumer Sciences Education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through:

- Character Development,
- Creative and Critical Thinking,
- Interpersonal Communications,
- Practical knowledge, and
- 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 organization.

A. Chapters in Good Standing

Chapters in good standing are those which maintain policies consistent with those of the NC-Family, Career and Community Leader 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 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. The Vice President of Middle Schools shall be an at large position filled on the basis of interest and availability. Financial support for the middle school position shall be the responsibility of the district. 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.

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.

Election/appointment of state officer to a district with no elected state office.

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.

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 a 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 grade 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 9th, 10th, 11th, or 12th grader.

D. Middle Level

In addition to the general qualifications, 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 or 8th 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.

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.

Section 2. Duties

1. 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.

2. 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 his/her absence. He/she shall be the lead state officer in the communication of all May-December state activities, meetings, be 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 Election 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 partnership 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.

3. 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 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 non-voting member of the State Executive Council.

Section 3. Terms of Office

The terms of each officer shall be one year, or until such time as successors are elected, with the exception of 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 the action of the State Executive Council, the officer may be subject to dismissal.

ARTICLE V

Nomination and Election of Officers

Section 1. Selection of Nominations

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

3. 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.
4. State Officers, with the exception of the state president shall be entitled to vote on all officer candidates.
5. In the event of a tie, the state president shall cast the tie-breaking vote.
6. 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.

Section 4. **State Selection Committee**

A. Definition

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.

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 Election 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 contracted employee for the student organization.

Section 2. **Duties of the State FCCLA Adviser**

The state adviser shall be 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.

Section 3. **Duties of an Adviser to a State Officer**

An adviser to a state officer shall: (1) directly supervise all activities and assignments of the officer relating NC-FCCLA; (2) be responsible for the state officer while attending and participating in functions sponsored by NC-FCCLA; and (3) apprise the local school administration, and state adviser of the activities, responsibilities, and progress of the state officer. An adviser shall be the adviser to the local chapter of which the officer is a member.

Section 4. **Duties of the Adviser to a National Officer Candidate/National Officer**

The adviser to a national officer candidate/national officer shall: (1) directly supervise all activities and assignment of the national officer candidate/national officer relating to the NC-FCCLA and the national association; (2) be responsible for national officer candidate/national officer while attending and participating in functions sponsored by NC-FCCLA and national associations; and (3) apprise the local school administration, and state FCCLA adviser of the activities, responsibilities, and progress of the national officer candidate/national officer.

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 shall facilitate the progress of the state associations.
- 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 adviser 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; NCACTE FACS President; three active advisers 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 adviser and North Carolina Department of

Education Family and Consumer Sciences Education state consultants shall serve as ex-officio members. These are non-voting members.

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/associates) 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 membership 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 the 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 Board of Directors 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 chair 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 committees chair shall report to the

members at the State Leadership Conference. Each committee chair shall submit a written report to the first 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.

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 Candidate(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.