

# **Bylaws of the Georgia Association of Family, Career and Community Leaders of America, Inc.**

## **ARTICLE I - Name, Affiliation, Charter, Mission, Purposes and National Programs**

### **Section One. Name**

The name of this association is determined by its articles of incorporation. The letters of FCCLA may be used to designate the organization. The name Family, Career and Community Leaders of America shall be used only by chapters chartered by the state and national organization.

### **Section Two. Affiliation**

This association is an affiliate of the Family, Career and Community Leaders of America, Incorporated (hereinafter "the national organization") a national organization incorporated in Reston, Virginia.

### **Section Three. Charter**

The association's charter is held by the Career, Technical and Agricultural Education (CTAE) Division of the Georgia Department of Education. The association shall function as a part of family and consumer sciences program area.

### **Section Four. Mission**

The mission of this association shall be 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 career preparation.

### **Section Five. Purposes**

The purposes of the association shall be as follows:

1. To provide opportunities for personal development and preparation for adult life;
2. To strengthen the function of the family as a basic unit of society;
3. To encourage democracy through cooperative action in the home and community;
4. To encourage individual and group involvement in helping achieve global cooperation and harmony;
5. To promote greater understanding between youth and adults;
6. To provide opportunities for making decisions and for assuming responsibilities;
7. To prepare for the multiple roles of men and women in today's society;
8. To promote family and consumer sciences and related occupations.

### **Section Six. National Programs**

The Georgia Association of Family, Career and Community Leaders of America, Inc. will participate in all nationally sponsored programs in accordance with published national guidelines.

## **ARTICLE II - Structure**

### **Section One. Basic Structure**

The Georgia Association of the Family, Career and Community Leaders of America shall be a chartered state association of the national organization and shall be made up of all affiliated chapters composed of

individual residents of this state who are members of the national organization and the state association.

The state board of directors and the state executive council are interdependent in matters of program development, program implementation and public relations. The council and the board are recognized in these bylaws as two key decision making bodies in the state association.

### **Section Two. Local Chapters**

Students possessing the qualifications for membership listed in these bylaws and who attend a public or private school in which family and consumer sciences or family and consumer sciences related instruction is offered may, with the support consent of their teachers and their school administration, organize a local chapter and apply for affiliation with the national organization. The affiliated chapters of the national organization located in the state of Georgia shall be affiliated chapters of this association.

### **Section Three. Regions**

There shall be designated regions, composed of local chapters. All members of the region shall be members of local chapters of the state association and national organization.

### **Section Four. Emblem**

The emblem of the national organization shall be the emblem of the association. According to national policy, the name or emblem of the national organization may be used only in connection with programs and projects that are directly related to the goal and purposes of the national organization. When the emblem is reproduced, it should be an exact replica of the official emblem. The name and emblem of the national organization may not be used on commercially developed or on FCCLA member-developed products for sale to the public except as authorized by national headquarters.

## **Article III - Membership**

### **Section One. Active Membership**

Any student who is taking or has taken a course in family and consumer sciences and/or related occupations through grade twelve shall be eligible for active membership in an affiliated chapter within the school.

### **Section Two. Honorary Membership**

Individuals who have helped to advance the family and consumer sciences program or have rendered outstanding service to the association and its affiliated chapters by advancing its purposes, shall be eligible for honorary membership in the state association in accordance with criteria developed by the state board of directors. Individuals may be nominated for honorary membership by a three-fourths vote of the state executive council. Nominated individuals may then be awarded honorary membership by a majority vote of the board of directors. Such memberships shall be perpetual, unless revoked, by a two-thirds vote of the state board of directors, with notice at the previous regular meeting. Honorary members have the privilege of attending meetings of the association, as observers.

### **Section Three. Alumni & Associate Membership**

Membership shall be open to all past FCCLA (or FHA/HERO) members of this state, present and former family and consumer sciences and related career, technical and agricultural educators, parents, past national, state and local officers, honorary FCCLA (or FHA/HERO) members, collegiate and career persons, spouses of such persons and all other interested adults who share the goals and purposes of

Family, Career and Community Leaders of America and its programs and who wish to support the continuing development of FCCLA youth. Alumni & Associate members shall not be eligible to hold office, speak in debate, make motions or vote.

## **ARTICLE V - State Officers**

### **Section One. State Officers**

- A. The state association shall have the following officers: president and secretary.
- B. The state association may have some or all of the following officers: first vice-president, vice president of membership, vice-president of programs, vice-president of competitive events, vice-president of community service, vice-president of public relations, historian and one or two national liaisons, as the state officer selection committee may assign qualified members to these positions.

### **Section Two. Duties of Officers**

- A. All officers shall serve as members of the state executive council.
- B. The president shall preside over all business meetings of the association and of the state executive council. He/she shall appoint, after consultation with the executive director; the chairpersons and members of all committees and be member of the state board of directors, He/she shall be a member ex-officio of all committees, except committees of the board and except the state officer selection committee. He/she shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the association.
- C. The specific duties of other officers shall be designated by the state president or state executive council, after consultation with the executive director. A listing of these shall be published at least annually.

### **Section Three. Qualifications of Officers**

Officers cannot hold district or state office in any other school or school-related organization, or any other organization relating to family and consumer sciences. State officers shall have the following qualifications:

1. Affiliated member of an affiliated chapter.
2. Affiliated member of an affiliated chapter for at least two years, for the office of president.
3. Enrollment in tenth grade or above, for the office of president or first vice-president. Candidates fulfilling the middle school allotment shall be in sixth or seventh grade. Enrollment in sixth grade or above, for all other offices.
4. One successfully completed course in family and consumer sciences.
5. Current or past officer of a local chapter.
6. Recommendations from a school administrator, family and consumer sciences teacher and community leader. Signatures of support from a chapter adviser and a parent or guardian.
7. Participation in one of the FCCLA national programs.

### **Section Four. Term of Office**

The state officers' term of office shall be for one year. The term shall begin at the conclusion of the state leadership conference.

### **Section Five. Vacancies**

- A. If the office of president becomes vacant, the first vice-president shall become president for the remainder of the term. If there is no first vice-president, the Board of Directors shall appoint a president from among the remaining officers. Then the new president, in consultation with the executive director, will assign his/her former duties to other state executive council members. In the event of a vacancy in another office, the candidate who received the next highest number of votes for the region in which the vacancy occurs may be offered the position. If there are no defeated candidates from the region, a committee may, in consultation with the executive director, assign the duties of the vacant position to other state executive council members.
- B. If an officer withdraws from the election prior to the installation, the candidate receiving the next highest number of votes for the region in which the vacancy occurs will be offered the position. If there are no defeated candidates from that region, defeated candidates from other regions will be considered to fill the vacancy.

### **Section Six. Removal**

Officers may be removed, with cause, by a two-thirds vote of the state board of directors.

## **ARTICLE VI - Nomination and Election of State Officers**

### **Section One. Procedure for Nomination of Officers**

- A. Affiliated chapters are eligible to recommend one state officer nominee. Nominees complete and return the official form received from the state office.
- B. The executive director or his/her appointee shall evaluate the qualifications of the nominees.

### **Section Two. Procedure for Election of Officers**

- A. The procedures and schedule for electing officers will be determined by the executive director, in consultation with the state executive council.
- B. Voting delegates shall elect nine officers by secret ballot, including at least one candidate from the northern regions, at least one candidate from the central regions, at least one candidate from the southern regions and at least one middle level candidate. The nine candidates receiving the highest number of votes shall be elected to serve as a state officer.
- C. A state officer selection committee will interview the elected candidates. Offices will be assigned based on qualifications, speech and interview. The state officer selection committee will include the following representatives: not less than two and not more than five student members selected by the executive director by application process to represent different regions of the state; two chapter advisers selected by the executive director by application process to represent two different regions of the state not represented by the student representatives on the committee; two adults approved by the state board of directors representing business, higher education, family and consumer sciences professional organizations or local school administration; and one adult facilitator also approved by the state board of directors. In selecting the facilitator, preference shall be given to the chairperson of the state board of directors. The facilitator shall not have a vote on the selection committee.
- D. The following persons shall be prohibited from serving on the state officer selection committee: State Department of Education family and consumer sciences personnel; state association personnel; advisers or local school administrators of state executive council members or region officers; advisers or school administrators or current chapter members from the same school as state officer candidates, current state executive council members or region officers. The state

officer selection committee shall use a rubric or other evaluation tool approved by the state board of directors to assess each candidate's qualifications for a particular office.

## **ARTICLE VII - Region Officers**

### **Section One. Region Officers**

The state association shall have a region officer for each region, who shall serve as a non-voting member on the state executive council.

### **Section Two. Duties of Officers**

The specific duties of the region officer shall be designated by the state president or state executive council, after consultation with the executive director.

### **Section Three. Term of Office**

The term of office shall be for one year, to end at the conclusion of the next state leadership conference.

### **Section Four. Vacancies**

In the event a region officer position becomes vacant, the candidate who received the next highest number of votes for the region in which the vacancy occurs may be offered the position. In the event there are no additional applicants, duties will be assigned to other region officers.

### **Section Five. Removal**

Officers may be removed, with cause, by a two-thirds vote of the state board of directors.

## **ARTICLE VIII - Nomination and Selection of Region Officers**

### **Section One. Procedure for Nomination of Region Officer**

Each affiliated chapter shall be eligible to recommend one nominee for region officer. Applications shall be submitted by chapters on the official form received from the state office.

### **Section Two. Procedure for Selection of Region Officers**

- A. The procedures and schedule for selecting the region officer will be determined by the state executive director and the state board of directors.
- B. A region officer selection committee, shall score the application of qualified nominees using a rubric approved by the state board of directors. The region officer selection committee shall be composed of members of the state board of directors who do not have region officer applicants and others appointed by the state board of directors. Scores from all selection committee members shall be averaged. The applicant within each region with the top averaged score shall be selected to serve as a region officer.

### **Section Three. Qualifications of Nominees**

Nominees shall have the following qualifications:

1. Affiliated member in an affiliated chapter.
2. Affiliated member in an affiliated chapter for at least one year.
3. Enrollment in ninth grade or above.
4. One course in family and consumer sciences at the time of submission of the application.
5. Recommendations from a school administrator and family and consumer sciences teacher. Signatures of support from a school administrator, a chapter adviser and a parent/guardian.

6. Participation in one of the FCCLA national programs.

## **ARTICLE IX - Nominee for National Officer and Appointment of National Liaison**

### **Section One. Nomination of National Officer Candidates**

- A. Affiliated chapters are eligible to recommend one nominee as a national officer candidate. Nominees complete the official form received from the state office. Applicants seeking nomination shall possess qualifications as specified in the national bylaws.
- B. The executive director or their appointee shall evaluate the qualifications of the nominees.

### **Section Two. Election**

The procedures and schedule for electing national officer candidates shall be determined by the executive director, in consultation with the state executive council. Election shall be by a majority of the voting delegates at the state meeting.

### **Section Three. Appointment of National Liaison**

In years when there are two national officer candidates, the defeated candidate at the national level will become the national liaison. In the event that both candidates are defeated on the national level, they will then share the office of national liaison. National liaisons shall be voting members of the state executive council.

### **Section Four. Term of Office**

The term of office shall be for one year, to end at the conclusion of the next state leadership conference.

### **Section Five. Removal**

Officers may be removed, with cause, by a two-thirds vote of the state board of directors.

## **ARTICLE X - Meetings**

### **Section One. Delegates**

Each chapter shall be represented by one voting delegate and any number of non-voting delegates at meetings of the state association. Non-voting delegates shall not vote or make motions and may address the meeting only by invitation of the association. A majority of the chapters shall constitute a quorum, except at the annual meeting.

### **Section Two. Regular Meetings**

The executive director, upon the recommendation of the state executive council and state board of directors, shall determine the number and location of meetings and the number of delegates to attend each meeting.

### **Section Three. State Leadership Conference and Annual Meeting**

The association shall hold a state leadership conference annually. The regular meeting held in conjunction with the state leadership conference shall be the annual meeting. A majority of chapters with voting delegates, registered in advance, to participate in the state leadership conference shall constitute a quorum for this annual meeting.

#### **Section Four. Special Meetings**

Special Meetings may be called by the executive director with the approval of the state board of directors. Chapters shall be given thirty days' notice of any special meeting.

### **ARTICLE XI - State Executive Council**

#### **Section One. Youth Members**

The elected and appointed officers, the national liaison(s) and any national officer the state may have shall compose the state executive council shall be voting members of the state executive council.

#### **Section Two. Adult Members**

Advisers to the members of the state executive council and advisers to the region officers shall be non-voting members of the state executive council. They shall serve a one-year term that coincides with their officer's term.

#### **Section Three. Duties**

The youth members of the state executive council shall:

- A. Consult with the executive director to consider long-term policies as they affect the program of work and to decide jointly upon short-term procedures.
- B. Determine the business to be brought before the delegates at the annual meeting.
- C. Conduct other such business as shall be necessary to facilitate the progress of the association.
- D. Plan the programs for meetings.
- E. Be responsible for planning and promoting the national and state programs of work.
- F. Create committees of the state association, as it shall deem necessary.

#### **Section Four. Meetings**

The state executive council shall meet throughout the year. Calls to meeting shall be by email and shall give at least five days' notice. A majority of the council shall constitute a quorum. If a regular meeting (and any adjournments thereof) has no quorum, the quorum shall be halved at each successive regular meeting, until a quorum is attained. There shall be no proxy voting. Meetings may be electronic.

### **ARTICLE XII - State Board of Directors**

#### **Section One. Authority and Powers**

The board of directors provides leadership and support to the association. It serves in a dual role that is both advisory and managerial in nature. The board of directors shall set policies, approve budgets, and make decisions on how the state organization operates. The board of directors is instrumental in the development and implementation of an annual strategic plan and budget to support quality programs across the state.

The primary functions of the board shall be to set policy related to program, fiscal matters and to be responsible for sound management. The board receives and acts upon the recommendations of the executive director relative to the management of program and fiscal matters. The board shall have authority over the association membership and the executive council.

## **Section Two. Membership**

The state board of directors shall consist of members elected by related organizations and groups, members ex-officio, youth members and members elected by the board, the total number of which shall not exceed twenty-four.

- A. There shall be five directors elected by related organizations and groups (according to their election procedures) as follows: GAFCS, GATFACS and three local advisers to serve staggered terms elected by the local advisers attending the state leadership conference.
- B. The ex-officio members of the Board are as follows: executive director, DOE family and consumer sciences State Program Specialist/State Adviser, state executive council president, past chair of the state board of directors and the local advisers of the two members of the board.
- C. In addition to the current state president of the state executive council, there shall be one additional youth member to be chosen from the current state executive council.
- D. There shall be two members representing business and industry elected by the board and one representing family and consumer sciences programs at colleges and universities.
- E. Members elected by related organizations and groups and members elected by the board shall serve a three-year term, or until their successor is elected. Such directors may be re-elected for a second three-year term. At least one year must have elapsed before any such director having served two consecutive terms may be elected for another term. The board chairperson shall serve one year following his/her term of office; other members ex-officio shall serve on the board until the time they vacate their respective offices.
- F. Voting Privileges. Each member of the board (except for the executive director, the DOE Family and Consumer State Program Specialist/State Adviser and the local advisers of the two student members of the board) shall have the power to cast one vote on any issue to be determined by the board.
- G. Vacancies. Vacancies in the board may be filled by the electing power, at its own option. Any director elected for the balance of an unexpired term shall, in addition, be eligible for the maximum number of complete consecutive terms as director as provided in these bylaws.
- H. Representation. Members of the board shall serve as directors of Georgia Association of Family, Career and Community Leaders of America as a whole and not solely as a representative of any other body, while taking into consideration the views and interests of others.
- I. Assumption of office. Persons elected to the board shall assume their office as director immediately following the state leadership conference.
- J. Members of the board may be removed by the board, for cause, by the procedures detailed in the parliamentary authority.

## **Section Three. Officers of the Board**

The officers of the board shall consist of a chairperson, a chair-elect, a treasurer, a secretary.

- A. The above officers shall be elected by the members of the board. The treasurer shall serve for a term of two years or until his/her successor has been elected. The other officers shall serve for term of one year or until their successors have been elected. Officers may be eligible for reelection. No director, however, shall serve in the same office for more than three consecutive terms. Any vacancy among the officers may be filled at any duly constituted meeting of the board. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the association. Officers may be removed from office at the pleasure of the board as provided in the parliamentary authority, while retaining their seat on the board.



- B. The chairperson shall preside at all meetings of the board and shall perform the duties customary to that office. The chairperson shall chair the executive committee and shall be a member ex-officio of all committees of the board. The chairperson shall appoint all committees of the board.
- C. The chair-elect shall serve as vice-chair and accede to the position of chairperson at the next election of officers, or if the office of the chairperson becomes vacant. When the chair-elect accedes to the office of chairperson and a vacancy is created in his/her former position on the board, the electing power may, as usual, fill the vacancy, at its own option.
- D. The treasurer of the board shall serve as chair of the finance committee; shall have authority to sign any official documents duly prepared and requiring signature of the treasurer of the board. In the treasurer's second year on the board, if a vacancy is created in his/her former position on the board, the electing power may, as usual, fill the vacancy, at its own option.
- E. The secretary of the board shall record all motions and actions and keep a record of all meetings. The secretary's records shall be kept in the headquarters office of the association.

#### **Section Four. Meetings of the Board**

The board shall have meetings as follows:

- A. There shall be at least four regular meetings of the board each year.
- B. Special meetings may be called by the chair of the board of directors or shall be called for upon the written request of five voting members of the board of directors. Written notice of any special meetings shall be sent, by postal or electronic mail, to each member at least fifteen days in advance, with a statement of time, place and meeting agenda.
- C. The board chair will give notice of regular board meetings, by postal or electronic mail, at least thirty days in advance.
- D. Members who are not directors may attend all board meetings except when the board of directors is called into executive session.
- E. The board may hold an executive session in the course of any meeting in which only voting members shall participate.
- F. There shall be no proxy voting in meetings of the board or its committees.
- G. Meetings may be held electronically.

#### **Section Five. Committees of the Board**

There shall be an executive committee, standing committees and ad hoc committees of the board. Standing committees shall include: finance committee, program committee and communications/membership committee. Ad hoc committees shall report to the board through the appropriate standing committee.

The members of the executive committee shall consist of all officers of the board, the chairpersons of all standing committees, the president of the state executive council and the executive director. The executive committee shall exercise all powers of the board at such times as the board is not in session, except that it shall not have the power to alter or revoke any previous order, resolution or vote of a meeting of the board unless specifically granted such power by the board and it shall not have the power to elect or remove officers and members of the board or of the association, hire or remove the executive director, or amend the charter or bylaws of the organization. The executive committee shall report all its interim actions in writing at the next regular meeting of the state board of directors.

Meetings of the executive committee shall be held at the call of the chairperson, with at least five days' notice by email. Notice may be waived by unanimous consent. The agenda and information relative to

items of business shall be sent in advance whenever possible. Conference telephone meetings shall be permissible.

Following the state leadership conference, the chairperson and members of the standing committees shall be appointed by the chairperson of the board, except the chairperson of the finance committee shall be the treasurer. The chairpersons of standing committees shall be directors. Non-board members may serve as voting members of the committees, except the finance committee. There shall be at least one member of the state executive council on each standing committee.

#### **Section Six. Quorum**

A majority of the voting members shall constitute a quorum for the board. If a regular meeting (and any adjournments thereof) has no quorum, the quorum shall be halved at each successive regular meeting, until a quorum is attained.

#### **Section Seven. Channel to the Board**

Any official communication from individuals or groups shall be presented in writing to the state board of directors.

### **ARTICLE XIII - Professional Staff**

#### **Section One. Professional Staff**

The professional staff shall consist of the executive director and other personnel as necessary to carry on the work of the association.

The executive director may be employed by an outside fiscal agent or other entity. In case of a vacancy, the agent or entity employing the executive director will work collaboratively with the board of directors and the Department of Education to interview, select and hire an executive director.

#### **Section Two. Duties**

The duties of the executive director shall be determined by the state board of directors or collaboratively in the case of an outside agent or entity serving as the employer.

#### **Section Three. Evaluation**

The state board of directors will conduct an annual evaluation of the performance of the executive director. If an outside agency or entity is the employer of the executive director, the board shall make the results of their annual evaluation results, in the form of "satisfactory" or "non-satisfactory," known to the employer, who shall have sole discretion over the final evaluation of the executive director and the recommendation of termination or continuance of the employment.

### **ARTICLE XIV - Finance**

#### **Section One. Dues**

- A. The management of the national dues shall be determined by the National Board of Directors.
- B. Individual state membership dues shall be determined by the state executive council, upon recommendation of the executive director and the state board of directors, subject to approval of the voting delegates at the annual meeting. State and national membership dues for each member shall be forwarded to the National Office by the chapter adviser.
- C. Local chapter dues are to be determined by each chapter.

### **Section Two. Fiscal Year**

The fiscal year shall be July 1 through June 30.

### **Section Three. Budget**

The budget shall be prepared by the executive director, in consultation with the finance committee of the state board of directors. It shall be presented to the state board of directors for adoption.

### **Section Four. Financial Report**

The financial statement of all income and expenditures prepared by the executive director shall be presented to the state executive council members and the state board of directors at regular meetings of the council. A financial statement shall be made available to the delegates at state convention.

### **Section Five. Financial Review**

The financial statement of all income and expenditures prepared by the state office shall be reviewed annually by a certified public accountant.

## **ARTICLE XV - Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the association may adopt.

## **ARTICLE XVI - Amendments**

### **Section One. Introduction and Passage**

Amendments to these bylaws may be proposed by any of the following:

1. A local chapter, by sending the proposed amendment in writing, so that it is received in the state office no later than ninety days prior to the annual meeting,
2. The state executive council,
3. The state board of directors,
4. The executive director.

Proposed bylaws amendments must be approved by the state board of directors, by majority vote, or by the executive director, prior to their consideration by the voting delegates.

Proposed bylaws amendments may be adopted at the annual meeting by a two-thirds (2/3) vote of the voting delegates present and voting.

Bylaws amendments proposed by the state board of directors or executive director may be adopted by a two-thirds (2/3) vote of the voting delegates, present and voting, at any regular or special meeting of the association.

### **Section Two. Notice**

Notice of the proposed amendments shall be sent to the local chapters by the executive director no later than thirty days prior to the meeting at which they will be considered.

### **Section Three. National Bylaws**

Any amendment to the national bylaws which affects the purposes, mission or any other basic statute of the organization shall be immediately adopted into the state bylaws without vote of the membership.

## **ARTICLE XVII - Dissolution or Liquidation**

Upon final dissolution or liquidation of the Georgia Association of Family, Career and Community Leaders of America, Inc. and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets of the association be shall be transferred to a qualified exempt organization within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended.

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