

Bylaws

Revised 2021

Arizona Family, Career and Community Leaders of America, Inc. 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 Arizona Department of Education, in public and private schools through grade 12. It is open to students of all races and religious beliefs.

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.

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ARTICLE I

Name and State Headquarters

Section 1. Name

The name of the organization shall be Arizona Family, Career and Community Leaders of America. The acronym FCCLA may be used to designate the organization.

Section 2. State Headquarters

The state headquarters of the organization shall be located in the Career and Technical Education unit of the Arizona Department of Education.

ARTICLE II

Mission Statement and Purposes

Section 1. Mission Statement

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 career preparation.

Section 2. Purposes

Organized instruction relating to the mission is part of the Family and Consumer Sciences education program in schools. The purposes of the organization 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.

ARTICLE III

Organizational Structure

Section 1. National Affiliation

The organization, Arizona FCCLA, is chartered by the national organization of Family, Career and Community Leaders of America.

Section 2. State Association

Chartered state associations shall be composed of all affiliated chapters within the boundary of the state.

Section 3. Regions

The Arizona FCCLA Board of Directors of the organization (the "Board") shall formulate "regions," into which affiliated chapters shall be divided and which may be used in determining representation on the Board.

Section 4. Sponsor

The organization's Sponsor shall be the Deputy Associate Superintendent of the Career and Technical Education Unit of the Arizona Department of Education, or their superior. The Sponsor shall give general guidance to the organization and shall appoint a State Adviser to assist in the administration of the organization. In addition, the State Adviser and Sponsor shall assist the members of the Board of Directors and State Executive Council.

Section 5. Chapters

A chapter may be affiliated in public and private schools in which Family and Consumer Sciences instruction is offered, as determined by the Arizona Department of Education. The chapter shall be composed of students possessing the qualification for membership.

ARTICLE IV

Membership

Section 1. Active Members

Any students who is taking or has taken a course, determined by the Arizona Department of Education as comprehensive or occupational Family and Consumer Sciences through grade 12 shall be eligible for active membership in an organized chapter within the school. Active members shall be eligible to hold office, make motions and vote.

Section 2. Alumni and Associate Members

Former active members and other 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 shall be eligible for Alumni & Associates membership. Members of Alumni & Associates shall not be eligible to hold office, make motions or vote.

Section 3. **Honorary Members**

Any individual whose professional responsibilities are not directly related to Family, Career and Community Leaders of America, who have made outstanding contributions and who are giving continued service to the national organization by advancing its purposes, are eligible for honorary membership. Honorary members have the privilege of attending all meetings of the organization but have no vote.

ARTICLE V

State Executive Council

Section 1. **State Officers**

The state officers of the organization (and the members of the State Executive Council) shall comprise of at least a president and seven (7) vice presidents and up to two (2) current FCCLA National Officer Candidates as the executive vice president(s).

Section 2. **Qualification**

State Executive Council members shall have the following qualification:

- A. Currently an active member in an affiliated chapter and has been an active member in good standing for at least one year.
- B. Approval of the local chapter / adviser.
- C. Complete the Arizona State Officer Application process.

Section 3. **Election, Term of Office, Qualification**

The officers of the organization shall be elected annually by the voting delegates at the organization's State Leadership Conference. Each officer shall hold office for the term of their position or until he or she resigns or is removed in the manner hereinafter provided. Terms begin at the installation ceremony after the election at State Leadership Conference until the installation at the next year's State Leadership Conference. Candidates for office must be active members in the organization by February 1 of the election's school year and meet and additional requirements established by the State Adviser and Sponsor.

Section 4. **Removal**

Any officer who does not adhere to the organization's established code of conduct and state officer rules and regulations will be subject to disciplinary action. The State Adviser, with Board approval, in the best interest of the organization shall decide on removal of an office.

Section 5. **Duties**

The State Executive Council shall:

- A. In cooperation with the Board, determine the business to be brought before the voting delegates at the annual meeting;
- B. Plan the state program of work and actively participate and promote the organization's programs; and
- C. Conduct such other business as shall be necessary to facilitate the progress of the organization.

ARTICLE VI

Board of Directors

Section 1. **Powers**

Subject to any limitations set forth in the Articles of Incorporation, these Bylaws, or applicable laws, the Board shall advise, assist and support the organization. The recommendations from the State Adviser and Sponsor may be relative to the management of the organization's affairs and fiscal matters.

Section 2. **Members of the Board**

The Board of Directors shall consist of the State Adviser, program specialists, a representative from the Arizona Department of Education, chapter advisers – regional representation, postsecondary and industry representation, a state officer – youth member, and state officer advisers.

- A. State Adviser and Program Specialists. There may be up to three (3) ex-officio representatives from the Arizona Department of Education: one (1) non-voting Arizona FCCLA State Adviser; and up to two (2) voting program specialists responsible for programs related to the organization.
- B. Representative from the Arizona Department of Education. There will be one (1) ex-officio, non-voting representative from the Arizona Department of Education.

- C. Chapter Advisers – Regional Representation. There will be two (2) elected, voting chapter advisers from each region of the organization.
- D. Postsecondary and Industry Representation. There shall be no more than four (4) voting postsecondary or industry representatives, or a mix of both, appointed by the State Adviser and confirmed by the Membership & Recognition Committee.
- E. State Officer – Youth Member. There will be one (1) ex-officio, voting youth member representing the State Executive Council.
- F. Past-Chair. The Past-Chair of the Board shall serve as an ex-officio, non-voting member of the Board.
- G. Terms of Directors. Directors elected to serve on the Board shall serve a term of two (2) years. Such directors may be re-elected for a second two-year term. At least 12 months must have elapsed before any such director having served two consecutive terms may be elected for another term.
- H. Voting Privileges. Each member of the Board, unless otherwise stated, shall have the power to cast one vote on any issue to be determined by the Board.
- I. Vacancies. The Board may fill vacancies at any meeting of the Board through special elections. 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.
- J. Representation. Members of the Board shall serve as directors 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.
- K. Assumption of Office. Persons elected to the Board shall ordinarily assume their office as director immediately following the annual State Leadership Conference of Arizona Family, Career and Community Leaders of America.

Section 3. **Officers of the Board**

The Officers of the Board shall consist of a Chair, Chair-Elect, a Treasurer, and a Secretary.

- A. Election, Terms and Vacancies of Officers. The above officers shall be elected by the members of the Board from among voting members of the Board. They shall serve for a term of one year or until their successors shall have been elected and assume office. 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.
- B. Chair and Chair-Elect. The Chair shall preside at all meetings of the Board and shall perform the duties customary to that office. The Chair shall chair the Executive Committee and shall be a member ex-officio of all committees of the Board. In the absence of the Chair, the Chair-Elect shall perform all duties pertaining to the office of Chair. The Chair-Election shall succeed to the position of Chair at the next election of officers. The Chair shall appoint all standing and ad hoc committees of the Board annually.
- C. Treasurer. 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 Board.
- D. Secretary. 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 Career and Technical Education Unit of the Arizona Department of Education.

Section 4. **Meetings of the Board**

There shall be at least two regular meeting of the Board each year. The Board shall establish a yearly schedule of the annual meetings to be held during the upcoming year. The selection and order of business during meeting of the Board shall be determined by the Chair in consultation with the State Adviser.

Section 5. **Special Meetings**

Special meetings may be called by the Chair, State Adviser of the voting

members of the Board of Directors upon written request. Written notice of any special meeting shall be sent to each member at least 15 days in advance, with a statement of time, place and meeting agenda.

Section 6. **Open Meetings**

Any interested individual may attend any Board meetings, except when the Board is called into executive session.

Section 7. **Waiver of Notice**

A director's attendance at a meeting shall constitute a waiver of notice of such meeting, except when the director attends the meeting for the express purpose of objecting to the transaction of any business because the meeting was not lawfully called or convened. Any director may waive notice of any annual, regular, or special meeting of the Board by executing a written waiver of notice either before or after the time of the meeting.

Section 8. **Action Without a Meeting**

Unless otherwise restricted by the Articles of Incorporation or these Bylaws, any action required or permitted to be taken at any meeting of the Board or of any committee thereof may be taken without a meeting, if all members of the Board of committee, as the case may be, consent to the action in writing, and the writing or writings are filed with the minutes of proceedings of the Board or committee.

Section 9. **Quorum**

A majority of the voting members of the Board shall constitute a quorum for the transaction of business. The same shall pertain to all committees of the Board. Proxy voting is not allowed.

Section 10. **Standing Committees of the Board**

The standing committees of the Board shall include the Executive Committee, Finance Committee, Membership and Recognition Committee, and Conferences and Events Committee. Standing committees shall be comprised of members of the Board, State Executive Council and State Staff. The designation of each members' assigned committee shall be outlined in the Policies and Procedures.

Section 11. **Special Committees of the Board**

The Chair, in consultation with the State Adviser, may designate from among the members of the Board one or more special committees. The Chair shall serve as an ex-officio member of all special committees and may with or without cause, dissolve any such committee or remove any member thereof at any time. The designation of any such committee and the delegation thereto of authority shall not operate to relieve the Board, or any member thereof, of any responsibility imposed by law.

Section 12. **Channel to the Board**

Any official communication from individuals or groups to the Board shall be presented in writing.

ARTICLE VII

Annual Meeting of the Corporation

Section 1. Annual Meeting

The organization shall hold an annual meeting, except in cases of extreme emergency, to which all members shall be invited.

Section 2. Voting Delegates

The number of voting delegates to which each chapter is entitled shall be determined by the number of paid members within the state on February 1 of the meeting year according to the following scale:

Each chapter shall have one (1) voting delegate.

Each chapter shall have one (1) additional voting delegate for 13-30 paid members of the chapter, two (2) additional voting delegates for 31-60 paid members of the chapter, three (3) additional voting delegates for 61-90 paid members of the chapter, and so forth.

Section 3. Motions, Debating, Votes

The privilege of making motions, debating and voting shall be limited to the designated voting delegates and the annual meeting. Proxy voting is not allowed. All matters presented at the annual meeting shall be decided by vote of a majority of the voting delegates in attendance at the Business Session.

ARTICLE VIII Dues, Fiscal Year, Budget and Audit Procedure

Section 1. Dues

Arizona FCCLA dues for active members include the current national dues and the state dues for affiliation with the organization. The state dues are established by the State Adviser and Board of Directors.

Section 2. Fiscal Year

The organization's fiscal year shall be August 1 through July 31.

Section 3. Budget

The organization's yearly budget shall be developed by the State Adviser and approved by the Board.

Section 4. Financial Review

A financial review of the organization's yearly financial statements shall be conducted in accordance with the Policies and Procedures. The financial review shall be completed in accordance with written policy of the Sponsor.

ARTICLE IX Parliamentary Authority

Section 1. Parliamentary Procedure

Robert's Rules of Order, Newly Revised shall govern the business of the state organization of Family, Career and Community Leaders of America in all cases in which they are applicable and in which they are consistent with these bylaws.

ARTICLE X Compensation and Resignations

Section 1. Fees and Compensation

No director, officer, State Executive Council member or committee member shall receive any compensation for his or her services in that capacity, except for compensation in a reasonable amount for services rendered as determined by the Board and reimbursement for necessary out-of-pocket expenses.

Section 2. Resignations

Any director, officer or member of the State Executive Council may resign his or her office at any time by giving notice of their resignation to the Chair of the Board. Such resignation shall take effect at the time specified therein or, if no time be specified therein, at the time of the receipt thereof, and the

acceptance thereof shall not be necessary to make it effective.

ARTICLE XI Loans, Checks and Deposits

Section 1. Loans

No loans shall be contracted on behalf of the organization and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board.

Section 2. Checks and Drafts

All checks, drafts or other orders for the payment of money, or notes or other evidences of indebtedness issued in the name of the organization shall be signed by the contracted financial department.

Section 3. Deposits

All funds of the organization not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the State Adviser or Sponsor may select.

ARTICLE XII Prohibition Against Sharing in Organization Earnings

No director, officer, employee, member of the State Executive Council or committee of or person connected with the organization, or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operations of the organization, provided that this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the organization in effecting any of its purposes or reimbursement for necessary and reasonable out-of-pocket expenses as shall be fixed by the Board. No such person or persons shall be entitled to share in the distribution of any of the organization's assets upon the dissolution of the organization. Upon such dissolution or winding up of the affairs of the organization, the Board shall, after paying or making provision for the payment of all of the liabilities of the organization, either dispose of all of the assets of the organization exclusively for one of more exempt purposes, within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future

United States Internal Revenue law (or Code), or distribute the assets to one or more organizations that shall then qualify as exempt organization under section 501(c)(3) of the Code. Any such assets not so disposed of or distributed shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for charitable, scientific, or educational purposes within the meaning of section 501(c)(3) of the Code or to such organizations as said court shall determine are organized and operated exclusively for such purposes.

ARTICLE XIII Exempt Activities

Notwithstanding any other provision of the bylaws, no director, officer, employee, or representative of the organization shall take any action or carry on any activity by or on behalf of the organization not permitted to be taken or carried on by any organization described in section 501(c)(3) of the Code or an organization contributions to which are deductible under section 170(c)(2) of the Code. In no event shall the corporation, as any substantial part of its activities, carry on propaganda or otherwise attempt to influence legislation, except as otherwise provided in section 501(h) of the Code. Nor shall the organization participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office.

ARTICLE XIV Indemnification

Section 1. Indemnification

The organization shall indemnify its directors, officers, employees and agents against expenses incurred in action by third parties or by in right of the organization to the full extent permitted by and as provided in section 10-1005(B) of the Arizona Revised Statutes.

ARTICLE XV Repeal, Alteration or Amendment

These bylaws may be repealed, altered or amended at an annual meeting of the organization by approval of two-thirds of the voting

delegates in attendance at the Business Session; provided

1. Any amendments must be proposed by an affiliated chapter, the State Executive Council, the Board of the State Adviser and must be received by the Board at least forty-five (45) days prior to the next annual meeting; and
2. Notice of any proposed amendments must be sent by the Board to all affiliated chapters, the State Executive Council, and the Sponsor at least thirty (30) days prior to the next annual meeting.