

## Chapter Bylaws

Revised Year \_\_\_\_\_ Reviewed Year \_\_\_\_\_ Chapter ID# \_\_\_\_\_

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### **I: Name**

- A. The name of this chapter of Arizona's State Association of FCCLA Inc. shall be \_\_\_\_\_.
- B. The purpose of this chapter shall be the same as those of the national organization.

### **II: Membership**

- A. Any student who is enrolled in the \_\_\_\_\_ program up to grade 12, and has paid all applicable local, state, and national dues shall be an active member.
- B. There will be no Alumni membership or Associate membership

### **III: Meetings**

- A. Meetings will be held \_\_\_\_\_.

### **IV: Officers, (Executive Committee)**

- A. President: Duties shall include carrying out the policies of the chapter, appointing all committees of the chapter, exercising general supervision over the activities of the chapter, and presiding at meetings of the chapter and executive committee. The president shall be a member ex officio of all committees.
- B. Vice president: Duties shall include those usually appertaining to the office and those delegated by the president. In the absence of the president, the vice president shall serve in the president's stead.
- C. Secretary: Duties shall include keeping a record of all proceedings and correspondence of the chapter, certifying chapter delegates to the Association's annual meeting, preparing or overseeing the preparation of newsletters for distribution to the faculty if such shall be desired, and maintaining official contact with the Association.
- D. Treasurer: Duties shall include keeping an accurate record of all funds received and disbursed. At the request of the executive committee, the treasurer, with assistance from the Chapter Adviser, shall prepare an annual chapter budget and report of finances, and submit them for approval. It shall be the duty of the treasurer to remit to the Association and/or to the applicable state conference any dues collected on behalf of the Association and/or conference.
- E. Historian: Responsible for taking pictures and overlooking all social media. By the end of the school year the historian, with assistance from other members/officers/Adviser will make a chronicle collection of events for the membership year, either digital or physical to include agendas of meetings and minutes, photos and other documentation of chapter events attended and any state organized events attended.

## **V: Elections**

- A. Interested candidates will complete an Officer Application, to include parental consent of the applicant.
- B. The Officers will be assigned through a selection process in which the Adviser reviews applicants and decides by the end of the 4<sup>th</sup> week of school.

## **VI: Committees**

### **A. Committees**

The executive committee shall consist of the elected officers of the chapter, the immediate past president, and two members elected at large. The majority of the executive committee shall constitute a quorum for the conduct of the business of the committee. The executive committee shall assume responsibility for the chapter's continuing effective presence at the institution, keeping all positions on the executive committee filled as vacancies occur. The executive committee shall:

### **B. Responsibilities**

- Meet regularly;
- Conduct the business of the chapter between meetings;
- Regularly recruit members and encourage maintenance of membership;
- Make necessary appointments to complete an unexpired term of any officer;
- Set the agenda with appropriate notice for chapter meetings;
- Consult regularly with the administration on matters of mutual interest; and
- Respond to inquiries from the media.

## **VII: Finances**

- A. Finances will be managed by the Treasure with the oversight of Chapter Adviser according to the standard acceptable accounting principles set by the school/district.

## **VIII: Amendments**

- A. These bylaws may be amended by majority vote of the members, provided that a notice setting forth the proposed amendment or amendments, an explanation thereof and known objections thereto shall have been sent to each member at least thirty days before the vote. Any nationally affiliated member of the chapter may initiate an amendment.

## **IX: Parliamentary**

- A. The rules found in *Robert's Rule of Order Newly Revised* will govern the business of meetings of the chapter where it is appropriate.

## **X: Disciplinary Action**

- A. If an Officer or Member of the chapter, for any reason, requires disciplinary action, they may be removed from office, and the Chapter Adviser may replace them with an alternate affiliated member of the chapter.