

BY LAWS
NEW YORK STATE ASSOCIATION
of
Family, Career and Community Leaders of America ® , Inc.

Article I

Name - Sponsor - Mission and Purposes

Section 1 Name

The organization shall be known as the New York State Association of Family, Career and Community Leaders of America, Incorporated.

The New York Association is a chartered group of the Family, Career and Community Leaders of America ®, Incorporated. It is composed of affiliated chapters in New York schools offering a career technical Family and Consumer Sciences program.

Section 2 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 coordinator/adviser(s).

Section 3 Mission and Purposes

The mission of Family, Career and Community Leaders of America, Inc. is to promote personal growth and leadership development through Family and Consumer Sciences. 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
- Career preparation

Organized instruction relating to the mission is a part of the Family and Consumer Sciences program in the schools. The purposes of the organization shall be as follows:

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

Article II

Membership

Section 1 New York State Association

A. Active Membership

The New York State Association shall consist of the affiliated chapters, within the boundary of the state, which in turn shall be composed of students possessing the qualifications for membership. Active members may be eligible to hold office, make motions, and vote through their voting delegate in all business sessions of the New York State Association.

Qualifications for Membership:

- Any student who is taking or has taken a course in Family and Consumer Sciences through grade 12 shall be eligible for active membership in an organized chapter within the school.

B. Alumni and Associates Membership

Former chapter members or other adults who share the goals and purposes of this organization and its programs who wish to support the continuing development of FCCLA youth shall be eligible for Alumni and Associates membership. Alumni and Associates members may not hold office, make motions, or vote in business sessions as active members of the New York Association.

C. Honorary Membership

Honorary membership shall be granted to individuals who have contributed to the advancement of Family and Consumer Sciences and the New York State Association of Family, Career and Community Leaders of America, Inc. Honorary members shall have the privilege of attending all meetings of the organization. They shall not be eligible to hold office, make motions, or vote in business sessions as active members of the New York State Association.

Section 2 Chapters

A chapter may be formed wherever FCCLA is integrated into a Family and Consumer Sciences courses through grade 12, or previously enrolled, shall meet together under the guidance of the Family and Consumer Sciences teacher, and with the approval of the school administrators, and affiliate with the state and national organizations.

A. Types of Membership at the Chapter Level

1. Active Membership

A student enrolled in a Family and Consumer Sciences class (first or second semester), or previously enrolled, shall be eligible for membership in any affiliated chapter of the New York State Association. Such members may retain active membership during the time they are enrolled in school. Active members shall be eligible to participate in chapter programs and projects, hold office, make motions, and to be a voting member through their voting delegate in all state association business sessions.

2. Alumni and Associates Membership

Former chapter members or other adults who share the goals and purposes of this organization and its programs who wish to support the continuing development of FCCLA youth shall be eligible for Alumni and Associates membership at the chapter level.

3. Honorary Membership

The chapter may determine the number of chapter level honorary memberships to be granted each year and the procedure for selecting nominees.

B. Chapter Advisory Board

Members of a Chapter Advisory Board may be designated by the Family and Consumer Sciences teacher(s) in the school and by the principal or other administrative officer for the school.

Article III

State Officers

Section 1 Officers

The New York State Association shall have a president and up to nine vice presidents.

Section 2 Qualifications

A. Candidate Qualifications

All candidates shall have the following qualifications;

- Active membership in an affiliated chapter for at least one year before their candidate year;
- Classification as a student in good standing.

If a state officer candidate is not currently enrolled in any Family and Consumer Sciences courses offered in their school, the candidate/officer should schedule a time to work with their chapter adviser on a regular basis.

Once a candidate is selected to be an officer, they must complete Power of One as a state officer elect in order to become a state officer.

Exceptions may be made to the above qualifications of candidates when deemed necessary by the state coordinator/adviser(s).

Section 3 Duties

A. President

Shall preside over all business meetings of the organization and of the State Executive Council.

Before every meeting: create an agenda.

During a meeting: take your own notes, delegate jobs, guide groups, ask advisers questions as needed.

The president serves on the Board of Trustees for a two (2) year term.

B. Vice Presidents

Each vice president shall assist with State Executive Council meetings by presiding and serving.

The 1st Vice President shall assume responsibility in the absence of the president and shall keep the minutes of all meetings of the State Executive Council.

The Vice President of Finance shall refer to the budget when planning sessions and take notes. The vice president of finance shall serve on the Board of Trustees for a one (1) year term.

The Vice President of Community Service shall organize and execute the community outreach project, as well as coordinate recognition activities related to those programs.

The Vice President of Competitive Events shall work to assist in the organization and implementation of Competitive Events at the state level and be responsible for the publicity of the Competitive Events.

The Vice President of Membership shall provide leadership in planning and implementing programs for membership promotion and development.

The Vice President of Parliamentary Law shall provide leadership in assuring that meetings of the State Executive Council are conducted in accordance with acceptable parliamentary law, have a time limit for all discussion topics, and make sure the group stays on task and focused.

The Vice President of Programs shall implement and publicize state and national programs and coordinate recognition pertaining to state and national programs.

The Vice President of Public Relations shall take pictures throughout meetings, prepare press releases/social media posts, create logos/branding and coordinate peer education activities.

The Vice President of Alumni and Associates shall reach out and contact alumni for the purpose of increasing engagement.

C. National Officer

A national officer from New York State shall serve as a liaison between the state and the national associations.

Section 4 Term of Office

The term of each officer shall be one (1) year, or until such time successors are elected. Elected officers may not serve two (2) consecutive terms.

Section 5 Vacancies

The first vice president shall fill a vacancy in the office of president. In the event another office becomes vacant, the state coordinator/adviser(s) will name a replacement or the other officers will assume the duties of the unoccupied office.

Section 6 Dismissal of Officer

Should an officer fail to fulfill their duties as stipulated in the Bylaws (Article III, Section 3) and/or is found in violation of the Officer Pledge and Code of Conduct agreement signed upon election, the officer may be subject to dismissal.

Section 7 Advisers

A. The State Coordinator/Adviser(s) shall serve as official adviser to the State Executive Council.

B. Chapter advisers accompanying council members to meetings shall serve as consultants to the State Executive Council. See Article V Section 5.

Article IV

Nomination and Election of Student Member Officers

Section 1 Selection of Nominees

Each FCCLA Chapter shall have the privilege of presenting nominees for office on the State Executive Council of the New York State Association of Family, Career and Community Leaders of America, Inc. In order to nominate, chapters and members must be appropriately affiliated with the state and national organizations.

Section 2 Preparation of Nominees

Officer candidate applications shall be submitted to the state coordinator/adviser(s) by the posted deadline.

Officer candidates will complete an FCCLA knowledge test, prepare a resume, and interview at Fall

Leadership Conference.

Section 3 Nominating Committee of State Officers

- A. Definition: A selection committee shall be chosen each year to determine the office to be held by each elected officer. This committee shall function at the Fall Leadership Conference and shall be composed of individuals appointed by the state coordinator/adviser(s).
- B. The committee shall interview newly elected state officers for placement in a designated office.
- C. The designated office that the elected officer will hold shall be announced to the delegation at the State Leadership Conference at a time determined by the State Executive Council.

Section 4 Adjustment in Election of Officers

In the event an emergency prevents the election of officers according to the plan outlined in this article, the state coordinator/adviser(s) shall decide upon a substitute plan with guidance from the state staff.

Article V

Advisers

Section 1 State Staff

- The state coordinator/adviser(s) for New York State FCCLA.
- The people employed by New York State FCCLA long term, who are designated with carrying out the work and undertaking of the state organization not carried out by the State Executive Council.
- Advisers of state officers are not considered to be state staff.

Section 2 FCCLA State Coordinator/Adviser(s)

The Board of Trustees will appoint the state FCCLA coordinator/adviser(s). The state coordinator/adviser(s) serves as both a member of the Board of Trustees and as a member of state staff.

Section 3 Duties of the State FCCLA Coordinator/Adviser(s)

The state FCCLA coordinator/adviser(s) assists in achieving the goals of the Career Technical Student Organization as set forth in their state plan by carrying out activities. The state FCCLA coordinator/adviser(s) works on all financial matters of the organization, receives all monies, and pays all outstanding bills. Duties shall be to: (1) give instructions to the adult treasurer for the New York State Association, assisting the adult treasurer with preparation of financial reports; (2) keep other permanent financial records for the New York State Association; (3) prepare the New York State Association's annual budget; and (4) assure that required audits are conducted. The FCCLA state coordinator/adviser(s) shall assume other appropriate responsibilities.

Section 4 Adviser to a State Officer

The adviser to a state officer shall be the Family and Consumer Sciences teacher and/or FCCLA Adviser of the chapter.

Section 5 Duties of the Adviser to a State Officer

The adviser to a state officer shall: (1) directly supervise all activities and assignments of the officer relating to the New York State Association; (2) be responsible for the state officer while attending and participating in functions sponsored by the New York State Association; and (3) apprise the local school administration and state coordinator/adviser(s) of the activities, responsibilities, and progress of the state officer.

Section 6 Duties of the Adviser to a National Officer Candidate/National Officer

The adviser to a national officer candidate/national officer shall: (1) directly supervise all activities and assignments of the national officer candidate/national officer relating to the New York State Association and the national association; (2) be responsible for national officer candidate/national officer while attending and participating in functions sponsored by the New York State Association and national association; and (3) inform the local school administration, state FCCLA coordinator/adviser(s), and state program specialist of the activities, responsibilities, and progress of the national officer candidate/national officer.

Article VI

State Executive Council

The elected state officers shall compose the State Executive Council.

The state FCCLA coordinator/adviser(s), and chapter advisers to the state officers shall serve as official advisers to the council.

The State Executive Council shall have the following responsibilities related to public relations, program development, and planning:

1. Public Relations

Represent FCCLA to the public as well as to chapters:

- Serve as a role model for members.
- Generate foundation partnerships with business and industry.
- Correspond with chapters and provide peer training.
- Represent New York State at the National Leadership Conference and other other meetings as appropriate.
- Give leadership to chapters across the state.

2. Program Development

Cooperate with the Board of Trustees in implementation of state and national programs and initiation of policy, including financial appropriations:

- Be responsible for planning ways of facilitating state and national programs.
- Cooperate with the Board of Trustees in implementing policies which affect the development of the association.
- Serve on the Board of Trustees and/or special committees as appointed.
- Provide peer training.
- Provide youth insight regarding the expenditure of funds.
- In cooperation with the Board of Trustees, determine the business to be brought before the delegates at the state conference.
- Conduct such other business as shall facilitate the progress of the state association.

3. Planning

Be responsible for planning state meetings and membership recruitment strategies.

- Plan, implement, and/or execute the State Leadership Conference, other meetings and workshops as assigned.
- Promote membership recruitment and chapter development.

Article VII

Board of Trustees

Section 1 Governance and Powers

The legal governing body of the New York State Association of Family, Career and Community Leaders of America, Inc. shall be the state Board of Trustees. The primary functions of the board shall be to set policy relating to program and fiscal matters and to be responsible for sound management. The state FCCLA coordinator/adviser(s) shall be the administrators of the organization. The board receives and acts upon the recommendations of the state FCCLA coordinator/adviser(s) relative to the management of program and fiscal matters.

Section 2 Duties, Responsibilities and Authority

Board members shall agree to commit the time to serve a term of one, two or three years on the Board of Trustees of the New York State Association of Family, Career and Community Leaders of America, Inc. Board members shall be expected to attend all regular and special meetings of the board and agree to serve on committees as assigned. Board members shall demonstrate an active interest in Family and Consumer Sciences and in FCCLA's mission, goals, programs and activities. They shall abide by and support all decisions, policies and programs adopted by the board and not act independently on matters that should be decided by the entire board, keeping the mission statement of Family, Career, and Community Leaders of America, Inc. as the focal point. Board members shall promote interest and active participation in the organization on the part of the membership and representative groups. Board members shall agree to represent Family, Career, and Community Leaders of America, Inc. when called on by the board chair or state FCCLA coordinator/adviser (s). Board members shall review suggested amendments and formulate proposed amendments to the bylaws and review and vote on the proposed budget.

Section 3 Membership

The Board of Trustees 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 be limited to no less than ten (10) members and not to exceed 24.

A. Membership Election

Members shall be elected by related organizations and groups according to their election procedures into such positions:

- two youth members (current president and past president)
- one FHA Foundation member
- one Alumni & Associates member
- two business/industry representatives
- one college/university educator
- one college representative
- one individual school administrator / or school board member
- one NYSAFCSE liaison
- one AAFCS liaison
- one district adviser chair
- three at large members (one with a 1 year term)

Elected members may serve in more than one capacity.

B. Members Ex-Officio

There shall be ex-officio members of the board as follows:

- The state FCCLA coordinator/adviser(s)
- The adult treasurer
- The current president
- The past president
- The first vice president of finance
- The Competitive Event Coordinator

C. State Staff

The state FCCLA coordinator/adviser(s) shall be the chief administrative officers of the New York State Association of Family, Career and Community Leaders of America, Inc. and the state FCCLA office, and shall serve as ex-officio members of the Board of Trustees and of all committees of the board without a vote. No member of the state staff shall serve as a voting member of the board, as an officer of the board, or act as a parliamentarian.

D. Youth Members

In addition to the current state FCCLA president, there shall be one additional youth member as follows: the most recent past state FCCLA president.

E. Terms of Trustees

Members shall serve terms as designated by operating policy. Elected officers of the board may be reelected for a second two- or three-year term. The state FCCLA president shall serve one year following their term of office.

Each member of the board, except the state FCCLA coordinator/adviser(s) and ex-officio members, shall have the power to cast one vote on any issue to be determined by the board. The current and past presidents serve as both ex-officio members and youth members, so therefore, they have the power to cast one vote each as youth members.

G. Vacancies

The board may fill vacancies at any meeting. Any officer of the board elected for the balance of an unexpired term shall, in addition, be eligible for the maximum number of complete consecutive terms as provided by this document.

H. Assumption of Trustees

Persons elected to the board shall assume their positions as trustee at the summer board meeting, as will the officers of the board.

Section 4 Officers of the Board

The officers of the board shall consist of the Chair, Vice-Chair, and Secretary. They shall fulfill their duties as designated by operating policy.

Section 5 Meetings

A. Regular Meetings

There shall be three regular meetings of the board each year.

B. Special Meetings

Special meetings may be called by the Chair or shall be called upon the written request of five voting members of the Board of Trustees. Written notices 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.

C. Attendance by Non-Trustees

All Board of Trustees meetings are open to interested persons. The Board of Trustees always reserves the right to move into executive session.

D. Minutes of Executive Session

When the Board of Trustees or Executive Committee goes into executive session, action taken will be noted and a summary of those actions will become a part of the minutes of the full meeting. There will be no detailed minutes of executive sessions.

E. State Leadership Conference

The time and place of the state meeting shall be determined by the state FCCLA coordinator/adviser(s) in consultation with the Board of Trustees.

Section 6 Committees of the Board

There shall be an executive Committee, standing committees, and ad hoc committees of the board. Standing committees shall include: Communications, Finance and Budget, Membership, Operating Policy, Program, and Competitive Events. The chair may appoint ad hoc or advisory committees and task forces, and they shall report to the board through the appropriate standing committee.

A majority of voting members of the board shall constitute a quorum for the transaction of business. A majority of voting members of the committee(s) should constitute a quorum for the committees. Proxy voting is not allowed.

Section 7 Channel to the Board

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

Section 8 Indemnification of Trustees

Any person made party to any action, suit or proceeding by reason of the fact that the person is or was a member of the state Board of Trustees shall be indemnified by New York State Association of Family, Career and Community Leaders of America, Inc. against expenses actually incurred by the person in the defense of such action.

Section 9 Relationship of the State Board of Trustees and the State Executive Council

The State Executive Council and the state Board of Trustees are interdependent in matters of program development, program implementation, and public relations. The State Executive Council and the Board of Trustees are recognized in this document as the two decision-making bodies of New York State Association of Family, Career and Community Leaders of America, Inc. State officers shall have membership on the board and its committees as provided in this document.

Article VIII

Publications

The Board of Trustees, the State Executive Council, and/or state staff shall oversee all official publications of the New York State Association. The state coordinator/adviser(s) must authorize all official publications.

Article IX

Emblem

The emblem of Family, Career and Community Leaders of America, Inc. shall be the emblem of the New York State Association of Family, Career and Community Leaders of America, Inc.

Section 1 Emblem for Members

Members (active and alumni/associate) of affiliated chapters shall be entitled to wear the national emblem and the official guard.

Article X

Dues - Fiscal Year - Budget - Audit

Section 1 State Dues

The Board of Trustees and the state staff, subject to approval of the delegates at the State Leadership Conference, shall determine the individual membership dues in the New York State Association.

The annual dues of the New York Association shall include: (1) dues to the national organization; (2) dues to the New York State Association.

Section 2 National Dues (As set forth in the current National Bylaws)

The national membership dues for each active member shall be forwarded annually to the national headquarters.

A. The amount of national dues for active members shall be determined by the National Executive Council and the national Board of Directors subject to approval of the voting delegates at a national meeting.

B. The amount of dues for the alumni and associate member category shall be determined by the National Executive Council and national Board of Trustees.

Section 3 Procedure

Individual membership dues in the New York State Association and the national organization shall be forwarded together annually to the national headquarters.

Section 4 Fiscal Year

The fiscal year shall be September 1 through August 31.

Section 5 Budget

The state coordinator/adviser(s) of the New York State Association shall prepare the budget, which shall be approved by the Board of Trustees and presented to the membership in a manner determined by the State Executive Council.

Section 6 Audit

The financial statement of all income and expenditures prepared in the office of the state FCCLA coordinator/adviser(s) shall be audited annually according to state policy. The auditor's account shall be presented to the Board of Trustees.

Article XI

State Meetings

Section 1 State Leadership Conference

The State Leadership Conference shall be held in order to: (1) provide for election of officers; (2) facilitate the sharing of information regarding work that has been done by FCCLA members and chapters; (3) formulate new objectives or emphasis in FCCLA programs; (4) transact all business coming before the New York State Association; and (5) foster leadership development.

Section 2 Voting Delegates

Each affiliated chapter will receive one vote.

Section 3 Voting

The privilege of making motions, and discussing, shall be limited to the voting delegates and the state officers from New York State. Voting is limited to the voting delegates. Voting delegates are entitled to vote only if they have signed in during the designated period and are present at the time of voting. The privilege of discussion may be extended to non-voting representatives upon the consent of two-thirds

(2/3) of the voting delegates.

Section 4 Special Meetings

The State Executive Council may call special meetings when the need arises with at least one officer or state adviser present.

Section 5 Quorum

A majority of the voting delegates registered as in attendance at the State Leadership Conference shall constitute a quorum.

Article XII

National Officers

Section 1 Selection of Candidate for National Office

An application shall be used for submitting qualifications for a national officer candidate nominee. Applications shall be submitted to the state coordinator/adviser(s) by the postmark deadline. The State Executive Council shall present to the voting delegates a person for national officer candidate.

Section 2 Qualifications of National Officers

A national officer candidate shall meet the qualifications set forth in the current National Bylaws.

Article XIII

Parliamentary Authority

Section 1 Parliamentary Authority

The most recent edition of Robert's Rules of Order, Newly Revised shall govern the conduct of state, federation, and chapter meetings of the Family, Career, and Community Leaders of America, Inc. in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Section 2 Suspension of the Rules and/or Bylaws

Rules and/or Bylaws pertaining to specific procedures or articles may be temporarily suspended upon a vote in the affirmative of two-thirds (2/3) of the voting delegates.

Such a vote shall be conducted at the State Leadership Conference of the New York State Association; in emergencies, the vote may be conducted by correspondence.

Section 3 Parliamentary Guidance

The elected state vice president of parliamentary law shall sustain the parliamentary procedure during all meetings of the State Executive Council and the annual State Leadership Conference.

Section 4 Parliamentarian

A qualified parliamentarian when available, if needed, could be consulted to assist with conducting the business of the organization.

Article XIV

Amendments

Bylaws amendments may be proposed by a chapter or group of chapters provided they are presented to the State Executive Council and Board of Trustees for approval by the annual Board of Trustees meeting.

Proposed bylaws amendments must be approved by the Board of Trustees.

Information regarding proposed amendments, properly approved as stated above, shall be provided to chapters before the State Leadership Conference. Bylaws amendments shall be approved by a vote in the affirmative of two-thirds (2/3) of the voting delegates. Once a vote to approve has passed, bylaws amendments take effect immediately.

Article XV

Dissolution and Liquidation

Upon dissolution or final liquidation of the corporation, the Board of Trustees shall, after paying or making provisions for the payment of liabilities of the corporation, dispose of the remaining assets of the corporation in accordance with its purposes and transfer such assets to any other organization organized and operated exclusively for religious, charitable, scientific or educational purposes, within the meaning of Section 501(C) 3 of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).