

**Bylaws of the  
New York State Association  
of  
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA**

**Article I  
Name-Objective-Purpose**

**Section I: Name**

The name of this organization shall be the New York State Association of Family, Career and Community Leaders of America. The name Family, Career and Community Leaders of America (FCCLA) shall be used only by the national organization, this chartered state association, its districts and certified chapters. The New York State Association of Family, Career and Community Leaders of America shall use the same name as the national organization and will automatically change its name in the future if the parent organization does.

**Section II: Objectives**

The objective of this organization shall be to help youth assume their roles in society through Family and Consumer Sciences education in areas of personal growth, family life, career preparation, community involvement, leadership development and the multiple roles of family in today's society.

**Section III: Purpose**

The purpose of this Association shall be-

- A. To provide opportunities for personal development and preparation for adult life;
- B. To strengthen the function of the family as a basic unit of society;
- C. To encourage democracy through cooperative action in the home and community;
- D. To encourage individual and group involvement in helping achieve global cooperation and harmony;
- E. To promote greater understanding between youth and adults;
- F. To provide opportunities for making decisions and for assuming responsibilities;
- G. To prepare for the multiple roles of men and women in today's society;
- H. To promote Family and Consumer Sciences and related occupations.

**ARTICLE II  
Sponsor-Administration-Organization**

**Section 1: Sponsor**

The sponsor of this Association shall be the Family and Consumer Sciences content area of the office of Career and Technical Education in the New York State Education Department. The State Education contact for Family and Consumer Sciences shall be the liaison between the New York State Education Department and New York State Association of Family, Career and Community Leaders of America. The association headquarters shall be located at the residence of the State Advisor/Coordinator.

## **Section II: Administration**

- A. The State representative for Family and Consumer Sciences shall give general guidance to the Association's program and shall either serve as or appoint its State Liaison.
- B. The State Advisor/Coordinator shall manage the program of the Association.  
The State Advisor/Coordinator shall act as liaison between the State Education Department, State Association, Foundation, Board of Trustees, District Advisors, Officer Trainers, and Alumni. (Refer to Appendix II)
- C. The New York State Future Homemakers of America Foundation (herein referred to as "The Foundation")  
The Foundation is organized for educational and charitable purposes under Sections 501(a) of the Internal Revenue Code of 1986, and its purpose to receive contributions and to pay them over to organizations that are tax-exempt under 501(c)(3) of the Internal Revenue Code of 1986.
- D. The Board of Trustees  
The essential function of the Board of Trustees shall be to serve as the policymaking body of the organization and shall be responsible for sound management of the organization. (See Board of Trustees Bylaws)
- E. The District Advisor  
The essential function of the District Advisors shall be to coordinate the program within the districts in conjunction with Chapter advisors, district officers, the NYS Executive Council and State Advisor/Coordinator. (Refer to Appendix III)
- F. The Chapter Advisor  
The essential function of the Chapter Advisor shall be to coordinate the program at the local level and to maintain a chapter in good standing. (Refer to Appendix VI)

## **Section III:**

- A. Affiliated Chapters
  1. A chapter may be affiliated in public and private schools in which Family and Consumer Sciences instruction is offered. The Chapter shall be composed of students possessing qualifications for membership according to the national guidelines.
  2. A chapter may be organized whenever, in the judgment of the teachers, students and administrators, it would be advantageous to do so.
  3. Application for Chapter affiliation shall be made annually as instructed on forms provided by the National Office.
  4. Certification of a chapter shall be approved and acknowledged by the National Office. The National Office shall issue a certificate only at the time of initial affiliation.
  5. Good standing shall be awarded only to those chapters which affiliate annually with the State and National organizations and which maintain policies consistent with these organizations.
- B. Districts
  1. Districts shall be designated within the State by the State Advisor/Coordinator, Board of Trustees, and the District Advisors, and announced to chapters by the State Advisor/Coordinator in the first general mailing for each school year whenever there is a change.
  2. Chapters shall be members of the district within whose boundary lines they are located.

3. The privilege of affiliating in a district different than one designated may be extended when a written request giving reasons why such a change should occur is presented for approval to the Advisor/Coordinator and the Board of District Advisors.

## **ARTICLE III Membership**

### **Section I: Active Membership**

Any student who is taking or has taken a course in 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, to make motions and vote.

### **Section II: Alumni and Associates Membership**

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 and Associates membership. Members of Alumni and Associates shall have the privilege of attending meetings of the organization, but shall not be eligible to hold office, make motions or vote.

### **Section III: Honorary Membership**

Any individual whose professional responsibilities are not directly related to Family, Career and Community Leaders of America, who has made outstanding contributions and who is giving continued service to the state organization by advancing its purposes shall be eligible for honorary membership. Honorary members shall be elected by a majority vote of the District Advisors. Honorary members shall have the privilege of attending meetings of the organization, but shall not be eligible to hold office, make motions or vote.

## **ARTICLE IV Awards**

### **Section I: Distinguished Service Award**

The Distinguished Service Award recognizes a person whose primary responsibilities are directly related to the organization and who has made significant contributions to the growth and progress of Family, Career and Community Leaders of America on a State level. The Distinguished Service Award will be awarded by a majority vote of the District Advisors.

### **Section II: Alumni Achievement Award**

The Alumni Achievement Award recognizes members of the organization who have distinguished themselves in a chosen field of endeavor, whether as paid professionals or volunteers. Their achievements reflect leadership and the values included in Family, Career and Community Leaders of America's goals and purposes. The Alumni Achievement Award shall be awarded by a majority vote of the District Advisors.

### **Section III: Golden Advisor Award**

The Golden Advisor Award recognizes an advisor who has been retired for three or more years and is still giving to the organization in a variety of ways. The Golden Advisor Award shall be awarded by a majority vote of the Board of Trustees.

### **Section IV: STAR Event Service Award**

The STAR Event Service Award is designed to recognize a person or persons who have contributed to the STAR Event program to make it successful each year. The STAR Event Service Award shall be awarded by a majority vote of the Board of Trustees.

### **Section V: Master Advisor Award**

The Master Advisor recognizes outstanding advisors who operate co-curricular chapters with a balanced program of work. Candidates must successfully complete at least three years of advising to be eligible for recognition. The Master Advisor Award will be determined in accordance with National FCCLA policy.

### **Section VI: Advisor Mentor Award**

The Advisor Mentor recognizes advisors who have achieved the level of Master Advisor and have worked with beginning advisors to orient them to FCCLA. Candidates must have attained Master Advisor and assisted beginning advisors for a minimum of two years after receiving Master Advisor recognition. The Advisor Mentor Award will be determined in accordance with National FCCLA policy.

### **Section VII: Spirit of Advising Award**

The Spirit of Advising Award is designed to demonstrate the board and national association appreciation for local chapter advisors who constantly, faithfully, often quietly work behind the scenes to ensure the success of their students. These are the advisors whose patience, good humor, flexibility and skill form the foundation of FCCLA at the local and state levels. The Spirit of Advising Award will be determined in accordance with National FCCLA policy.

## **ARTICLE V Dues-Fiscal Year-Budget-Audit**

### **Section I: Dues**

Individual membership dues shall be determined by the Executive Council upon recommendations of the State Advisor/Coordinator, Board of Trustees and District Advisors and subject to the approval of the delegates at an annual meeting. Such dues shall be in addition to the national dues.

### **Section II: Fiscal Year**

The fiscal year shall be September 1-August 31

### **Section III: Budget**

The Board of Trustees Committee on Finance shall prepare an annual budget in consultation with the State Advisor/Coordinator, Student Treasurer, and a representative of the District Advisors and the Adult Treasurer. It shall be presented to the Board of Trustees for approval.

### **Section IV: Adult Treasurer**

An Adult Treasurer shall be recommended by the State Advisor/Coordinator and appointed by the Board of Trustees.

### **Section V: Audit**

A financial statement showing all income and expenditures of the Association shall be prepared by the Adult Treasurer at the end of the fiscal year and reported to the delegates at the annual business meeting. An audit shall be conducted every three years or more often if deemed necessary by the Board. The Board of Trustees shall appoint the person or persons conducting the audit.

## **ARTICLE VI Dissolution or Liquidation of Assets**

Upon final dissolution or liquidation of this Association, its districts and/or local chapters, and after final discharge or satisfaction of all outstanding obligations and liabilities the remaining assets shall be disbursed by the Board of Trustees in accordance with one or more of the purposes of this Association or be transferred to a government instrumentality or a qualified exempt organization within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1954.

## **ARTICLE VII Officers**

### **Section I: Officers**

- A. The elected officers shall compose the Executive Council. The State Advisor/Coordinator and State Officer Trainer shall serve as advisors to the Council. In addition, during years in which a national officer represents this association, this officer shall serve as an ex-officio member. The State Officer's Advisors, District Advisors and National Officer Advisor shall serve as consultants to the State Executive Council
- B. Offices must include President, First Vice President, Vice President of Finance, Vice President of Parliamentary Procedure/Voting Delegate, Vice President of Communications, and Vice President of Community Service. If there should be more than six officers, the following offices shall be filled at the discretion of the state Executive Council, their Officer Trainer and State Advisor/Coordinator: Vice President of Membership, Vice President of Competitive Events, Vice President of Peer Education, Vice President Public Relations, Vice President of National Programs, Vice President of Alumni & Associates.

## **Section II: Qualifications**

State officers shall have the following qualifications.

- A. Currently an active member in an affiliated chapter who has been an active member in good standing for at least one year,
- B. Meet the eligibility requirements of their school district.
- C. Have made contributions demonstrating leadership responsibilities related to the organization,
- D. Support and approval of the local chapter, advisor, administration, and parent or guardian,
- E. A member, having previously been a state officer, may not run for officer from their district, or any district, for a second term. Should there be no other officer candidates from a certain district, and the State Advisor/Coordinator feels it necessary to appoint a former state officer to that position again, the Board of Trustees must approve the appointment by a 2/3 vote.

## **Section III: Responsibilities**

- A. The Executive Council shall be responsible for promoting the Association's program of work, conducting such business as shall be necessary to facilitate the progress of the Association, making overall plans for annual meetings, and creating the agenda of business to be brought before the delegates at the annual meeting.
- B. Each officer must attend national meeting, summer leadership, and all other meetings of the Executive Council; help plan for and participate in the State Leadership Conference; assist as requested in promoting the Association's current program of work including State Projects and Leadership Training; carry out all responsibilities of the specific office in liaison with the State Advisor/Coordinator and State Officer Trainer. (See Appendix XIII)
- C. In the event that an officer is not fulfilling his/her responsibilities as outlined in the bylaws and policies, the officer may be removed from office by the State Advisor/Coordinator with the approval of the Board of Trustees.

## **Section IV: Nominations**

Candidates for office shall be nominated by local chapters within their designated districts. The district shall elect one candidate for state office. Should a district not elect a state officer, the position may be filled by an at-large candidate. Districts may only elect one at-large candidate. (Appendix IX)

## **Section V: Presentation of Candidates**

Officer candidates shall be presented to the voting delegates at a district meeting and/or by mail, prior to the election.

## **Section VI: Election of Officers**

The voting delegates of the chapters within each district shall vote in person or by mail ballot for the officer to be elected from that district. Each affiliated chapter shall have one vote. The candidate receiving the highest number of votes shall be elected and shall assume office at the close of the State Leadership Meeting.

## **Section VII: Term of Officer**

- A. The term of office shall be from the State Leadership Meeting of which the officer is installed to the conclusion of the subsequent State Leadership Meeting.
- B. A member, having previously been a state officer may not run for state officer from their district, or any district for a second term.
- C. Should there be no officer candidates from a certain district, and the State Advisor/Coordinator feels it necessary to appoint a former state officer to that position, the Board of Trustees must approve the appointment by a 2/3 vote.

## **Section VIII: Vacancies**

- A. In the event that an Executive Council position (other than President) becomes vacant, the position will remain vacant.
- B. If the office of President should become vacant the First Vice President shall automatically assume the office of President. The position of First Vice-President would remain vacant.
- C. In the event that an officer-elect position becomes vacant prior to the selection of offices, the State Advisor/Coordinator, with recommendations from District and/or Chapter Advisors, may fill the vacancy by appointment.

## **Section IX: Quorum**

A majority of the members of the Executive Council shall constitute a quorum.

## **ARTICLE VIII Junior Leaders**

### **Section I: Program Purpose**

The Junior Leader Program is intended to increase the involvement of middle/junior high age students in Family, Career and Community Leaders of America at the local, district and state level.

### **Section II: Qualifications**

Junior Leader candidates shall have the following qualifications:

- A. The student must be/have been enrolled in a Middle School or Junior High program.
- B. The student must be an affiliated member of FCCLA.
- C. The student must have at least one (1) year experience as a member of FCCLA.
- D. The student must meet local school district requirements for participation in extracurricular activities.

### **Section III: Responsibilities**

- A. The Junior Leader will act as an ambassador for the organization.
- B. The Junior Leader will attend all district meetings and the State Leadership Meeting.
- C. During his/her term, the Junior Leader will participate and assist with various tasks and responsibilities, as guided by the Junior Leader Trainer(s) and the State Advisor/Coordinator. (Reference Junior Leader Program application information)

- D. In the event that a junior leader is not fulfilling his/her responsibilities as outlined in the bylaws and policies, the junior leader may be removed from office by the State Advisor/Coordinator with the approval of the Board of Trustees.

## **ARTICLE IX**

### **Annual Conference**

#### **Section I. State Conference**

- A. The time and place of the State meeting shall be recommended by State Staff and District Advisors upon consultation and approval of the State Board of Trustees. The purpose shall be to install the officers, to transact such business as may properly come before it, and to promote the program of work. With approval of the State Board of Trustees, another type of meeting may be held in lieu of this annual meeting.
- B. One voting delegate may be sent to the State Leadership Meeting by each affiliated chapter.

#### **Section II: Voting**

The privilege of making motions, participating in discussions, and voting shall be limited to the voting delegates and the State Officers.

#### **Section III: Quorum**

Two-thirds of the voting delegates in attendance shall constitute a quorum.

## **ARTICLE X**

### **Mail or Electronic Ballot**

#### **Section I: Voting by Mail or Electronic Ballot**

Vote on any Association matter may be conducted by a mail ballot when deemed necessary by the Executive Council and the State Advisor/Coordinator. Each affiliated chapter shall have one vote. Vote on any Executive Council matter may be conducted by the mail ballot when deemed necessary by a majority of the Executive Council and the State Advisor/Coordinator. All such ballots shall be prepared and sent by the State Advisor/Coordinator or any person or persons to whom the State Advisor//Coordinator shall delegate this responsibility. All such ballots must be returned to the designated person by the deadline indicated on the ballot.

#### **Section II: Tally and Results**

The State Advisor/Coordinator, or persons appointed by the State Advisor/Coordinator, shall tally mail ballots, and the results shall be reported to the affiliated chapters and/or Executive Council members at a time and in a manner devised by the State Advisor/Coordinator.

## **ARTICLE XI Committees**

### **Section I: Standing Committees**

- A. The Scholarship and Grants Committee shall be appointed by the District Advisors. They shall be responsible for reviewing credentials and selecting recipients of the scholarships awarded by the Association.
- B. Additional committees deemed necessary shall be appointed by the State Advisor//Coordinator and the Board of Trustees.

## **ARTICLE XII District and Chapter Bylaws**

The respective groups may adopt district and chapter bylaws provided such bylaws shall be in harmony with those of this Association.

## **ARTICLE XIII Publications**

### **Section I: Newsletters**

A membership newsletter shall be published by the Association at least once annually. The NYS Executive Council shall provide news articles and important information for publication in other professional newsletters, such as those from NYS AFCSE, NYSCTE, and NYS AFCS.

### **Section II: Website**

Website will be developed and maintained by a webmaster appointed annually by the Board of Trustees and the State Advisor/Coordinator. Website content will be approved by the State Advisor/Coordinator.

### **Section III: Other Publications**

Such other publications shall be published as are approved by the State Advisor/Coordinator and/or Board of Trustees.

## **ARTICLE XIV Official Symbols**

### **Section I: Emblem**

The official emblem shall be the one designated by Family, Career and Community Leaders of America. The State emblem shall be the one approved by the Executive Council and Board of Trustees.

### **Section II: Official Pin**

The Official Pin shall consist of the emblem and the appropriate guard(s).

## **ARTICLE XV Amendments**

### **Section I: Voting**

These Bylaws may be amended by a two-third vote of the legal ballots cast at any annual or special meeting, or by mail or electronically. The procedure for such vote will be determined by the Executive Council and the State Advisor/Coordinator.

### **Section II: Process**

- A. Proposed amendments must be in harmony with the Bylaws of the Family, Career and Community Leaders of America.
- B. Amendments shall be proposed by a chapter, a district, the Executive Council, the State Advisor/Coordinator, district advisors, or the Board of Trustees.
- C. Amendments to be acted upon at an annual conference or special meeting must be received by the State Advisor/Coordinator at least ninety days prior to that meeting.
- D. The Board of Trustees shall review and approve proposed amendments. Notice of proposed amendments shall be circulated by the State Advisor/Coordinator or someone designated by the State Advisor/Coordinator to all affiliated chapters and to the members of the Executive Council at least thirty days prior to that meeting.

### **Section III: Mail or Electronic Process**

- A. Amendments to be acted upon by mail or electronic vote are required to be sent to the State Advisor/Coordinator and will then be sent to the Board of Trustees within thirty days.
- B. The Board of Trustees shall review and vote on proposed amendments within thirty days of receipt. If amendments are approved, notice of proposed amendments shall be circulated by the State Advisor/Coordinator, or someone designated by the State Advisor/Coordinator, to all affiliated chapters and to the members of the Executive Council.
- C. The deadline date for receipt of ballots shall be thirty days after receipt of the proposed amendments.

## **APPENDIX I**

### **New York State Education Department Family and Consumer Sciences Liaison (NYSED FCS Liaison)**

The essential functions of the **(NYSED FCS Liaison)** shall be:

- A. To disseminate information between New York State Education Department and New York State Association of Family, Career and Community Leaders of America;
- B. To coordinate integration of leadership development, philosophy, and Family, Career and Community Leaders of America activities into Family and Consumer Sciences Curriculum;
- C. To serve as an ex-officio member of the New York State Future Homemakers of America Foundation Inc., and the Family, Career and Community Leaders of America Board of Trustees;
- D. To provide professional development opportunities at State Association conferences.

**APPENDIX II**  
**State Advisor/Coordinator**

The essential functions of the State Advisor/Coordinator shall be:

- A. To act as liaison between the New York State Education Department, State Associations, Foundation, Board of Trustees, District Advisors, Officer Trainers, and Alumni;
- B. To act as membership chair, keeping record of new chapters and members as received by the national coordinator;
- C. To serve as an ex-officio member of the Board of Trustees and the Foundation;
- D. To implement fiscal actions in cooperation with the Treasurer and Finance Chair.

**Appendix III**  
**District Advisors**

- A. The essential function of the District Advisors shall be to coordinate the program within the districts in conjunction with Chapter Advisors, District Officers, and their State Officer. The District Advisor shall also serve on the New York State District Advisors Board.
  - 1. They shall interpret policies and approved procedures to the local chapters.
  - 2. They shall forward all information from NYSFCCLA to the local chapters.
  - 3. They shall facilitate the district student leaders and local advisors annual plan for programs, conferences, and elections of district and state officers.
  - 4. They shall contact prospective chapters, as notified by the State Advisor/Coordinator, and shall provide assistance to all newly affiliated chapters in their district.
  - 5. They shall serve as liaison between local chapters, State Advisor/Coordinator, and STAR Events Coordinator.
  - 6. They shall recommend a candidate for State Officer Trainer and Junior Leader Trainer to the State Advisor/Coordinator for approval.
  - 7. They shall assist in working with the State and District officers in the development of leadership skills.
- B. Operations
  - 1. District Advisors shall be Family and Consumer Sciences Educators within designated districts who teach or who have taught Family and Consumer Sciences courses and have been an FCCLA advisor for a minimum of three years in every possible instance.
  - 2. Advisors representing district will be elected within the district for appointment by the State Advisor/Coordinator to serve a term in accordance with their district policy.
  - 3. Officers of the District Advisors shall be a chairperson, a secretary and a representative to the Board of Trustees.

**Appendix IV**  
**State Officer Trainer**

- A. The essential function of the State Officer Trainer is to advise and train State Officers for the tenure of their office in coordination with the State Advisor/Coordinator and the District Advisors.
  - 1. The State Officer Trainer is responsible for the guidance and training of the Executive Council members.

2. The State Officer Trainer shall be assisted by the State Advisor/Coordinator, the State Officers Advisors, and District Advisors.
- B. At the request of the State Officer Trainer, an Assistant Trainer may be appointed by the State Advisor/Coordinator from candidates recommended by the District Advisors.

### **Appendix V Junior Leader Trainer**

- A. The function of the Junior Leader Trainer is to advise and train the Junior Leaders for the tenure of their office in coordination with the State Advisor/Coordinator and District Advisor.
- B. The Junior Leader Trainer is an experienced FCCLA volunteer appointed by the State Advisor/Coordinator from candidates recommended by the Board of Trustees. An Assistant Trainer or Co-trainer shall also be appointed.

### **Appendix VI Chapter Advisors**

The essential function of the Chapter Advisor shall be to coordinate the program at the local level and to maintain a chapter in good standing.

- A. The Chapter Advisor assures the responsibility of initiating, organizing, and sponsoring a local chapter.
- B. The Chapter Advisor is responsible for the chapter annually paying its State and National dues to maintain good standing. (Fiscal year September 1-August 31)
- C. The Chapter Advisor shall work toward training and maintain youth leadership development for the individual, in the school, at home and in the community.
- D. Chapter Advisors shall assist the District Advisor in carrying out the District Plan of work.
- E. They shall assist in working with state and district officer representing their chapter.

### **Appendix VII Affiliated Chapters**

- A. A chapter may be affiliated in public and private school districts in which Family and Consumer Sciences instruction is offered. The chapter shall be composed of students possessing the qualifications for membership.
  1. The Chapter affiliation is gained by paying dues of members before March 1 annually to maintain good standing.
  2. Chapters may pay additional membership dues up to May 31. No student shall attend District, State or National Leadership Meetings unless dues are paid.
  3. Affiliation forms are forwarded by the National office to all chapters affiliated during the current year. Additional forms may be secured from the National office,

## B. The Members

1. Any student currently enrolled in or having completed a Family and Consumer Sciences course may become a member by paying dues to the State and National Associations.
2. The Executive Council and the Board of Trustees shall determine membership dues in the New York State Association of Family, Career and Community Leaders of America subject to approval of the voting delegates at a state meeting. The National Association shall set national dues.
3. Upon becoming a member, responsibilities include knowing the purposes and objectives of the organization, contributing to chapter activities, attending meetings, learning the democratic process and parliamentary procedure, and living up to the ideals of the organization.

## C. Affiliation Means

1. Privilege of belonging to a Career and Technical Educational Student Association that functions as an integral part of the in school Family and Consumer Sciences program,
2. Right to vote, hold office, to serve on committees, and to participate in leadership training programs at the district, state and national levels,
3. Right to contribute to and receive state and national publications
4. Right to hold a membership cards,
5. Opportunity to apply for scholarships and participate in programs offered by the state and national organization,
6. Right to use the official emblem and supplies of the organization,
7. Right to use the name Family, Career and Community Leaders of America,
8. Right to call upon the services of the state and national staff.

## **Appendix VIII State Officers**

- A. All State Officers shall represent their districts at state meetings, New York State at national meetings, and shall carry out the responsibilities of their designated office.
- B. All State officers shall work with the State Officer Trainer in cooperation with the State Advisor/Coordinator, District Advisor and Chapter Advisors to organize and carry out the state plan of work.
- C. The President shall serve as a member of the Board of Trustees for the year he/she is in office, and for the year immediately following their term, as Past President.
- D. The student Treasurer shall serve as an ex-officio member of the Board of Trustees.
- E. Minutes shall be kept of all state conference and meetings of the Executive Council and sent to each officer, the State Officer Trainer, the State Coordinator/Advisor no more than three weeks after a meeting.

**Appendix IX**  
**At-Large Candidates**

The purpose of the at-large candidate program is to permit NYS FCCLA to operate with a full slate of officers and junior leaders. Each district may submit only one State Officer Elect At-Large Candidate and one Junior Leader At-Large Candidate for consideration.

**Appendix X**  
**Documentation**

Every page of all documents must be dated.