

FCCLA BYLAWS

**Iowa Association of
Family, Career and Community
Leaders of America
(IOWA FCCLA)**

2004

Revised: 2005

State of Iowa
Department of Education
Grimes State Office Building
Des Moines, Iowa
50319-0146

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**IOWA ASSOCIATION
OF
FAMILY, CAREER, AND COMMUNITY
LEADERS OF AMERICA
(IAFFCLA)**

BYLAWS

Article I

Name, Sponsor, Mission Statement, and Purposes

Section 1. Name

The organization shall be the Iowa Association of Family, Career, and Community Leaders of America. The name shall be used only by the State Association and affiliated chapters. Members are hereafter referred to as Family, Career and Community Leaders of America. The letters “FCCLA” may be officially used to designate the association, its units or its members thereof.

Section 2. Sponsor

The Bureau of Community Colleges and Career and Technical Education, Iowa Department of Education sponsors the state organization. The Family and Consumer Sciences State Consultant shall be designated as State Adviser.

Section 3. Mission

The mission of Iowa FCCLA is to promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through:

1. Character development;
2. Creative and critical thinking;
3. Interpersonal communication;
4. Practical knowledge; and
5. Career and technical preparation.

Section 4. Purposes

Organized instruction relating to the mission is a part of the family and consumer sciences education program in the schools. The purposes of the organization shall be as follows:

1. To provide opportunities for personal development and preparation for adult life;
2. To strengthen the function of the family as a basic unit of society;
3. To encourage democracy through cooperative action in the home and community;
4. To encourage individual and group involvement in helping achieve global cooperation and harmony;
5. To promote greater understanding between youth and adults;
6. To provide opportunities for making decisions and for assuming responsibilities;
7. To prepare for the multiple roles of men and women in today’s society; and
8. To promote family and consumer sciences and family and consumer science-related occupations.

Article II

Membership and Affiliation

Section 1. Affiliation

The Iowa FCCLA is chartered by the Iowa Department of Education through the National Organization and is composed of all affiliated chapters within the State of Iowa.

Local chapters may be affiliated in public and private secondary/middle schools in which Family and Consumer Sciences instruction is offered. The chapters will be composed of students possessing the qualifications for membership.

Chapter affiliation requires payment of state and national dues. Chapter bylaws will be consistent with those of the state and national organization.

Section 2. Membership

Membership in the association shall be of three kinds:

1. Active;
2. Honorary; and
3. Alumni/Associate.

Section 3. Active Membership

Students currently or previously enrolled in Family and Consumer Sciences classes are eligible for active membership in an affiliated FCCLA chapter. Active members are eligible to hold office, make motions, vote and attend local, district, state and national meetings, compete in STAR Events, and participate in local, district, state and national projects.

Section 4. Honorary Membership

Any individual who is not eligible for active membership but has helped to advance the Family and Consumer Sciences program, and has rendered outstanding service to the Iowa FCCLA, may be nominated to honorary membership. Honorary members may be recommended by any local chapter, Board of Directors or Executive Council. Approval of honorary membership shall be made by the Board of Directors. Honorary members shall have the privilege of attending all meetings of the organization, but shall have not be eligible to hold office, make motions or vote.

Section 5. Alumni/Association Membership

Former active members and other adults who share the mission and purposes of the Iowa FCCLA and its programs and who wish to support the continuing development of FCCLA members, shall be eligible for Alumni/Associate membership. Alumni/Associate members shall have the privilege of attending all meetings of the organization, but shall not be eligible to hold office, make motions, or vote.

Article III

Finances

Section 1. Dues

State membership dues shall be determined by the State Executive Council and the State Board of Directors, subject to the approval of state voting delegates. Such dues shall be in addition to the national dues.

District dues are determined and collected by individual districts.

The Chapter Executive Council shall determine local chapter dues, subject to approval by members of the chapter.

Section 2. Fiscal Year

The fiscal year shall be September 1 through August 31.

Section 3. Budget

The budget of all income and expenditures shall be prepared and submitted by the State Adviser. The proposed budget shall be submitted to the State Executive Council, State Board of Directors and to the state delegation for final review.

Article IV

Dissolution or Liquidation of Assets

Section 1. Dissolution or Liquidation.

Upon final dissolution or liquidation of the Iowa Association of Family, Career and Community Leaders of America, and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets of the state association will be used by the Board of Directors in accordance with the purposes of the state organization or be transferred to a qualified exempt organization within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1954.

Article V

Governing Bodies

The governing bodies of the Iowa FCCLA will be the State Executive Council and the State Board of Directors.

Section 1. The State Executive Council will:

1. Help determine policies and procedures as they affect the organization;
2. Determine business to be brought before delegates at the State Leadership Conference;
3. Conduct other business that will be necessary to facilitate the progress of the organization; and

4. Be responsible for planning and promoting state and national programs of work and state meetings.

Section 2. The State Board of Directors will:

1. Act as the legal governing body of Iowa FCCLA;
2. Set policy related to program and fiscal matters and be responsible for sound management; and
3. Act upon the recommendations of the State Adviser relative to the management of programs and fiscal matters.

Article VI

State Officers

Section 1. State Officers

State officers for Iowa FCCLA shall be:

1. State President, First Vice-President, Vice-President of Records and Finance, Vice President of Public Relations, Vice-President of Financial Fitness, Vice-President of Parliamentary Law, Vice-President of Families First, and Vice-President of Student Body.
2. The State Family and Consumer Sciences Consultant/State Adviser will be the administrative officer of the state association and provide general guidance to the program. Chapter advisers accompanying the State Officers to the State Executive Council meetings shall serve as consultants.

Section 2. Qualifications

Candidates for state office shall have the following qualifications:

1. Has an active membership in an affiliated chapter for at least one year;
2. Has completed one year of study in an approved comprehensive or occupational Family and Consumer Sciences program.
3. Is not presently or a former member of the State Executive Council.

Section 3. Duties of each State Officer.

A. President

It shall be the duty of the President to preside over all business meetings of the organization and the State Executive Council; appoint, after consultation with the State Adviser, the chair and members of all special committees not otherwise designated; be a member ex-officio of all committees and represent students on the Board of Directors and promote active membership.

B. First Vice-President

It shall be the duty of the First Vice-President to serve in the absence of the president, call the meeting to order and entertain a motion for a temporary chair; serve as the assistant to the State Coordinator of STAR Events and promote active membership.

C. Vice-President of Records and Finance

It shall be the duty of the Vice-President of Records and Finance to keep an accurate written record of the State Executive Council meetings and the State Leadership Conference; attend to official correspondence; call the roll at each state meeting; file minutes with the State Adviser, read correspondence at meetings, present the financial report to the state delegation for final review, and promote active membership.

D. Vice-President of Public Relations

It shall be the duty of the Vice-President of Public Relations to prepare materials for the state newsletter "Fragments," and the national magazine "Teen Times"; create a positive image of FCCLA through a variety of media formats; publicize the State Leadership Conference prior to and throughout the meeting via tapes of news information for the Iowa broadcasting stations and news releases for local and major newspapers and promote active membership.

E. Vice-President of Financial Fitness

It shall be the duty of the Vice-President of Financial Fitness to serve as State Executive Council coordinators of current national projects, planning, promoting and implementing at local, district, and state levels; and report activities of projects in such manners as news articles in the state newsletter and displays at the local, district, state and national levels.

F. Vice-President of Families First

It shall be the duty of the Vice-President of Families First to serve as State Executive Council coordinators of current national projects, planning, promoting and implementing at local, district, and state levels; and report activities of projects in such media formats as news articles in the state newsletter and displays at the local, district, state and national levels.

G. Vice-President of Student Body

It shall be the duty of the Vice-President of Student Body to serve as State Executive Council coordinators of current national projects, planning, promoting and implementing at local, district, and state levels; and report activities of projects in such media formats as news articles in the state newsletter and displays at the local, district, state and national levels, promote active membership.

H. Vice-President of Parliamentary Law

It shall be the duty of the Vice-President of Parliamentary Law to provide at each meeting, copies of the State bylaws, national bylaws and Roberts Rules of Order; serve as a resource person and assume responsibility for the correct usage of parliamentary procedure in the course of meetings; serve as Parliamentarian-Historian in the years of an Iowa member serving as a national officer; solicit and assemble records, pictures and other materials of historic importance to the organization; and promote active membership.

I. National Officer Candidate

It shall be the duty of the National Officer Candidate to represent the State Association in the National Officer elections; and if elected, serve as liaison to the State Executive Council.

Section 5. Term of Office

Term of office shall be for one year or until successors are elected and/or appointed. If an officer moves to a school where there is no chapter, the officer automatically forfeits the office.

Section 6. Vacancies.

When an officer cannot fulfill the assigned duties, or in the event of a district vacancy, the office may be left unfilled or a replacement named by the State Adviser.

Article VII

Nominations and Election of State Officers

Section 1. Nominations

Candidates for State Officer may be nominated by any affiliated chapter. Nomination forms from chapters shall be mailed to the State Adviser postmarked by February 1.

A list of officer candidates within their region, together with qualifications of these candidates, shall be made available by the State Adviser to the voting delegates at the state meeting.

Section 2. Introduction of Candidates

Regional officer candidates shall be presented to the regional voting delegates at the State Leadership Conference.

Section 3. Election of the Officers

The state will be divided into four regions. The voting delegates from each affiliated chapter shall vote by ballot for their respective regional state officer. The voting delegates shall also vote by ballot for the at-large state officer candidates.

One regional state officer will be elected from each region and the next three candidates receiving the highest number of votes in each region will advance as at-large candidates for the remaining four state officer positions. The four regional candidates and the four at-large candidates receiving the highest number of votes shall be elected and shall assume office at the close of the State Leadership Conference.

If a region has only one regional candidate for state office, that candidate will by default run as an at-large candidate for state office. If a region does not have a candidate for regional office, five at-large state officers shall be elected from the remaining at-large candidates.

Article VIII

Board of Directors

Section 1. State Board of Directors

The State Board of Directors shall meet at a minimum three times yearly and be composed of:

1. Chapter adviser from each region (4);
2. Adviser to State FCCLA President;

3. Adviser to immediate past State FCCLA President;
4. State FCCLA President;
5. One FCS Teacher Educator from each higher education institution approved for training FCS teachers;
6. Member of the Iowa Association of Family and Consumer Sciences (IAFCS);
7. Member of the Iowa Association of Career and Technical Association (IACTE) –FCS Division;
8. Alumni/Associate representative;
9. Middle school chapter adviser;
10. Representatives from business and industry (2);
11. School administration to represent district, middle and high school levels;
12. STAR Events Coordinator;
13. State Leadership Conference Coordinator;
14. State Officer Coordinator; and
15. FCCLA State Adviser.

A majority of the membership of the Board of Directors constitutes a quorum.

Section 2. Executive Committee

The Executive Committee of the State Board of Directors shall be composed of the chair of the Board of Directors, the State Adviser, the State President, the adviser to the State President, and the adviser to the immediate past State President. The Executive Committee recommends the cancellation of the state meeting, and determines the procedure for the election of officers and the transaction of state business in case of an emergency.

Article IX

State and National Meetings

Section 1. State Meetings

The state meeting of the Iowa FCCLA will be a spring meeting held annually. The purpose shall be to elect the state officers, to hear reports, to promote the statewide program of work activities, and to transact other business of the association. Special state meetings may be called by the State Board of Directors.

Section 2. Voting Delegates

Each chapter is entitled to two voting delegates. The privilege of making motions, debating, and voting will be limited to voting delegates and officers. The privilege of discussion may be extended to non-voting delegates or representatives upon consent of the voting delegates. Proxy voting is not allowed. Voting delegates at the State Leadership Conference will constitute a quorum.

Section 3. Quorum

Voting delegates from three-fourths (3/4) of the local chapters shall constitute a quorum, unless in an emergency, the State Executive Council and State Adviser shall declare a smaller quorum.

Section 4. National Meetings: Delegates

- A. Voting Delegates. The number of voting delegates to which the Iowa Association of Family, Career, and Community Leaders of America is entitled shall be determined by the number of members within the state in the year prior to the meeting, according to the scale established by the national organization.
- B. Non-voting Delegates. The Iowa Association of Family, Career, and Community Leaders of America shall be entitled to non-voting delegates according to the policies established by the National Board of Directors.

Section 5. State Candidate for National Office

The state association has the privilege of nominating one At-large State candidate for National Office and one Regional candidate National Office.

Section 6. State Candidate for National Office

A nominee for a candidate for National Office may be submitted by any affiliated chapter. The credentials should be submitted at the same time as the credentials for State Officer nominees. The nominee for National Office should possess the qualifications set up in the National bylaws. The nominee for National Office with the highest number of votes will be the At-Large Candidate and the nominee with the second highest number of votes will be the Regional Candidate.

Article X

Publications

“*Fragments*,” the official publication of the state organization shall be posted on the state webpage: www.iafccla.org at least two (2) times during the school year.

Article XI

Parliamentary Authority

“*Roberts Rules of Order*,” newly revised, shall govern the Iowa Association of Family, Career, Community Leaders of America in all cases to which they are applicable and in which they are consistent with the Bylaws.

Article XII

Amendments

Section 1.

The Bylaws may be amended at the State Leadership Conference by a two-thirds (2/3) vote of the voting delegates.

Section 2.

The amendments shall be proposed by any of the following:

- 1) The State Executive Council;
- 2) The State Board of Directors;
- 3) The State Adviser; and
- 4) A local chapter.

Section 3.

Amendments must be received by the State Adviser ninety (90) days prior to the state meeting.

Section 4.

Amendments shall be sent to the local chapters by the State Adviser one month prior to the State Leadership Conference and will be voted on during the State Leadership Conference.