

REPLACE THIS PAGE WITH

CHAPTER 9

TAB DIVIDER

CHAPTER 9:

Bylaws

Table of Contents

FCCLA State Bylaws.....	9-3
FCCLA Region Bylaws.....	9-21
Sample FCCLA Chapter Bylaws.....	9-36

Bylaws

Bylaws are the fundamental rules or laws of an organization. Members and officers of FCCLA should familiarize themselves with the bylaws at each level of the organization. By having a working knowledge of the bylaws, members and officers can better understand the operating procedures and can have a voice in the future direction of their organization. This chapter includes a sample for chapters to use in developing chapter bylaws as well as copies of the State, Region, and Sample Chapter Bylaws. The Region and State Bylaws are updated periodically. Make sure you are using the current bylaws when seeking information from these documents. Contact the FCCLA State Office or FCCLA website to verify last date of revisions if needed.

Why Know the FCCLA Bylaws?

- ◆ *Members will understand how operating procedures work*
- ◆ *Bylaws allow members a voice*
- ◆ *To affect a more meaningful understanding of the FCCLA organization*

FCCLA State Bylaws

Revised 2018

Article I	Name
Article II	Sponsor
Article III	Goal and Purposes
Article IV	Affiliation with National Organization
Article V	Affiliations
Article VI	Regions
Article VII	Certified Chapters
Article VIII	Membership, Affiliation, and Privileges
Article IX	Officers, Qualifications, Term of Office, and Vacancies
Article X	Nominations and Elections
Article XI	Governing Bodies
Article XII	Meetings
Article XIII	Quorum
Article XIV	Fiscal Year, Budget, Audit
Article XV	Publications
Article XVI	Dissolution or Liquidation
Article XVII	Parliamentary Authority
Article XVIII	Amendments
Article XIX	Emblem, Insignia, Official Pin, and Authorized Dealers
Article XX	California Golden State Degree Program

Article I

NAME

The name of the State Association shall be, California FCCLA. The Chartered State Association and the affiliated regions shall use this name. Certified local chapters in California shall have the option to use either California FCCLA or FCCLA.

Article II

SPONSOR

The sponsor of the California Association shall be the Family and Consumer Sciences Education Staff, California Department of Education. The State FCCLA Office shall be located in the Family and Consumer Sciences Education headquarters office and shall function as part of that program.

Article III

GOAL AND PURPOSES

SECTION 1

Goal

The goal of the State Association 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, and community involvement.

SECTION 2

Purposes

The purposes of the State Association 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 responsibilities.
- 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

AFFILIATION WITH NATIONAL ORGANIZATION

California FCCLA shall be affiliated at the national level with the Family, Career, and Community Leaders of America, Inc., hereinafter referred to as FCCLA, Inc.

SECTION 1

A student who is affiliated with California FCCLA shall be affiliated with FCCLA, Inc.

SECTION 2

The State Association shall remain in good standing by maintaining policies consistent with those of the FCCLA, Inc., as long as they do not conflict with the State Association rules and regulations, and by submitting the following to the national office:

- A. Prior to May 31 the State Association's total and complete membership affiliation materials for each affiliated chapter.
- B. Prior to May 31 a list of the affiliated chapters, with the total membership for each.
- C. Immediately upon election, a list of the names and addresses of the State Officers.
- D. Immediately upon adoption, any amendments made to the state bylaws.

Article V

AFFILIATIONS

SECTION 1

California FCCLA was chartered by FHA, Inc., and is currently affiliated with FCCLA, Inc. (formerly FHA, Inc.).

SECTION 2

California FCCLA shall consist of ten regions. Each region shall consist of all of the certified chapters within its boundaries.

Article VI

REGIONS

SECTION 1

The regions of FCCLA shall be comprised of the geographical areas served by the Family and Consumer Sciences Education Staff who also serve as FCCLA regional advisors.

SECTION 2

Regions in good standing shall be those which maintain policies consistent with State Association policies and submit the following to the State Office:

- A. A list of the names and addresses of the regional officers and advisors immediately upon election or appointment.
- B. Any amendments to the region bylaws immediately upon adoption.

Article VII

CERTIFIED CHAPTERS

SECTION 1

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

SECTION 2

Chapters shall be organized as an integral part of the Family and Consumer Sciences Education program whenever the students, teachers, and administrators wish to incorporate 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 site principal and the advisor of the chapter. The application forms shall be sent to the State Office together with the appropriate order of leadership packet materials.

SECTION 4

A certificate is issued to a new chapter when the application has been processed.

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 1, 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 may be put on probation for any one of the following reasons:

- A. Non-conformance to the 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 member or the 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 that are on probation will neither be allowed to participate in region, state, or national activities, nor 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 may, on the recommendation of the State Advisor, suspend a chapter upon receipt of evidence of infringement of the provisions of the state and/or national bylaws.

SECTION 10

The State Executive Council, on the recommendation of the State Advisor, will suspend a chapter, thereby withdrawing its certification, for not conforming to the state and national 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 career technical student organization allocations when such funds are available.

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 education or Family and Consumer Sciences Related Occupations program in a middle, junior, or senior high school, public or private, or ROCP 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) and ROCP.

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 Member

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

Honorary Members

Parents, community members, state leaders, chief school officers, vocational directors, deans and department heads of Family and Consumer Sciences Education, legislators, persons in business and industry, advisory committee members, teacher educators, city and county supervisors of Family and Consumer Sciences Education, or community members who have rendered outstanding service to California FCCLA by advancing its purposes shall be eligible for honorary membership in the State Association in accordance with the criteria and policies established by the State Association. Candidates for honorary membership may be nominated by any chapter in good standing with the State Association or by members of the state staff of Family and Consumer Sciences Education. Nominees shall be considered by the State Executive Council and honorary members shall be elected by a majority vote of the State Executive 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 competitive recognition events, and to vote.
- B. Associate, advisor, honorary, and alumni members shall have the privilege of attending meetings but shall have no vote.

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 organization.
- B. Advisors shall make an annual contribution to 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 California Association shall have the following officers:

- A. President
- B. Vice President

- C. Secretary
- D. Treasurer
- E. Historian
- F. Reporter

SECTION 2

Qualifications

Candidates for state office shall have the following qualifications:

- A. Be a member, in good standing, of California FCCLA for one full year prior to the time of nomination.
- B. Be a member of an affiliated FCCLA chapter in good standing with the State Association.
- C. Be listed on the chapter's membership roster on file in the State Office for the year during which the member is running for office.
- D. Prior to filing an application for state officer, a candidate must have the written consent of the FCCLA advisor, the Region Advisor, his/her parent(s) or guardian(s), and the principal at the school the candidate is presently attending and will be attending during the term of office.
- E. Submit an application for state officer candidate with the State Office by the deadline date.
- F. Be enrolled in grades 10-11 at the time of nomination.
- G. Have and maintain a grade point average of 3.0 (B) or higher.
- H. Have held an office for at least one term at the regional level.
- I. Have the following knowledge of the organization:
 - (1) Duties of officers.
 - (2) Goals, Purposes, Creed, and Opening and Closing Ceremony.
 - (3) Relationship of California FCCLA to the Family and Consumer Sciences Education instructional programs.
 - (4) FCCLA Member's Handbook, Chapter Guide and state bylaws.
- J. Possess the following personal characteristics:
 - (1) Reliability, dependability, and willingness to carry out the responsibilities of the elected office.
 - (2) Ability to express ideas verbally and in written form.
 - (3) Ability to work cooperatively with others.
 - (4) Sincere interest in the development and promotion of FCCLA.
- K. Have participated in chapter activities and projects.
- L. Be willing to attend all regional meetings to which his/her chapter belongs, the Annual State Leadership Conference, and, if possible, the National Leadership Conference.
- M. Comply with all guidelines for the nomination and election of State Officers.
- N. Have attended at least one Annual State Leadership Conference prior to nomination.

SECTION 3

Duties

A. PRESIDENT

- (1) Preside over all business meetings of the State Association and the State Executive Council.
- (2) Assist with planning the agenda for the State Executive Council and the Annual State Leadership Conference.
- (3) After consultation with the State Advisor, appoint the chairperson and members of all special committees not otherwise designated.
- (4) Serve as an ex-officio member to all committees except the nominating committee.
- (5) Coordinate the work of the State Association with the presidents and/or chairpersons of the regions.
- (6) Appoint tellers from each region and designate the state vice president to tally ballots and report the election results to the president.
- (7) Declare the officers who are elected during the Annual State Leadership Conference.

B. VICE PRESIDENT

- (1) Assist the president in all ways possible.
- (2) Preside at all meetings of the organization in the absence of the president.
- (3) Be responsible for promoting state programs and projects.
- (4) Encourage chapters to work toward quality programs by applying for the Honor Chapter Award; serve on the selection committee for the award.
- (5) Serve as a member advisor to the Family and Consumer Sciences Education staff.
- (6) Review state bylaws for necessary revision.
- (7) Conduct elections during the Annual State Leadership Conference.

C. SECRETARY

- (1) Keep an accurate record of the Annual State Leadership Conference and all meetings of the State Executive Council and keep all state and regional officers informed of the business transacted.
- (2) Encourage regions and chapters to keep accurate records of their meetings and activities.
- (3) Keep records of state membership and chapter affiliation.
- (4) Remind chapters to affiliate before November 15 and May 1 of each program year.
- (5) Serve on recognition and scholarship selection committees.
- (6) Assist with the promotion of new chapters in the state.
- (7) Assist with the nominating committee during the Annual State Leadership Conference.

D. TREASURER

- (1) Report the financial status of the association to the State Executive Council and Board of Directors.
- (2) Serve as the student representative to the Board of Directors.
- (3) Present region budgets to the Board of Directors.

- (4) Encourage regions and chapters to keep accurate financial accounts.
- (5) Present the proposed Association budget for the coming year to the State Executive Council for its review.
- (6) Develop and promote fundraising activities which could provide new learning experiences for chapter members.
- (7) Ensure that accurate financial records are maintained.
- (8) Serve as an alternate for the vice president as student member advisor to the State Family and Consumer Sciences Education Staff.
- (9) Coordinate recreational activities at state meetings and activities.
- (10) Encourage regions and chapters to provide recreational activities at meetings.
- (11) Serve on the committee to develop, implement, and promote State Competitive Recognition Events (CRE) and National Students Taking Action with Recognition (STAR) Events.
- (12) Be a member of the committee which nominates members for the Board of Directors.

E. HISTORIAN

- (1) Keep a narrative history of the State Association in the historian's book.
- (2) Provide the State Advisor with a written copy of the annual history prior to the Annual State Leadership Conference.
- (3) Compile and maintain a scrapbook to be presented at the Annual State Leadership Conference and other appropriate places.
- (4) Prepare for display at the Annual State Leadership Conference an exhibit and/or media presentation of the state activities for the year.
- (5) Serve as an alternate for the vice president as student member advisor to state staff.
- (6) Encourage regions and chapters to maintain scrapbooks and prepare project exhibits for display at schools, in the community, and in other places.
- (7) Encourage regions and chapters to observe FCCLA Week during the second full week in February.

F. REPORTER

- (1) Work cooperatively with region reporters to collect information, stories, and pictures which are to be included in issues of the *State Newsletter* and/or on the organization website.
- (2) Submit news articles for *Teen Times*, the national magazine.
- (3) Supply regions and chapters with sample news releases pertaining to state and national activities and meetings.
- (4) Encourage regions and chapters to make use of all community resources for interpreting and publicizing the FCCLA program and activities.
- (5) Keep a complete file of the *State Newsletter* and *Teen Times*.
- (6) Plan and conduct a public relations program to interpret FCCLA to the public.
- (7) Oversee FCCLA Social Media platforms.

SECTION 4

Term of Office

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

SECTION 5

Vacancies

If the office of the president should become vacant, the vice president shall automatically assume office and duties of the president. In the event of a vacancy other than the president, the officer candidate receiving the seventh highest number of votes during elections at the Annual State Leadership Conference shall be considered for appointment. Appointments for all other vacancies shall be made by the president in consultation with the State Advisor and with the approval of the State Executive Council. Such vacancies can only be filled prior to the first State Executive Council meeting of the school year.

Article X

NOMINATIONS AND ELECTIONS

SECTION 1

Nomination

Candidate applications for state offices shall be submitted by the local chapters. All applications must be submitted to the FCCLA state office by March 1.

- A. The officer candidates are to be nominated by the nominating committee during the Annual State Leadership Conference.
- B. A chapter may submit two State Officer candidate application during any one year.
- C. Candidates shall run for the position of State Officer.
- D. Candidates for state office shall be presented to the nominating committee by the State Secretary.
- E. Candidates for state office shall be interviewed by a nominating committee comprised of one member from each region, the State Advisor, and a member of the Board of Directors, who shall be Chair of the Committee.
- F. The nominating committee shall determine the final slate of candidates to be presented to the voting delegates.
- G. The chair of the nominating committee will prepare and post the slate of candidates.

SECTION 2

Introduction of Candidates

The final slate of candidates will be introduced at a general session of the Annual State Leadership Conference prior to the elections.

SECTION 3

Election of Officers

- A. The voting delegates of the chapters shall vote by ballot for the officers. The state vice president and tellers from each region will be appointed by the president to conduct elections and to tally ballots. The six candidates receiving the highest number of votes shall be elected and shall assume office at the close of the Annual State Leadership Conference. The elected officers will meet with the State Advisor to determine their respective offices.
- 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

SECTION 1

Board of Directors

- A. The official governing body of California FCCLA shall be the State FCCLA Board of Directors. In the Board of Directors shall be vested the authority to direct and manage all the affairs, funds, and property of the Association, and to do so in accordance with the policies and principles of the Articles of Incorporation, Bylaws, and laws of the State of California.
- B. The Board of Directors shall consist of nine members as follows:
- (1) State FCCLA Advisor.
 - (2) Assistant State FCCLA Advisor or another member of the Family and Consumer Sciences Education Staff.
 - (3) President of the Family and Consumer Sciences Teachers Association of California (FCSTAC) or designee of FCSTAC.
 - (4) A former State FCCLA officer who is at least 21 years of age elected by the Board.
 - (5) A high school or ROC/P teacher of Family and Consumer Sciences Education, of either Consumer and Family Studies or Family and Consumer Sciences Related Occupations (whichever is not of the same program taught by the president of (FCSTAC) elected by the Board.
 - (6) A middle grade teacher of Family and Consumer Sciences elected by the Board.
 - (7) A representative of business and industry related to one of the nine Family and Consumer Sciences career pathways elected by the Board.
 - (8) A representative of a postsecondary Family and Consumer Sciences Education Program.
 - (9) The State Treasurer of California FCCLA.
- C. Members for the Board of Directors will be nominated by a committee comprised of the postsecondary representative, president of the Family and Consumer Sciences Teachers Association of California, State FCCLA Advisor, State Treasurer of FCCLA, and the Assistant State FCCLA Advisor or another representative of the Family and Consumer Sciences Staff.
- The Board of Directors shall elect, at its annual meeting, or at any such time as a position on the Board becomes vacant, new member(s) to fill the vacancy(ies) from the list of nominees proposed by the nominating committee. A simple majority of the voting Directors present shall elect a nominee to the Board.
- In extreme cases, if, after a thorough review of possible candidates by the Nominating Committee, it determines that no desirable candidate meeting the designated criteria defined under ARTICLE XI. SECTION 1 B (4), (5), and/or (6), is available for one of these vacancies, it shall put forward one or more nominees without regard for the designated position criteria. In such extreme cases, the sitting Board of Directors may only elect such a nominee to fill said vacancy with a vote of six (6) or more in the affirmative. In such a situation, if only five (5) affirmative votes are cast, the President of the Board may, at his/her own discretion, choose to cast a sixth (6th) affirmative vote to elect the individual to the Board of Directors.
- D. The terms of office of members of the Board of Directors shall be two years with the exception of the State Treasurer who is elected annually and Association representatives whose terms are designated until completed.

-
- E. The Board of Directors shall meet at least once a year at such time and place prescribed by the Board. Special meetings of the Board of Directors may be called at any time by the president.
 - F. The Board of Directors shall elect, at its annual meeting, from the membership of the Board, a president, vice president, secretary and treasurer to serve until the next annual meeting of the Board.
 - G. Duties of the Board of Directors will be responsible for the financial viability and management of the fiscal operation of the Association. The State Advisor and the Family and Consumer Sciences Staff in the California Department of Education will be responsible for all program development and leadership.

SECTION 2

Governing Committee

The Governing Committee shall consist of the officers of the Board of Directors. The Governing Committee shall have and exercise the authority to conduct essential business on behalf of the Board of Directors during the interim between regular meetings of the Board and in matters judged not to merit a special meeting of the Board. All official actions of the Governing Committee shall be subject to ratification at a regular or special meeting of the Board of Directors.

SECTION 3

State Executive Council

- A. The governing student body of the Association which shall advise and make recommendations to the Board of Directors and Family and Consumer Sciences Education Staff with respect to activities and business of the Association shall be the State Executive Council.
- B. The State Executive Council shall consist of the following:
 - (1) Current State FCCLA officers.
 - (2) Current Region FCCLA presidents.
 - (3) State FCCLA Advisor
 - (4) Assistant State FCCLA Advisor or designee.
 - (5) A current national officer from California at the invitation of the Board of Directors, when applicable.
- C. The functions of the State Executive Council are:
 - (1) Approve the program of work developed by the Council.
 - (2) Recommend programs and policies to strengthen the association.
 - (3) Recommend suspension of chapters for not conforming to the state bylaws.
 - (4) Approve names of candidates for honorary membership and communicate these decisions to the appropriate individuals.
 - (5) Receive names of individuals who provide outstanding service and contributions to the State Association and approve the list of individuals who are to receive a distinguished service citation.
 - (6) Assist in planning the Annual State Leadership Conference.
- D. The State Officers shall each have one vote. The region presidents shall each have one-half vote. In the event of a tie, the State Advisor has a voting privilege to break the tie.

- E. 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 4

Functions of the Family and Consumer Sciences Staff

- A. The functions of the Family and Consumer Sciences Education Staff are:

- (1) STATE ADVISOR

- (a) A staff member who is an employee at the California Department of Education (CDE) with subject matter expertise and experience in Family and Consumer Sciences Education shall serve as State Advisor for the Association. This individual shall be based in the CDE headquarters office and shall keep the appropriate supervisors and administrators apprised of the status as well as the programmatic and financial needs of the Association.
- (b) The State Advisor is a member of the Board of Directors, State Executive Council, and ex-officio member of all committees. It is the duty of the State Advisor to advise the executive council and other committees on matters of policy and assist the State Officers in conducting the meetings of the executive council.
- (c) The State advisor shall review all official state reports, approve all applications for charters, approve applications for state and national honors, and oversee other business of a statewide nature.
- (d) The State Advisor shall work with the Financial Services Director to prepare and submit an annual budget to the Board of Directors.
- (e) The State Advisor shall see that a permanent record of membership and progress of the association is maintained.
- (f) The State Advisor shall inform the State Executive Council of any local chapter proceedings which appear to be in conflict with provisions of the State or National bylaws.
- (g) The State Advisor is in charge of all statewide meetings of the State Association and shall perform such duties as may pertain to the furtherance of the association.
- (h) The State Advisor shall be responsible for reporting programmatic information to the Board of Directors at each meeting.

- (2) ASSISTANT STATE ADVISOR

- (a) The Family and Consumer Sciences Education Staff member designated as Assistant State Advisor or representative appointed by the program manager shall be responsible for assisting the State Advisor. The Assistant State Advisor or designee 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) REGIONAL ADVISORS

- (a) Family and Consumer Sciences Education Staff members shall carry out the duties of Regional Advisor to assigned regions as directed by the State Advisor.

Article XII

MEETINGS

SECTION 1

Annual State Leadership Conference

The State Executive Council, in consultation with the Family and Consumer Sciences Education Staff, shall determine the time and place of the Annual State Leadership Conference. The purposes shall be to elect State Officers, to hold Competitive Recognition Events State Finals, to promote the program of work, to hear reports of officers and committee chairpersons, and to transact such business as may properly come before it. The Council may, when necessary, designate that region meetings may be held in lieu of the Annual State Leadership Conference for that particular year.

A. Chapter Representatives to Annual State Leadership Conference

Any number of members from a certified chapter may attend meetings. However, only voting delegates will be credentialed to participate in elections or other matters requiring a vote.

B. Voting Delegates to Annual State Leadership Conference

Chapter voting delegates will be assigned on the basis of affiliated membership. Each affiliated chapter will be allowed voting delegates as indicated below based on its membership on March 1 of the current year:

(Chapter Membership)	(Voting Delegates)
12	1
13 to 24	2
25 to 50	3
51 to 75	4
76 to 100	5
101 to 125	6
126 to 150	7
151 to 175	8
176 to 200	9
201 to 225	10
226 to 250	11
251 to 275	12
276 to 300	13
Over 300	14

The privilege of making motions, discussing, and voting shall be limited to the accredited delegates and the State Officers. The privilege of discussion may be extended to the non-voting representatives upon the consent of the delegates.

SECTION 2

State Executive Council Meetings

A minimum of two meetings shall be held annually; the time and place shall be determined by the State Advisor with the concurrence of the State Executive Council. Special meetings shall be called by the State Advisor at the request of any members of the Council.

SECTION 3

Board of Directors

A minimum of one meeting shall be held annually. The time and place shall be determined by the President in consultation with the members of the Board.

Article XIII

QUORUM

SECTION 1

Annual State Leadership Conference

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

SECTION 2

State Executive Council Meeting

The presence of a majority of the State Officers and regional presidents or designated regional representatives shall constitute a quorum.

SECTION 3

Board of Directors

The presence of a majority of the members shall constitute a quorum.

Article XIV

FISCAL YEAR, BUDGET, AUDIT

SECTION 1

Fiscal Year

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

SECTION 2

Budget

The budget shall be prepared by the State Advisor in consultation with the treasurer. It shall then be submitted to the State Executive Council for review and to the Board of Directors for approval.

SECTION 3

Audit

The financial statement of all income and expenditures prepared under the direction of the Board of Directors shall be audited or reviewed annually by a qualified accountant. The accountant's report shall be presented to the Board of Directors for approval.

Article XV

PUBLICATIONS

SECTION 1

State Newsletter

The official publication of California FCCLA shall be known as the *State Newsletter*. A copy of each issue shall be made available to each certified chapter and each active member via the organization's official website.

SECTION 2

Other Publications

Such other publications as shall be authorized by the Board of Directors may be published.

Article XVI

DISSOLUTION OR LIQUIDATION

SECTION 1

Dissolution or Liquidation

Upon final dissolution or liquidation of California FCCLA or of an FCCLA region (i.e, after final discharge of all outstanding obligations or liabilities), remaining assets of the State Association and regions whose funds are managed by the Board of Directors shall be used in accordance with the purposes of the State Association 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 for California FCCLA.

Article XVIII

AMENDMENTS

SECTION 1

Amendments

These bylaws may be amended at the Annual State Leadership Conference by a two-thirds (2/3) vote of the voting delegates present and voting.

-
- A. The amendments may be proposed by:
 - (1) A chapter or region.
 - (2) The State Executive Council.
 - (3) The Family and Consumer Sciences Education Staff.
 - (4) The Board of Directors.
 - B. Proposed amendments must be received in the State Office 90 days prior to the Annual State Leadership Conference. They shall be reviewed by the State Executive Council, Family and Consumer Sciences Education Staff, and Board of Directors. The State Executive Council shall send the proposed amendments with recommendations to chapters at least 30 days prior to the annual State Leadership Conference. The delegate body shall consider and vote on the proposed amendments at the annual State Leadership Conference. Amendments to the bylaws shall take effect immediately after the annual conference, unless otherwise designated.
 - C. The proposed amendments may not be in conflict with the national bylaws of FCCLA, Inc. The Board of Directors shall make those changes necessary to bring the bylaws of California FCCLA into conformity with national bylaws.

Article XIX

EMBLEM, INSIGNIA, OFFICIAL PIN, AND AUTHORIZED DEALERS

SECTION 1

National Emblem

The emblem of FCCLA, Inc., shall be determined by the FCCLA, Inc., National Board of Directors.

SECTION 2

California Emblem

The emblem for California FCCLA shall be national emblem.

SECTION 3

Pin

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

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.

C. Appropriate Pin Colors

Chapter Officers and members wear bronze pins, Region Officers wear silver pins, and State Officers wear gold pins.

D. California Degree Pin

Only members fulfilling criteria at each level are entitled to wear the appropriate degree pin as described: chapter -- bronze pin; region -- silver pin; and state -- gold pin with ruby.

SECTION 4

Authorized Dealers for California Emblematic Materials

It is a national policy that the organization's name and logo marks may be used only in connection with programs and projects directly related to the mission and purpose of FCCLA. FCCLA's marks may not be used on apparel or products, except as authorized by FCCLA national headquarters.

The use of the national FCCLA logo with additional verbiage denoting it as California Association or California is limited strictly to use by the State Association for purposes it deems appropriate.

Article XX

CALIFORNIA GOLDEN STATE DEGREE PROGRAM

SECTION 1

Levels 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.

FCCLA Region Bylaws

Revised 2018

Article I	Name
Article II	Sponsor
Article III	Goal and Purposes
Article IV	Affiliation with California FCCLA
Article V	Affiliations
Article VI	Certified Chapters
Article VII	State Advisor, Region Advisor, Region Coordinator, and Chapter Advisor
Article VIII	Membership, Affiliation, and Privileges
Article IX	Officers, Qualifications, Term of Office, and Vacancies
Article X	Nominations and Elections
Article XI	Governing Bodies
Article XII	Meetings
Article XIII	Quorum
Article XIV	Fiscal Year, Budget, and Audit
Article XV	Publications and Website
Article XVI	Dissolution or Liquidation
Article XVII	Parliamentary Authority
Article XVIII	Amendments
Article XIX	Emblem, Insignia, and Official Pin
Article XX	Golden State Degree Program

Article I

NAME

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

Article II

SPONSOR

The sponsor of Region _____ of California FCCLA shall be the Family and Consumer Sciences Education Staff, California Department of Education. The California FCCLA State Office shall be located in the California Department of Education and function as a part of the Family and Consumer Sciences Program. (The Region Coordinator shall assist the Region 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 responsibilities.
- 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. The region 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:

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 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 1 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 nonpayment 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

REGION ADVISOR, REGION COORDINATOR, AND CHAPTER ADVISOR

SECTION 1

The Region Advisor shall be the Education Programs Consultant of Family and Consumer Sciences Education State Staff or designee for that respective area.

SECTION 2

The Region Coordinator shall be the chapter advisor to the Region President. The Region Coordinator shall assist the Region 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

Any active member upon graduation from high school shall be entitled to Alumni and Associates membership.

Advisor Member

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 uni-versity 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 competitive recognition events, and to vote.
- B. Associate, advisor, 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 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 FCCLA for at least one full semester or the equivalent prior to the time of nomination.
- B. Be a member of an affiliated 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 filing 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 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 Region 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 Region 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 the State Executive Council.

B. VICE PRESIDENT

- (1) Assist the president in all ways possible;
- (2) Preside at all meeting 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 conducts region elections.

C. SECRETARY

- (1) Keep an accurate record of all region meetings and Region Executive Council meetings;
- (2) Keep all Region Officers, Region 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 1;
- (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, Region Advisor, Region Coordinator, and State Office.

D. TREASURER

- (1) Prepare a budget with the assistance of the Region Advisor and present 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 complete payment of region expense claims with approval of the Region Advisor and submit to the Board of Directors;
- (5) Prepare end-of-the-fiscal year (July 1 - June 30) statement and submit to the Region Advisor and the Board of Directors;
- (6) Develop idea for chapter fundraising;
- (7) Coordinate recreational activities at region meetings and activities.

DI. HISTORIAN

- (1) Keep an accurate written history of the region in the historian's book;
- (2) Provide the Region 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.

DII. 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 for *Teen Times*, the national magazine, to the State Office;
- (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 the FCCLA program and activities.

SECTION 4

Term of Office

The term of office shall begin with 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 Training Conference, the Region Officers, Region Coordinator, and supervisor/advisor shall determine whether or not to fill that office. In any event, no vacancies shall be filled after the Regional Officer Training Conference 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 Region 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 State Office 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 Region Advisor or his/her 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 Education State Staff.

SECTION 1

Definition

- A. The Family and Consumer Sciences Education 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 Education State Staff shall serve as advisors in the following ways:
 - (1) The lead consultant of the Family and Consumer Sciences Education staff shall serve as State Advisor.
 - (2) One consultant/supervisor from the Family and Consumer Sciences Education 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 Region 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 Education State Staff are:
 - (1) The lead consultant of the Family and Consumer Sciences Education program 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 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/supervisors, 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 Region 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 Competitive Recognition Events, 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 Region Advisor and Region Coordinator with the concurrence of the Region Executive Council. Special meetings may be called by the Region 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 Region 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 a 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.
 - (3) The Family and Consumer Sciences Education 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 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 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.

Sample FCCLA Chapter Bylaws

Revised 2018

Article I	Name
Article II	Goals and Purposes
Article III	Affiliation with National, State and Region
Article IV	Membership
Article V	Meeting Dates
Article VI	Officers
Article VII	Advisor(s)
Article VIII	Finances
Article IX	Chapter Identification
Article X	Amendments

As soon as a chapter is organized, members and advisors should develop the bylaws which will govern the local chapter at their school site. The following is a sample of chapter bylaws format which may be adapted. Local bylaws should reflect the needs of the chapter members as well as honor the basic rules and regulations set forth in bylaws of the state association. Chapters should review their bylaws annually and update as needed.

Article I

NAME

The name of this chapter shall be the FCCLA Chapter of _____ (Name of School)
California FCCLA chapter of _____ (Name of School) .

Article II

GOAL AND PURPOSES

SECTION 1

Goal

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

SECTION 2

Purposes

The purposes of the organization 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 the 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 develop interest in Family and Consumer Sciences and Related Occupations.

Article III

AFFILIATION WITH NATIONAL, STATE AND REGION

The chapter shall be affiliated with the following:

- A. Family, Career and Community Leaders of America (FCCLA)

- B. California FCCLA.
- C. Region _____ of FCCLA.

Article IV

MEMBERSHIP

SECTION 1

Membership

Membership is open to students who are taking or have taken a Family and Consumer Sciences class. A student is an active member when he/she has listed on a chapter's membership roster and the chapter has affiliated with state and national organizations. At this time voting privileges are assumed. (Chapters may want to include what items a member receives upon affiliation. These may include a handbook, membership card, pin, etc.).

SECTION 2

Members

Active members shall be eligible to hold office, to attend and participate in meetings, to participate in Competitive Recognition Events, and to vote.

SECTION 3

Honorary Membership

Honorary membership is awarded to persons who provide special assistance and support for the California FCCLA program. (Other qualifications for honorary membership may be decided upon by members and voted upon at a business meeting).

Article V

MEETING DATES

SECTION 1

Chapter Executive Council meetings shall be held _____ times a month.

SECTION 2

Chapter business meetings shall be held _____ times a month.

SECTION 3

Officers may call special meetings as needed.

Article VI

OFFICERS

SECTION 1

The _____ Chapter shall have the following officers:

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

(Chapters may elect additional officers/representatives as deemed necessary by the Chapter Executive Council in consultation with the chapter advisor(s).

SECTION 2

Qualifications for chapter officer candidates should be determined according to criteria established by the chapter.

For example:

- Has been a member at least 1 year.
- Is willing to attend chapter executive council and chapter meetings.
- Is willing to attend region meetings.

SECTION 3

The chapter officers shall serve as the Chapter Executive Council.

SECTION 4

The officers shall be elected by the chapter members through majority vote, secret ballot, or other system as approved by the chapter. Officers will serve a term of one year unless otherwise designated by the chapter.

SECTION 5

The duties of the chapter officers are as follows:

A. PRESIDENT

- (1) Preside over chapter Executive Council meetings.
- (2) Plan the agendas for chapter meetings.
- (3) Appoint committees, after consultation with the advisor.
- (4) Serve as an ex-officio member to all committees.
- (5) Coordinate the chapter's program of work with region and state programs and activities.

B. VICE PRESIDENT

- (1) Assist the president in all ways possible.
- (2) Preside over chapter meetings in the absence of the president.
- (3) Encourage the chapter to plan and conduct activities focusing on the State Project Goals.

- (4) Work cooperatively with the Region Vice President to plan and lead quality programs and projects.
- (5) Conduct chapter elections.
- (6) Assist with the preparation of the chapter's application for the Honor Chapter Award.
- (7) Review chapter bylaws for necessary revisions.

C. SECRETARY

- (1) Keep accurate minutes of chapter and executive council meetings.
- (2) Serve as chairperson of the membership committee.
- (3) Keep current and accurate membership roster.
- (4) Assist the advisor in preparing affiliation materials and other appropriate materials to submit to the State Office.
- (5) Develop evaluation forms for chapter activities, compile results, and prepare a written report.
- (6) Prepare nominations for deserving individuals to receive recognition.
- (7) Assist with chapter elections.

D. TREASURER

- (1) Prepare a budget in cooperation with the advisor.
- (2) Keep current and accurate financial records.
- (3) Prepare a financial report for each meeting.
- (4) Establish a procedure to collect funds, issue receipts, deposit funds, and complete payment of chapter expenditures.
- (5) Develop and conduct fund raising activities which will provide learning experiences for chapter members.
- (6) Plan and coordinate recreational activities.
- (7) Promote the Competitive Recognition Events Program.

DI. HISTORIAN

- (1) Keep accurate written history of chapter activities.
- (2) Maintain a scrapbook of chapter activities.
- (3) Prepare exhibits for display at school and in the community.
- (4) Coordinate activities to observe FCCLA Week during the second full week in February.

DII. REPORTER

- (1) Submit articles and materials to the region reporter for the region newsletter.
- (2) Work cooperatively with region reporter to collect and submit articles for *Teen Times*.
- (3) Prepare news releases and spot announcements to publicize chapter projects and activities through local newspapers and other media.

SECTION 6

The officers shall be elected by the chapter through majority vote, secret ballot or other system as approved by the chapter and will serve a term of office as agreed upon by the chapter.

Article VII

ADVISOR(S)

SECTION 1

A credentialed Family and Consumer Sciences teacher(s) shall serve as advisor(s) to the chapter.

SECTION 2

The advisor shall give guidance to the chapter and serve as the administrative officer. The advisor shall provide assistance and counsel to the Chapter Executive Council regarding chapter finances, policies, programs of work, and other related matters.

SECTION 3

The advisor shall assist members in abiding by the state bylaws and guidelines for conduct and dress as established by the State Executive Council.

SECTION 4

Advisor duties are (a list of duties may be developed by the advisor and discussed by members for approval taking into consideration school policies, etc.).

Article VIII

AFFILIATION AND LEADERSHIP DEVELOPMENT MATERIALS

SECTION 1

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 active and associate member it wishes to affiliate with the state and national organization.

SECTION 2

Advisors shall make an annual contribution to FCCLA in the amount designated by that association.

SECTION 3

Honorary members shall not be required to make any annual contributions to the organization.

Article IX

CHAPTER IDENTIFICATION

SECTION 1

The chapter shall adopt the state and national organizations' colors of red and white.

SECTION 2

The chapter emblem shall be the FCCLA emblem.

SECTION 3

The official uniform of the chapter shall be consistent with the state association as established by the State Executive Council.

Article X

AMENDMENTS

SECTION 1

These bylaws may be amended by a majority vote of the chapter membership.

SECTION 2

Only such amendments shall be made as is in keeping with the goal and purposes as listed in Article II of these bylaws and as stated in the state and national bylaws.

