



**CALIFORNIA**  
STATE ASSOCIATION

# **CALIFORNIA FCCLA REGION 4 BYLAWS**

**CALIFORNIA FCCLA**  
**REGION 4 BYLAWS**

Article I. Name.....page 2

Article II. Sponsor.....page 2

Article III. Goal and Purposes.....page 2

Article IV. Affiliation with California FCCLA.....page 3

Article V. Affiliations.....page 3

Article VI. Certified Chapters.....page 3

Article VII. State Advisor, Region Coordinator, and Chapter Advisor.....page 5

Article VIII. Membership, Affiliation, and Privileges.....page 5

Article IX. Officers, Qualifications, Term of Office, and Vacancies.....page 7

Article X. Nominations and Elections.....page 10

Article XI. Governing Bodies.....page 11

Article XII. Meetings.....page 12

Article XIII. Quorum.....page 13

Article IV. Fiscal Year, Budget, and Audit.....page 13

Article XV. Publications and Web Site.....page 13

Article XVI. Dissolution or Liquidation.....page 13

Article XVII. Parliamentary Authority.....page 14

Article XVIII. Amendments.....page 14

Article XIX. Emblem, Insignia, and Official Pins .....page 14

Article XX. California Golden State Degree Program.....page 15

# **REGION BYLAWS OF California FCCLA**

## **ARTICLE I. NAME**

The name of the region shall be known as Region 4 of California FCCLA. The name FCCLA shall be used only by certified chapters in California.

## **ARTICLE II. SPONSOR**

The sponsor of Region 4 of California FCCLA shall be the Family and Consumer Sciences Education Staff, California Department of Education. The California FCCLA State Office shall be located at the California Department of Education and function as a part of the Family and Consumer Sciences Education Program. (The Region Coordinator shall assist the State Advisor with leadership activities and other related responsibilities within the region.)

## **ARTICLE III. GOAL AND PURPOSES**

### **Section 1. Goal**

The goal of the region shall be to help students assume their roles in society through Family and Consumer Sciences Education in the areas of personal growth, family life, career preparation, citizenship, and community involvement.

### **Section 2. Purposes**

The purposes of the Region shall be:

- A. To provide opportunities for personal development and preparation for adult life.
- B. To strengthen the function of the family as the 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 responsibility.
- G. To prepare for the multiple roles of men and women in today's society.
- H. To develop interest in Family and Consumer Sciences and related occupations.

**ARTICLE IV.  
AFFILIATIONS WITH CALIFORNIA FCCLA AND NATIONAL FCCLA**

Regions shall be affiliated with California FCCLA and the National Family, Career and Community Leaders of America, hereinafter designated as FCCLA.

**Section 1.**

A region member shall be a member of California FCCLA and FCCLA.

**Section 2.**

The region shall remain in good standing by maintaining policies consistent with those of California FCCLA and FCCLA and by submitting the following annually to the State Office:

- A. Immediately upon election or appointment a list of the names and addresses of the region officers and advisors to the officers.
- B. Immediately upon adoption, any amendments to the region bylaws.

**ARTICLE V.  
AFFILIATIONS**

California FCCLA shall consist of ten regions. Region 4 shall consist of the counties as specified by the State Association and shall consist of all of the certified chapters within the designated counties of Amador, Calaveras, Colusa, El Dorado, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, and Yuba.

**ARTICLE VI.  
CERTIFIED CHAPTERS**

**Section 1.**

Chapters may be certified in middle, junior, and senior high schools, as well as regional occupational centers and programs (ROCPs), public and private, in which Family and Consumer Sciences (Consumer and Family Studies education and/or Family and Consumer Sciences Related Occupations) instruction is offered. The chapters shall be composed of no less than twelve students possessing the qualifications for membership.

**Section 2.**

Chapters may be organized as an integral part of the Family and Consumer Sciences program whenever the students, teachers, and administrators wish to incorporate California FCCLA as a strategy to strengthen the instructional program.

### **Section 3.**

Application for affiliation shall be made on forms provided by the State Office and shall be signed by the president and the advisor of the chapter. The application forms shall be sent to the designated office together with the appropriate order of leadership packet materials.

### **Section 4.**

When the application has been processed, a certificate shall be issued to the new chapter.

### **Section 5.**

Chapters in good standing shall be those which maintain policies consistent with those of the region and state association and which submit the following to the state office:

- A. Prior to May 31 required affiliation documentation and appropriate order of leadership packet materials.
- B. Chapter membership roster, on which all names of chapter members, officers, and advisors are listed.
- C. Affiliation forms and materials.

### **Section 6.**

A chapter can be put on probation for any one of the following reasons:

- A. Non-conformance to the region and state bylaws in any area.
- B. Failure to pay within 90 days outstanding debts of any nature owed to the state association by an individual or chapter.

### **Section 7.**

Chapters will be notified in writing of non-conformance to bylaws or non-payment of debts by the State Office.

### **Section 8.**

The probationary period shall be 60 days. The chapter shall be informed in writing of its probationary status by the State Advisor who shall set forth the beginning and ending date of the probationary period.

Chapters who are on probation will neither be allowed to participate in region, state, or national activities, nor will they be eligible to have candidates for office. If the cause for probation has not been corrected by the end of the probationary period, that chapter shall be suspended in accordance with Sections 9 and 10 of this article.

**Section 9.**

The State Executive Council shall have, upon recommendation of the State FCCLA Advisor, the power to suspend a chapter upon receipt of evidence of infringement of the provisions of the region and state bylaws.

**Section 10.**

The State Executive Council, on the recommendation of the State FCCLA Advisor, may suspend a chapter, thereby withdrawing its certification, for not conforming to the region and state bylaws. Chapters will be suspended for one year. Should a chapter be thus suspended, it must then make formal application to be reinstated, indicating the action taken to correct the infraction of the bylaws.

Chapters who are suspended will neither be allowed to participate in region, state or national activities, nor will they be eligible to have candidates for office. Chapters on suspension will not be eligible to receive special funding or state funding when funds are available.

**ARTICLE VII.  
STATE ADVISOR, REGION COORDINATOR, AND CHAPTER ADVISOR**

**Section 1.**

The State Advisor shall be the Family and Consumer Sciences Education Staff member at the California Department of Education.

**Section 2.**

The Region Coordinator shall be chapter advisor to the Region President. The Region Coordinator shall assist the State Advisor with planning and conducting leadership development activities as well as other responsibilities within the region.

**Section 3.**

The Chapter Advisor shall be a certified teacher of Family and Consumer Sciences (Consumer and Family Studies or Family and Consumer Sciences Related Occupations) in a middle, junior, or senior high school (grades 6–12).

**ARTICLE VIII.  
MEMBERSHIP, AFFILIATION, AND PRIVILEGES**

**Section 1.**

**Active Members**

A student who has been or is currently enrolled in a Consumer and Family Studies (CFS) or Family and Consumer Sciences Related Occupations (FCSRO) program in a middle, junior, or senior high school, public or private, shall be eligible for membership in a certified chapter of the association at the student's respective school site. Such members are eligible for active membership during the time they are enrolled in middle, junior, and senior high schools (grades 6–12), as well as ROCPs.

**Alumni and Associates**

Former active members and former adults who share the goals and purposes of FCCLA and wish to support the continuing development of FCCLA youth shall be eligible for an Alumni and Associates membership. Members of Alumni and Associates shall not be eligible to hold office, make motions, or vote.

**Advisor Members**

Advisors shall be entitled to membership by submitting an advisor contribution and by entering their names on the chapter roster.

**Honorary Members**

Former members, parents, advisors, school officials, business leaders, college and university personnel, other Family and Consumer Sciences educators and community members who have rendered outstanding service to the region by advancing its purposes shall be eligible for honorary membership. Candidates for honorary membership may be nominated by any chapter in good standing with the region and state association or by members of the Region Executive Council. Nominees shall be considered by the Region Executive Council and Honorary Members shall be elected by a majority vote of the Council at any of its regular meetings.

**Section 2. Membership Privileges**

- A. Active members shall be eligible to hold office, to attend and participate in meetings, to participate in Students Taking Action with Recognition (STAR) Events, and to vote.
- B. Associate, advisors, and honorary members shall have the privilege of attending meetings, but shall have no vote.
- C. Active, associate, advisor, and honorary members shall receive copies of region publications.

### **Section 3. Affiliation and Leadership Development Materials**

- A. Recognizing that certain supplies and materials are essential for the integral nature of including student organization instruction and leadership and personal growth development as part of the curriculum in Family and Consumer Sciences Education classes, each local chapter shall secure a California FCCLA annual leadership packet for each active and associate member it wishes to affiliate with the state and national organizations.
- B. Advisors shall make an annual contribution to California FCCLA in the amount designated by that association.
- C. Honorary members shall not be required to make any annual contributions to the organization.

## **ARTICLE IX OFFICERS, QUALIFICATIONS, TERM OF OFFICE, AND VACANCIES**

### **Section 1.**

The Regions of California FCCLA shall have the following officers:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Historian
- F. Reporter

### **Section 2. Qualifications**

Candidates for region office shall:

- A. Be a member in good standing with California FCCLA for at least one full semester or the equivalent prior to the time of nomination.
- B. Be a member of an affiliated California FCCLA chapter in good standing with FCCLA.
- C. Be listed on the chapter's membership roster on file in the State Office.
- D. Obtain written consent of the FCCLA advisor and principal at the school he/she will be attending during the term of office prior to filling out an application for region office.
- E. Submit an application for region officer candidate to the region coordinator by the deadline date set by the region.



- F. Be enrolled in grades 7–11 at the time of nomination. During the term of office, elected officers must be enrolled in grades 8–12.
- G. Have a grade point average of C+ (2.5) or above.
- H. Have the following knowledge of the organization:
  1. Officer duties;
  2. Goals, purposes and creed;
  3. Relationship of FCCLA to the Family and Consumer Sciences (either CFS or FCSRO) instructional program;
  4. FCCLA materials and resources.
- I. Possess the following personal characteristics:
  1. Reliability, dependability and willingness to carry out the responsibility of the office;
  2. Ability to express ideas verbally and in written form;
  3. Ability to work cooperatively with others.
- J. Have participated in chapter activities and projects.
- K. Have attended at least one region meeting prior to nomination.
- L. Attend all region meetings, including region executive council meetings to which his/her chapter belongs, the State Leadership Conference and the National Leadership Conference, if possible.
- M. Attend the Capitol Leadership Experience, if possible.
- N. Have the FCCLA official uniform.

### **Section 3. Duties of Region Officers**

- A. President
  1. Work directly with the State Advisor and Region Coordinator in carrying out duties;
  2. Preside over all business meetings of the region and Executive Council;
  3. Assist with planning the agenda for the Region Executive Council and other regional meetings;
  4. Appoint, after consultation with the State Advisor and Region Coordinator, the chairperson and members of all special committees not otherwise designated;
  5. Serve as an ex-officio member of all committees;
  6. Coordinate the work of the region with the State Association, including the visits of state officers;
  7. Serve as a member of State Executive Council.
- B. Vice President
  1. Assist the president in all ways possible;
  2. Preside at all meetings of the organization in the president's absence;

3. Promote state programs and projects;
4. Promote region programs and projects;
5. Encourage chapters to work hard toward quality programs and projects by applying for the Honor Chapter Award;
6. Review region bylaws for necessary revisions;
7. Prepare ballots and conduct region elections.

C. Secretary

1. Keep an accurate record of all region meetings and Region Executive Council meetings;
2. Keep all Region Officers, State Advisor, and the Region Coordinator informed of the business transacted;
3. Encourage chapters to keep accurate records of their meetings and activities;
4. Serve as chairperson of the region membership committee;
5. Encourage chapters to submit initial affiliation material before the designated deadline, and to submit additional dues by May 31;
6. Assist with the promotion of new chapters within the region;
7. Develop evaluation forms for region activities, compile results, and prepare a written report to be submitted to the Executive Council, State Advisor, Region Coordinator, and State Office.

D. Treasurer

1. Prepare a budget with the assistance of the State Advisor and presents the proposed budget to the Executive Council and to California FCCLA Treasurer of the Board of Directors (BOD) for approval;
2. Keep up-to-date and accurate financial records on file and prepare a report on the region financial status for the Board of Directors, Executive Council and chapters;
3. Collect funds, issue receipts, and deposit region funds
4. Verify and completes payment of region expense claims with approval of the State Advisor and submits to the Board of Directors;
5. Prepare end-of-the-fiscal year (July 1–June 30) statement and submits to the State Advisor and the Board of Directors;
6. Develop ideas for chapter fundraising; and
7. Coordinate recreational activities at region meetings and activities;
8. Promote Students Taking Action with Recognition (STAR) Events.

E. Historian

1. Keep an accurate written history of the region in the historian's book;
2. Provide the State Advisor with a written copy of the annual history prior to the spring region meeting;
3. Compile and maintain a scrapbook to be presented at the spring region meeting, annual State Leadership Conference and other appropriate places;
4. Prepare an exhibit of the region activities for the year which will be displayed at the spring region meeting;
5. Encourage chapters to prepare project exhibits for display at school and in the community;

6. Encourage chapters to observe FCCLA Week; and
7. Send articles and pictures from the region to the State Historian for the state scrapbook.

F. Reporter

1. Work with chapter reporters to prepare a region newsletter;
2. Work cooperatively with chapter reporters to collect and submit information, stories, and pictures for state publications to the State Office;
3. Submit news articles to the State Office for the State Newsletter and to Teen Times, the national magazine;
4. Submit news articles to local papers where region activities are held;
5. Supply chapters with sample news releases and other public relations information pertaining to region activities and meetings;
6. Encourage chapters to make use of all community resources for interpreting and publicizing program and activities.
7. Oversee and manage the FCCLA social media platforms.

**Section 4. Term of Office**

The term of office shall begin at the Annual State Leadership Conference at which officers are installed and conclude at the close of the following State Leadership Conference.

**Section 5. Vacancies**

- A. If an office is vacated prior to the Region Officer Leadership Conference (ROLC), the Region Officers, Region Coordinator, and State Advisor shall determine whether or not to fill that office. In any event, no vacancies shall be filled after the ROLC begins.
- B. If the office of President should become vacant, the Vice President, subject to approval of the region executive council, shall assume the office and duties of the president. Appointments for all other vacancies shall be made by the President in consultation with the State Advisor and with the approval of the Region Executive Council.

**ARTICLE X  
NOMINATIONS AND ELECTIONS**

**Section 1. Nomination**

Candidates for region office shall be nominated by the local chapters. All nominations must be submitted to the Region Coordinator by the established deadline date.

- A. The six officers are to be nominated prior to and elected annually at the Spring Region Meeting.
- B. A chapter may nominate two candidates for region office during any one year by submitting the Officer Application form.
- C. Candidates shall run for the position of Region Officer.
- D. Candidates for region office shall be presented to, and interviewed before, the members at the region meeting on the day elections are conducted.

**Section 2. Election of Officers**

- A. Each affiliated chapter in the region is allowed one voting delegate. The voting delegates of the chapters shall vote by ballot for the officers by casting a ballot only once for six (6) candidates. The region Vice President serves as chairperson of tellers and the president appoints two tellers to tally the ballots. The six candidates receiving the highest number of votes shall be elected and, upon election, will meet with the State Advisor or designee to determine respective offices. Officers shall assume office at the close of the region meeting conducted during the annual State Leadership Conference.
- B. In the event that there are six or less candidates, each candidate will be voted on with a yes or no vote. If a candidate does not receive a simple majority of the votes cast, that position will remain vacant.

**ARTICLE XI  
GOVERNING BODIES**

The governing body of the Region shall be the Region Executive Council in consultation with the Family and Consumer Sciences State Staff.

**Section 1. Definition**

- A. The Family and Consumer Sciences State Staff shall be the legal representation of the Region and, with the Region Executive Council, shall function as the student administrative body.
- B. The Region Executive Council, with the advice of the State Advisor shall be the governing body responsible for adoption of program plans and policies.

## **Section 2. Composition**

- A. The Family and Consumer Sciences State Staff shall serve as advisors in the following ways:
  - 1. The lead consultant of the Family and Consumer Sciences State Staff shall serve as State Advisor;
  - 2. One consultant/supervisor from the Family and Consumer Sciences Staff shall be designated as Assistant State Advisor, as appropriate;
  - 3. The remaining consultants/supervisors shall serve as Region Advisors.
- B. The Region Executive Council shall be composed of the six region officers. The State Advisor shall provide overall coordination with the assistance of the Region Coordinator.
- C. Representation of Regions at State Executive Council Meetings: In the event the Region President is unable to attend a State Executive Council meeting, another Region Officer shall be appointed to attend as a regional representative.

## **Section 3. Functions and Terms of Service**

- A. The functions of Family and Consumer Sciences State Staff are:
  - 1. The lead consultant of the Family and Consumer Sciences State Staff serves as State Advisor and shall give general guidance to the association and functions as the administrative officer;
  - 2. The consultant/supervisor designated as Assistant State Advisor or representative appointed by the lead consultant shall be a member of the State Executive Council, and in the absence of the State Advisor, will represent the State Advisor in matters pertaining to the operation and conduct of the association;
  - 3. Region Consultants or official designees, shall serve as advisors to regions and provide technical assistance to the regions as needed;
  - 4. All staff shall provide assistance and counsel to the Executive Council regarding association finances, policies, programs of work, and other related matters.
- B. The functions of the Region Executive Council are to:
  - 1. Supervise all business matters of the region, i.e., approve the annual budget prepared by the treasurer; approve the program of work developed by the Council; prepare amendments to the bylaws; develop and approve policies as necessary and recommend their adoption to the Region Advisor and/or chapter voting delegates at the region meeting when necessary;
  - 2. Authorize the deposit of region funds;
  - 3. Authorize the audit of financial records of the region;
  - 4. Submit materials of importance to the total membership for publication in the official publications.

## **ARTICLE XII MEETINGS**

### **Section 1. Region Meetings**

The Region Executive Council in consultation with the State Advisor and Region Coordinator shall determine the time and place of the region meetings. There shall be three meetings: one in the fall, spring, and during the annual State Leadership Conference. The purposes shall be to elect Region Officers, to hear reports of officers and committee chairpersons, to conduct STAR Events, to conduct leadership and career development activities, and to transact such business as may properly come before the region.

### **Section 2. Region Executive Council Meetings**

A minimum of four meetings shall be held annually; time and place shall be determined by the State Advisor and Region Coordinator with the concurrence of the Region Executive Council. Special meetings may be called by the State Advisor and the Region Coordinator.

## **ARTICLE XIII QUORUM**

### **Section 1. Region Meeting**

Voting delegates from a majority of the certified chapters in attendance shall constitute a quorum.

### **Section 2. Region Executive Council Meeting**

The presence of a majority of the Region Officers shall constitute a quorum.

## **ARTICLE XIV FISCAL YEAR, BUDGET, AUDIT**

### **Section 1. Fiscal Year**

The fiscal year for the Region shall be July 1 through June 30.

### **Section 2. Budget**

The budget shall be prepared by the Treasurer in consultation with the State Advisor. It shall then be submitted to the Board of Directors for approval and then presented to the delegate body for adoption.

**ARTICLE XV  
PUBLICATIONS AND WEBSITE**

**Section 1.**

The official publication of the Region shall be known as (Name of Region Newsletter). Copies of each issue shall be distributed to each certified chapter for each active member. Additional copies shall be forwarded to individuals and agencies interested in FCCLA activities.

**Section 2.**

The regions shall use the designated section of the state association website to distribute information about region activities.

**ARTICLE XVI  
DISSOLUTION OR LIQUIDATION**

**Section 1. Dissolution or Liquidation**

Upon final dissolution or liquidation of a California FCCLA region or chapter (i.e., after final discharge of all outstanding obligations or liabilities), remaining assets of the region or chapter shall be used by respective Executive Councils in accordance with the purposes of the state association and national organization, or shall be transferred to a qualified exempt organization as defined in Section 501 (c) (3) of the Internal Revenue Code of 1954.

**ARTICLE XVII  
PARLIAMENTARY AUTHORITY**

**Section 1. Roberts Rules of Order Newly Revised**

Roberts Rules of Order Newly Revised shall be the parliamentary authority governing the conduct of business in California FCCLA.

**ARTICLE XVIII  
AMENDMENTS**

**Section 1. Amendments**

These bylaws may be amended at the region meeting by two-thirds (2/3) vote of the voting delegates present and voting.

- A. The amendments may be proposed by:
  - 1. A chapter;
  - 2. The Region Executive Council, and/or;
  - 3. The Family and Consumer Sciences State Staff.

- B. Proposed amendments must be received in the region office 90 days prior to the next meeting. They shall be reviewed by the Region Executive Council. The Region Executive Council shall send the proposed amendments with recommendations to chapters at least 30 days prior to the next meeting. The delegate body shall consider and vote on the proposed amendments at the next meeting. Amendments to the bylaws shall take effect immediately after unless otherwise designated.
- C. The proposed amendments may not be in conflict with the state bylaws. The Region Executive Council shall make those changes necessary to bring the bylaws of the region into conformity with the bylaws of California FCCLA.

**ARTICLE XIX  
EMBLEM, INSIGNIA, AND OFFICIAL PIN**

**Section 1. California Emblem**

The emblem for California FCCLA shall be the national emblem.

**Section 2. Pin**

All members - active, associate, advisor, and honorary - shall be entitled to wear the official pin and designated official guard.

- A. Pin for Members - The official pin is the emblem of the organization.
- B. Pin for Advisors and Chapter Parents - Advisors and chapter parents shall be entitled to wear the official pin and guard.
- C. Appropriate Pin Colors - Chapter officers wear bronze pins, region officers wear silver pins, and the state officers wear gold pins.
- D. California Degree Pin - Only members fulfilling criteria at each level are entitled to wear the appropriate pins as described: chapter - bronze; region - silver pin; and state - gold pin with a ruby.

**ARTICLE XX  
CALIFORNIA GOLDEN STATE DEGREE PROGRAM**

**Section 1.** Level of Degrees. Members can earn the following degrees as established by the State Executive Council: Chapter, Region, and State.

**Section 2.** Criteria. Members must meet criteria adopted by the State Executive Council for each level.

**Section 3.** Degree Pins. Members earning each degree are entitled to wear the pin(s) as described in Article XIX.