

Section 2

BY-LAWS

**KENTUCKY ASSOCIATION
FAMILY, CAREER, AND COMMUNITY LEADERS OF AMERICA**

ARTICLE I

NAME-SPONSOR- MISSION- PURPOSES

SECTION A - NAME

The name of this organization shall be the Kentucky Association of Family, Career, and Community Leaders of America. Members are hereinafter referred to as Family, Career, and Community Leaders of America. The letters FCCLA may be officially used to designate the FCCLA organization, its units, or members thereof.

SECTION B - SPONSOR

The sponsor of the organization shall be the Family and Consumer Sciences Team, Kentucky Department of Education. The state headquarters shall be located in the offices of the Family and Consumer Sciences Unit, Kentucky Department of Education.

SECTION C - MISSION AND PURPOSES

The mission of Family, Career, and Community Leaders of America is to promote personal growth and leadership development through Family and Consumer Sciences Education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through- character development; creative and critical thinking; interpersonal communication; practical knowledge; and vocational preparation. Organized instruction relating to the mission is a part of the Family and Consumer Sciences Education program in the school. The purposes of the organization shall be:

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 II

ORGANIZATION-MEMBERSHIP

SECTION A - ORGANIZATION

1. The Kentucky Association of Family, Career, and Community Leaders of America is a chartered state association of the national organization of Family, Career, and Community Leaders of America. It shall consist of affiliated local chapters in schools in Kentucky, where recognized systematic instruction in family and consumer sciences is offered.
2. This association accepts in full the provisions in the bylaws of the national organization of Family, Career, and Community Leaders of America.
3. Affiliated local chapters of the Kentucky Association of the Family, Career, and Community Leaders of America shall be organized into regional organizations in accordance with the regional organizations of family and consumer science teachers.
4. Members of local chapters shall meet, organize, adopt bylaws with the state and national bylaws, elect officers, set up a program of work, and then apply for membership in the State Association of Family, Career, and Community Leaders of America. After the application has been approved, the members of the local group may then be recognized as Family, Career, and Community Leaders of America Chapter.

SECTION B - MEMBERSHIP

Types of membership in the organization shall be as follows:

1. **Active Membership.** Any student who is taking or has taken a comprehensive or occupational course in Family and Consumer Sciences through grade twelve 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, if they:
 - a. Attend chapter meetings with reasonable regularity
 - b. Participate in the activities of the chapter.
 - c. Pay dues regularly.
2. **Honorary Membership.** Honorary memberships may be rewarded in the state association and local chapters. Any adult who has rendered outstanding service to Family, Career, and Community Leaders of America by advancing its purposes may be selected for honorary membership in the state association in accordance with procedures adopted by the State Executive Council and State Advisory Board. Honorary membership shall be perpetual. Honorary members have the privilege of attending all meetings of the organization without vote. The awarding of honorary membership shall be limited to four for the state association and two for a chapter in any one year.
 1. **Alumni Membership.** Former active members and 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 the FCCLA youth shall be eligible for alumni and associate membership. Members of the FCCLA Alumni and Associates shall not be eligible to hold office, make motions, or vote.

SECTION C - PROCEDURE FOR ISSUING CERTIFICATES OF MEMBERSHIP TO LOCAL CHAPTERS AND MEMBERS

1. Local chapters shall apply for affiliation with the state and national organizations of Family, Career, and Community Leaders of America using the form provided for this purpose. Such applications shall include an alphabetical list of members, signatures of the chapter president and chapter adviser, and a check to cover regional, state, and national dues. A copy of the proposed bylaws for new chapters and changes in bylaws., if any, for chapters seeking reaffiliation and a copy of the current program of work shall be sent to the State Adviser.
2. A certificate of membership will be sent to a new chapter upon receipt of such application provided that the proposed chapter bylaws are not in conflict with the state and national bylaws of Family, Career, and Community Leaders of America.

SECTION D - PROCEDURE FOR DETERMINING STANDING OF LOCAL CHAPTERS AND MEMBERS.

Chapters that affiliate or send dues for members any time between June 1 and May 31, are eligible to:

- a. Participate in regional meetings, attend state meetings,
- b. Recommend members for regional, state, or national office,
- c. Participate in STAR Events at the regional, state, and national levels,
- d. Recommend a person for state honorary membership,
- e. Have members work on a state degree or Power of One

Chapters must affiliate by February 1. The name of officer candidates, STAR Events participants, state degree candidates, and Power of One candidates must be listed as having paid their dues. In order to participate in STAR Events at regional, state, or national level, dues are to be paid one month prior to regional STAR Events competition.

ARTICLE III FINANCES

SECTION A - DUES

1. **State.** Annual membership shall be fixed by the Executive Council, upon recommendation of the State Advisory Board, and subject to the approval of the voting delegates at a state meeting.
2. **Region.** Regional dues shall be recommended by the State Executive Council and approved by the voting delegates at the state meeting. Regional dues shall be included with the state and national dues. The State Adviser shall return regional dues to the respective regions.
3. **Chapter.** The dues of any chapter shall be fixed by the chapter executive council subject to approval of the membership of that chapter.

SECTION B - FISCAL YEAR

The fiscal year for the Family, Career, and Community Leaders of America shall be September 1 through August 31.

SECTION C - BUDGET

The State Adviser, in consultation with the chairperson of the State Advisory Board and the State Treasurer, shall prepare the budget. It shall be approved by the State Advisory Board and submitted to the State Executive Council.

SECTION D - AUDIT

The financial statement of all income and expenditures prepared by the State Advisor shall be audited annually. The auditor's report shall be presented to the delegates at the annual state meeting.

SECTION E - LIQUIDATION

In the event that the organization is dissolved, any remaining money shall be used to further the purposes of the organization.

ARTICLE IV OFFICERS

SECTION A - OFFICERS

1. The officers of the Kentucky Association of Family, Career, and Community Leaders of America shall be:
 - President
 - First Vice President
 - Vice President of Community Service
 - Vice President of Finance
 - Vice President of Individual Programs
 - Vice President of Membership
 - Vice President of Parliamentary Law
 - Vice President of Peer Education
 - Vice President of Public Relations
 - Vice President of STAR Events
2. The officers of regional organizations may be the same as those of the state association, or may consist of President, Vice President, Vice President of Membership, Vice President of Finance, and any other offices deemed appropriate by the region.
3. The officer shall have a scholastic rating above average.
4. The officer shall have outstanding leadership abilities to carry out responsibilities to the organizations
5. The officer shall have support and approval of the local chapter, adviser, administration, and parents or guardians.

SECTION B - DUTIES

2. Duties of State Officers:

- a. The President shall preside over all business meetings of the organization of the state association and over meetings of the State Executive Council. The President shall appoint all committees after consultation with the State Adviser, and may serve as an ex-officio member of these committees.
- b. The Vice President for Peer Education shall provide leadership in planning and implementing the organization's peer education programs and serves as chairperson of the Programs Committee.
- c. The Vice President of Individual Programs shall provide leadership in planning and implementing programs for the individual development and recognition of the organization's members and serve as the chairperson of the Achievement Committee.
- d. The Vice President of STAR Events shall provide leadership in planning and implementing the organization's STAR Events program and serve as the chairperson of the STAR Events Committee.
- e. The First Vice President shall assume responsibility in the absence of the president and shall keep the minutes of the state meeting and the State Executive Council meetings, write letters for the organization, keep records of historic importance to the association and serve as chairperson of the History Committee.
- f. The Vice President of Finance shall provide leadership by serving as a member of the State Advisory Board, prepare audit report for state meeting, promote the State Scholarship Project, and serve as the chairperson of the Scholarship Committee.
- g. The Vice President of Public Relations shall provide leadership in planning and implementing the organization's public relations programs, the State Newsletter, maintaining the state web page, and serves as the chairperson of the Public Relations Committee.
- h. The Vice President of Membership shall provide leadership in planning and implementing programs for membership promotion and development and serve as chairperson of the Membership Committee, including Honor Roll.
- i. The Vice President of Parliamentary Law shall provide leadership in assuring that the business sessions for the state organization and meetings of the State Executive Council are conducted in accordance with acceptable parliamentary law. The Vice President of Parliamentary Law shall promote Parliamentary Procedure competition of STAR Events and serve as chairperson as for the Bylaws Committee.
- j. The Vice President of Community Service shall provide leadership in planning and implementing the organization's community service programs and serve as chairperson of the Community Service Committee.

**ARTICLE V
PROCEDURE FOR ELECTING OFFICERS**

SECTION A - STATE OFFICERS

1. There shall be state officers as follows:

President, First Vice President, Vice President of Community Service, Vice President of Finance, Vice President of Individual Programs, Vice President of Membership, Vice President of Parliamentary Law, Vice President of Peer Education, Vice President of Public Relations, Vice President of STAR Events

2. Each region may recommend two candidates who will be attending different schools during the term of office. The regions must submit recommendation sheets for the state offices to State Advisor by the date determined in the FCCLA Activity Calendar for the current year.

3. One nominating committee appointed by the president and State Adviser shall review the qualifications submitted by regional organizations of the persons recommended and prepare a list of nominees for the state officers. The report of the nominating committee shall be made at the business meeting of the Kentucky State Association.

4. A regional officer who is elected as a state officer shall resign as a regional officer. No member may serve as a state officer for more than one year. No region may have more than two state officers at one time. State officers shall assume office at the close of the annual meeting.

SECTION A - REGIONAL OFFICERS.

1. There shall be regional officers as follows:

President, First Vice President, Vice President of Community Service, Vice President of Finance, Vice President of Individual Programs, Vice President of Membership, Vice President of Parliamentary Law, Vice President of Peer Education, Vice President of Public Relations, Vice President of STAR Events

2. Each chapter within a region may recommend two candidates for regional offices. The chapters must submit recommendation sheets for state offices by the date determined in the FCCLA Activity Calendar to the regional adviser for the current year.

3. The nominating committee shall be appointed by the president and regional adviser. It shall consist of one student representative from each chapter in the region and two chapter advisers to be co-consultants. The nominating committee shall review the qualifications submitted by chapter organizations of the persons recommended and prepare a list of nominations for the regional officers. The report of the nominating committee shall be made at the spring business meeting of the regional organization. In the event a vacancy exists for any of the offices, the nominating committee shall fill the vacant offices and present with the slate.

SECTION C - ELECTION OF OFFICERS

Officers of the state association, regional organizations, and of local chapters shall be recommended by respective nominating committees and elected annually by a majority vote of the voting delegates at a regular meeting.

SECTION D - VACANCIES

1. In the event that a state or regional officer leaves high school for any reason, or fails to maintain the qualifications as listed in Article IV, Section B, the officer shall resign from office.
2. In the event the office of president becomes vacant, the first vice president shall assume the duties of the office of the unexpired term.
3. In the event that any office not covered by the above provisions in the state association or regional organizations become vacant, a person shall fill it for the unexpired term appointed by the state or regional executive council, respectively.

ARTICLE VI EXECUTIVE COUNCILS

SECTION A - STATE

The ten elective officers shall compose the State Executive Council. The State Adviser shall serve as official adviser to the council. Chapter advisers of the officers shall serve as consultants to this council.

SECTION B - REGION

Regional executive councils shall be composed of the regional officers. The regional adviser shall serve as consultant to the council.

SECTION C - LOCAL

The chapter executive council shall be composed of the chapter officers and other designated in chapter bylaws. The chapter adviser(s) shall serve as official adviser(s) to the council.

ARTICLE VII COMMITTEES

SECTION A

The president of the State Association in consultation with the State Adviser may appoint nine standing committees annually. These are:

- | | | |
|----------------------|---------------|---------------------|
| 1. Achievement | 4. History | 7. Public Relations |
| 2. Bylaws | 5. Membership | 8. Scholarship |
| 3. Community Service | 6. Programs | 9. STAR Events |

SECTION B

Each committee chairperson shall submit a plan of work for the current year to the State Adviser.

SECTION C

The president in consultation with the State Adviser, as needed to carry on the work of the association, shall appoint special committees.

SECTION D

The President of the regional organization in consultation with the regional adviser(s) may appoint nine standing committees annually. These are:

- | | | |
|----------------------|---------------|---------------------|
| 1. Achievement | 4. History | 7. Public Relations |
| 2. Bylaws | 5. Membership | 8. Scholarship |
| 3. Community Service | 6. Programs | 9. STAR Events |

SECTION E

Other committees may be appointed as needed, by the regional president in consultation with the regional adviser.

ARTICLE VIII ADVISERS

SECTION A - STATE ADVISER (S)

1. The State Director of Family and Consumer Sciences Education shall give general guidance to the association and shall appoint a member of the Family and Consumer Sciences Unit staff as the State Adviser, who will serve as the administrative officer of the association. Other members of the Family and Consumer Sciences Education staff may be named State Co-adviser(s) or Assistant State Adviser(s) as the need warrants.
2. It shall be the duty of the State Adviser(s) to:
 - a. Direct the work of the association.
 - b. Advise the State Executive Council, delegates, and committees on matters of policy.
 - c. Keep permanent records of state proceedings.
 - d. Serve as an ex-officio and local chapters with the work of the association.
 - e. Assist regional organizations and local chapters with the work of the association.
 - f. Receive application for and send certificates of membership to local chapters.
 - g. Perform other duties as needed.

SECTION B - REGIONAL ADVISER(S)

The regional adviser shall be a family and consumer sciences teacher in the school from which the regional president comes and shall be the administrative officer of that unit.

SECTION C - CHAPTER ADVISER(S)

The family and consumer sciences teacher(s) shall be the chapter adviser(s) and shall be the administrative officer(s) of the unit.

ARTICLE IX ADVISORY BOARDS

SECTION A

There shall be a State Advisory Board, who shall serve in the advisory capacity to the State Executive Council on the general direction of the state association. The duties and responsibilities of the State Advisory Board shall be as follows:

1. Serve in an advisory capacity to the State Executive Council.
2. Help determine policies and procedures.
3. Advise with the State Adviser on the work of the association.
4. Care for legal matters.
5. Approve and submit the budget to the State Executive Council.
6. Decide the place and time for state meetings.

SECTION B

The State Advisory Board shall consist of the following persons elected, appointed, or named in the manner described below:

1. The State Director of Family and Consumer Sciences Education shall be the permanent chairperson.
2. The State Director of Family and Consumer Sciences Education shall appoint the State Adviser.
3. A representative from the Kentucky Association of Family and Consumer Sciences, who has some of the responsibility for FCCLA work and is a member of the executive committee of the KAFACS, shall be appointed by the president of KAFACS to serve on the board.
4. A representative from the Kentucky Association of Teachers of Family and Consumer Sciences who is an adviser of an FCCLA chapter.
5. The adviser of the chapter of which the state president is a member.
6. A parent of the FCCLA member shall be appointed by the State Adviser to serve on the board.
7. The college club adviser of pre-professional student section of the Kentucky Association of Family and Consumer Sciences.
8. The Family and Consumer Science Teacher Educators of Kentucky shall select a teacher educator to serve on the board.
9. A principal, superintendent, or general supervisor of a school system that has an FCCLA chapter shall be appointed by the Division Director of Career and Technical Education to serve on the board.
10. A representative from the State Executive Council elected by the members.
11. A representative from business and industry appointed by the Division Director for Career and Technical Education.

12. A representative from the state Alumni/Associates Executive Council elected by the council members.

13. The vice president of finance will serve as a member of the Advisory Board.

SECTION C

Officers of the Advisory Board shall be a chairperson and secretary.

SECTION D

The State Director of Family and Consumer Sciences Education and the State Adviser shall be permanent members of the Advisory Board. Other members shall be appointed for a one- or two-year period.

ARTICLE X MEETINGS

SECTION A

The Kentucky Association of Family, Career, and Community Leaders of America shall hold a meeting annually, except in the case of extreme emergency when it may be canceled by the State Advisory Board with the approval of the State Executive Council: The time and place of the meeting shall be recommended by the State Executive Council and decided upon by the State Advisory Board.

SECTION B

Regional organizations of Family, Career, and Community Leaders of America shall hold at least two meetings annually--a fall meeting and a spring meeting. The Regional Executive Council shall determine the time and place of these meetings.

SECTION C

The number of voting delegates which each chapter is entitled to send to state meetings and regional meetings shall be determined by the number of members in the chapter according to the following scale:

- a. 1 to 25 members -1 voting delegate
- b. 26 to 75 members -2 voting delegates
- c. 76 to 150 members -3 voting delegates
- d. 151 to 250 members -4 voting delegates
- e. 251 members or more -5 voting delegates

SECTION D

Local chapters shall hold at least one meeting monthly during the school term and at such time and place as may be decided by the executive council of the local chapter. Special meetings shall be called by the executive council as needed.

ARTICLE XI LOGO AND PIN

SECTION A

The logo of the Family, Career, and Community Leaders of America shall contain collegiate lettering, which articulates a focus on education and student leadership. The arch embodies an active organization that moves toward new arenas.

SECTION B

The official pin is a reproduction of the logo of the organization. All members, including alumni, advisers, and chapter parents shall be entitled to wear the official pin.

SECTION C

The name and logo of Family, Career, and Community Leaders of America is a registered trademark in the U.S. Patent Office and its use is determined by the National Board of Directors and as stated in the organization's publication, *Policies of the Family, Career, and Community Leaders of America, Inc.*

ARTICLE XII DEGREES OF ACHIEVEMENT

SECTION A

The growth of individual members of the Family, Career, and Community Leaders of America may be recognized through the Degrees of Achievement Program or Power of One. Participation in this program shall be optional for local chapters and individual members. The three degrees toward which individuals can work are:

1. Junior
2. Chapter
3. State

SECTION B

Guidance and recognition of achievement for members working on the Junior and Chapter Degree is at the chapter level. Chapter Degree recipients may be recognized at the regional level. The State Association gives guidance and recognition of achievement for members working on the State Degree.

SECTION C

The State Executive Council and State Advisory Board shall approve the standards for the Junior, Chapter, and State Degrees of Achievement. These will be revised as needed.

SECTION D

The degrees of achievement shall be denoted by symbols as follows:

1. Junior- Key
2. Chapter- Scroll
3. State -Torch

SECTION E - POWER OF ONE

1. Individual growth may be recognized through the Power of One Program. In order to be recognized for Power of One, a member must complete the five modules as listed by national.
2. Participation in this program shall be optional for local chapters and individual members. At the local level, the chapter provides guidance for the program. Recognition for achievement in this program is given by the state and national associations. The national association sets the standards.

ARTICLE XIII PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall govern the Kentucky Association of Family, Career, and Community Leaders of America in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XIV AMENDMENTS

SECTION A

1. The bylaws of the Kentucky Association of Family, Career, and Community Leaders of America may be amended at any state meeting by 2/3 vote provided one of the following procedures has been carried out:
 - a. Amendments may be submitted in writing to the regional executive council by any chapter within the region. The regional executive council shall review and assemble the proposed change and submit them to the State Adviser at least forty-five days prior to any state meeting.
 - b. The State Executive Council may submit amendments in writing to the State Adviser at least forty-five days prior to a state meeting.
 - c. The State Adviser and the State Advisory Board may propose amendments.
2. The State Adviser shall send official copies of all proposed amendments to chapters, which may instruct their official voting delegates how to vote. Amendments shall be voted upon during a business session of the Association.

SECTION B

Chapters and regions may adopt amendments to their bylaws, provided these bylaws are not in conflict with state and national bylaws.