

**Nevada Association
Family, Career & Community Leaders of America
Bylaws**

The Nevada Association FCCLA is incorporated as Nevada Association Family, Career, and Community Leaders of America.

Article I

Name – Sponsors – Mission – Purposes

Section 1. Name

The organization shall be known as the Nevada Association of Family, Career, and Community Leaders of America (FCCLA). The name shall be used by the chartered state association and the affiliated chapters.

Section 2. Sponsors

The sponsor of the organization shall be the Nevada Department of Education.

Section 3. Mission and Purpose

A. The mission of the organization shall be – To promote personal growth and leadership development through family and consumer sciences and/or home economics education. Focusing on the multiple roles of family members, wage earners and community leaders, members develop skills for life through character development; creative and critical thinking; interpersonal communication; practical knowledge; and vocational preparation. Organized instruction relating to the mission is a part of the family and consumer sciences and/or home economics programs 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.
8. To promote family and consumer sciences and/or home economics related occupations.

Article II

Membership

Section 1. State Organization

The State Organization shall consist of all affiliated chapters within the boundaries of the state. A chapter may be affiliated in public and private schools in which family and consumer sciences and/or home economics instruction is offered. The chapter shall be composed of students possessing the qualifications for membership.

- A. Organization. A chapter may be organized whenever, in the judgment of teachers, students, and administrators, it would be advantageous to do so.
- B. Application for affiliation. Application for affiliation shall be made upon forms supplied by the national office. Such applications shall be signed by the chapter president and local adviser. A copy of the application and a copy of the list of members shall be sent to the State Office.
- C. Charter. Upon approval by the State Adviser, a charter signed by the National President, the Chairperson of the National Board of Directors, the State President, and the State Adviser shall be issued. The local chapter shall then be recognized as an affiliate of the Nevada Association Family, Career and Community Leaders of America.
- D. Good Standing. Local chapters in good standing shall be those that maintain policies consistent with those of the National and State organizations and which annually send to the National Office:
Their state and national dues prior to March 1;
A list of names and addresses of the officers of the local chapter immediately upon election;
Any amendments made to chapter bylaws.
- E. Suspension. Any local chapter failing to meet the requirements for good standing for one year may be suspended from the membership by the State Executive Council and the State Board of Directors.
- F. Reinstatement. Upon meeting the requirements for good standing, the local chapter may be reinstated by the State Adviser.

Section 2. Membership Qualifications

- A. Active Members. Any student enrolled in family and consumer sciences or home economics classes or previously so enrolled shall be eligible for active membership in an organized chapter within the school. Active members shall be eligible to hold office, to make motions, and to vote. The membership year shall be September 1 through August 31.
- B. Alumni & Associate Members. An active member upon graduation from high school shall be entitled to an alumni membership. An "Associates member" is one who is beyond high school age and has a distinct interest in helping and supporting the organization at the local, state and/or national levels. Individuals will be considered an Alumni & Associates member upon affiliation with National FCCLA.

Section 3. Honorary Members

Any individual who has rendered outstanding service to the association by advancing its purposes, shall be eligible for honorary membership. Honorary members shall be elected by a majority vote at any regular meeting of the State Executive council. Honorary members shall have the privilege of attending all meetings of the organization.

Article III

Dues – Fiscal Year – Budget – Audit

Section 1. State Organization Dues

State membership dues shall be determined by the State Executive Council subject to the approval of the voting delegates at the Annual State Conference. Such dues shall be in addition to national dues.

Section 2. Fiscal Year

The fiscal year shall be July 1 – June 30.

Section 3. Budget

The budget shall be prepared by the State Office. It shall be submitted to the State Board of Directors for approval.

Section 4. Audit

The financial statement of all income and expenditures prepared by the State Office shall be audited periodically as determined by the Nevada Department of Education. The auditor's report shall be presented to the State Board of Directors for approval.

Section 5. Chapter Dues

The chapter executive council shall determine local membership dues subject to approval by the members of the chapter. They shall be in addition to the National and State dues.

Article IV

Assets

Section 1. Dissolution or Liquidation

Upon final dissolution or liquidation of the Nevada Association Family, Career, and Community Leaders of America and after discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets of the State Organization shall be used by the State Board of Directors in accordance with the purposes of our parent organization, Family, Career and Community Leaders of America, Incorporated, or be transferred to a government instrumentality or a qualified exempt organization within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954 or any future amendments thereto.

Article V Officers

Section 1. Officers

- A. Officers. The state organization shall have the following officers:
 - President
 - Vice-President District I
 - Vice-President District II
 - Vice-President District III
 - Vice-President of Records
 - Vice-President of National Programs
 - Vice-President of Membership
 - Vice-President of Public Relations

- B. At-large Officers. Officers to be elected at-large include President, Vice-President of Records, Vice-President of National Programs, Vice-President of Membership, and Vice-President of Public Relations.

- C. In the event we have a National Officer Candidate, the candidate will become a member of the State Executive Council with the title of Executive Vice President.

Section 2. Qualifications

- A. Candidates for State Office, except for the office of President shall have the following:
 - 1. Active membership in a certified chapter for one year.
 - 2. One year of Family and Consumer Sciences and/or home economics beyond the eighth grade or enrolled in a Family and Consumer Sciences course during their tenure in office.
 - 3. A 2.5 non-weighted grade point average (GPA).
 - 4. Served as local Chapter Officer or on a local Chapter Committee.

- B. Candidates for the State Office of President shall have the following:
 - 1. Active membership in a certified chapter for two years.
 - 2. Hold the State Office of President during their junior or senior year of high school.
 - 3. One year of Family and Consumer Sciences and/or home economics beyond the eighth grade.
 - 4. A 2.5 non-weighted grade point average (GPA).
 - 5. Served as local Chapter Officer or on a local Chapter Committee.

Section 3. Duties

- A. President shall preside over all business meetings of the State Organization and of the State Executive Council; appoint, after consultation with the State Adviser, the chairperson and members of all special committees not otherwise designated; and be an ex officio member of all committees.
- B. The district Vice-Presidents shall be the ranking officer within their respective regions; shall represent the districts in which they reside at the state meetings; and shall preside at meetings of their regions.
- C. The Vice-President of Records shall keep minutes of the business at the state conference and meetings of the Executive Council; review the records of receipts and disbursements submitted by the State Office; present the proposed budget of the coming year to the state Executive Council and shall keep records of the State Organization, photographs and other materials of historic importance to the organization, to be presented in a scrapbook at the state conference.
- D. The Vice-President of National Programs shall serve as a resource to chapters for national programs information; create and distribute a monthly newsletter featuring National Program ideas to chapters; present national programs workshops to local chapters as requested; disseminate information on national programs; recognize chapters who complete a national program at the state meeting.
- E. The Vice-President of Membership shall provide leadership in planning and implementing programs for membership promotion and development. The Vice-President of Membership shall create and distribute a monthly newsletter featuring membership ideas to chapters.
- F. The Vice-President of Public Relations shall provide leadership in planning and implementing the organization's public relations programs; be responsible for collecting materials to publish the state newsletter, "The Rose Trail"; and will be the National Connection Team Coordinator at national meetings.
- G. The Executive Vice President shall consult with the State Adviser, State Meeting Coordinator and his/her chapter adviser to determine how the officer's skills and talents will best benefit Nevada FCCLA. Responsibilities will then be assigned.

Section 4. Term of Office

The term of office shall be for one year or until successors are elected.

Section 5. Vacancies

In the event the office of the President becomes vacant by resignation or otherwise, the State Executive Council, under the guidance of the State Adviser, shall appoint one of the Vice-Presidents to assume the duties of the office for the unexpired term. Vacancies in all other offices shall be filled by the President after consultation with the State Adviser.

Article VI

Nomination and Election

Section 1. Nomination

Candidates for state offices shall be nominated annually by the local chapters.

- A. Each local chapter within a district shall have the privilege of nominating a candidate for office of Vice-President of the district. Each local chapter may nominate for any additional officer to be elected to a maximum of three candidates total.

Nominations for state office shall be postmarked by January 25th. A list of officer candidates, together with their qualifications shall be given to each chapter within the districts prior to or on the first day of the Annual State Conference. Officer candidates not present at the Annual State Conference will have their names withdrawn from the ballot. In the event that less than five candidates run for the at-large offices, nominations will be accepted at the business meeting. In the event that no candidate applies for one of the district vice-president positions, nominations will be accepted at the business meeting.

Section 2. Introduction of the Candidates

The District Vice-Presidents shall present the officer candidates to the voting delegates of the district electing them at the time of the Annual State Conference.

Section 3. Election of Officers.

The voting delegates of all the districts shall vote by ballot for all the officers to be elected from the various districts, excluding District Vice-Presidents who will be elected by the voting delegates from their own districts, during the second day of the Annual State Conference. The five candidates receiving the highest number of votes shall be elected at-large. The designation of each State Executive Council member's office shall be determined by the incoming State Executive Council under the guidance of the state adviser. The newly elected officers will assume their duties at the close of the annual state conference.

Section 4. Voting Procedures

- A. Delegates will cast ballots for all applicable officer candidates. Votes will be counted in same area without dismissing delegates.
- B. If there is a tie during state officer elections, the tie breaker will be determined by the state president along with someone from the executive board.

Article VII

Annual State Conference

Section 1. Annual State Conference

The Annual State Conference shall be held at such a time and place as the State Board of Directors, after consultation with the State Adviser, shall determine. The purpose shall be to elect state officers, to develop student leadership skills, conduct skill events, to promote the program of work, and to transact such other business as may properly come before it.

- A. Upon a unanimous vote of the Board of Directors, district meetings may be held in any one-year, in lieu of, or in addition to the Annual State Conference.

Section 2. Delegates

- A. Voting Delegates: Each chapter shall be allowed two voting delegates.
- B. Non-voting Delegates: Each local chapter shall be entitled to send non-voting delegates according to quota set by the State Board of Directors.
- C. All delegates attending the Annual State conference must be participating in an event, running for office or have state approval.

Section 3. Voting

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

Section 4. Special Meetings

Special meetings may be called by the State Board of Directors when the need arises.

Section 5. Quorum

Voting delegates from two-thirds (2/3) of the chapters attending the State Conference shall constitute a quorum.

Article VIII

The Board of Directors

Section 1. State Board of Directors

The State Board of Directors shall be composed of:

- A. The Education Consultant, Family and Consumer Sciences, Nevada Department of Education, who shall be the permanent Chair of the Board.
- B. The State Meeting Coordinator.

- C. An adviser from each district.
- D. A district level administrator.
- E. Two business representatives.
- F. An alumni representative

Section 2. Term of Service

The State Adviser and State Meeting Coordinator will be permanent members of the Board of Directors. Chapter advisers, district administrator, alumni representative, and business representatives will serve for a period of two years. Representatives must take a term off, following two consecutive terms. During even numbered years half of the chapter advisers and one business representative will be replaced. During odd numbered years the other half of the chapter advisers, the district administrator and one business representative will be replaced, with the exception of the year following the adoption of this bylaws change.

Section 3. Duties

The duties of the Board of Directors shall be to:

- A. Serve in an advisory capacity to the State Association.
- B. Determine policies and long-term procedures.
- C. Give direction to the State Adviser and State Meeting Coordinator.
- D. Approve the annual budget.
- E. Determine the time and place of the Annual State Conference.
- F. Cancel the Annual State Conference by unanimous vote in case of an emergency. The Board shall then determine the procedure for electing officers and transacting the necessary business.
- G. Appoint a parliamentarian for meetings.

Section 4. Meetings

Regular meetings of the Board of Directors shall be held at the time of the Annual State Conference, and on call of the State Adviser or upon special request of any three members of the Board of Directors.

A. Quorum

A majority of the membership of the Board of Directors shall constitute a quorum.

Section 5. Executive Committee

The Executive Committee of the State Board of Directors shall be composed of The State Adviser, State Meeting Coordinator, and the advisers from each district. This committee shall act in times of emergency to transact such business as shall require immediate attention.

Article IX
The State Executive Council

Section 1. The State Executive Council

A. The eight elected state officers and the Nevada National Officer compose the State Executive Council. The State Adviser and the State Meeting Coordinator shall serve as official advisers to the council. Chapter advisers accompanying the officers to the State Executive Council meetings shall serve as consultants.

B. Former Nevada State Officers who run for National Office but are not elected shall serve as consultants to the State Executive Council with responsibilities assigned by the State Adviser.

Section 2. Duties

The Executive Council shall:

- A. Meet with the Board of Directors to consider long-term procedures as they affect the annual program of work and to decide jointly upon short-term procedures.
- B. Determine the business to be brought before the delegates at the Annual State Conference.
- C. Conduct such other business as shall be necessary to facilitate the progress of the State Organization.
- D. Plan the program for the Annual State Conference.
- E. Be responsible for planning and promoting the state program of work.

Article X
State Committees

State Committees shall be appointed if the need arises by the State President after consultation with the State Adviser.

Article XI
Districts

Section 1. Districts

There shall be three designated districts of the Nevada Association as follows:

District I. Schools in Carson City, and Churchill, Douglas, Esmeralda, Humboldt, Lyon, Mineral, Pershing and Washoe counties.

District II. Schools in the Elko, Eureka, Lander and White Pine counties.

District III. Schools in the Clark, Lincoln and Nye counties.

Any chapter which prefers to affiliate in a district other than the one designated, may do so by request to the State Adviser.

Section 2. Meetings

District meetings shall be held at the time and place of the Annual State Conference for the purpose of presenting state officer candidates.

Section 3. Special Meetings

Special district meetings may be called by the District Vice-President.

Section 4. Quorum

Voting delegates from chapters attending the meeting shall constitute a quorum.

Article XII

Chapters

Section 1. Chapters

- A. The local adviser or advisers shall be the Family and Consumer Sciences and/or home economics teacher(s) in the school in which the chapter is established and shall be the administrative officer(s) of the local chapter.
- B. Delegates of the chapters to the State Organization meetings shall be determined by the chapter members in accordance with the bylaws and/or policies of the State Organization and the chapter.
- C. A local advisory board may be established to help give guidance.

Section 2. Bylaws

Chapter bylaws shall be adopted by the Local Chapters to govern the transaction of business. Bylaws shall be in harmony with those of the National and State Organizations.

Section 3. Honorary Memberships

The respective groups shall determine honorary membership in their chapter.

Article XIII

Publications

Section 1. "The Rose Trail"

The official publication of the State Organization shall be a newsletter known as "The Rose Trail" which shall be published four times during the school year (September, November, January and March). Copies shall be forwarded to every affiliated chapter for distribution. Additional copies shall be forwarded to the State Officers, members of the State Board of Directors and to other persons such as the National Executive Director.

Section 2. Other Publications

Such other publications as shall be authorized by the State Board of Directors and the State Executive Council shall be published.

Article XIV

Emblem

Section 1. Emblem

The emblem of the Nevada Association Family, Career and Community Leaders of America shall be the same as the National Organization Family, Career and Community Leaders of America. All members (active, alumni and associate) shall be entitled to wear the emblem.

Section 2. Emblem for Honorary Members

Honorary members shall be entitled to wear the FCCLA pin.

Section 3. Emblem for Advisers

Advisers shall be entitled to the FCCLA pin.

Article XV

Parliamentary Authority

Section 1. Robert's Rules of Order Newly Revised – 10th Edition

Robert's Rules of Order Newly Revised 10th Edition shall govern the Nevada Family, Career, and Community Leaders of America in all cases to which they are applicable and in which they are not inconsistent with the Bylaws.

Article XVI

Amendments

Section 1. Amendments

These bylaws shall be amended at the Annual State Conference by a two-thirds (2/3) vote of the voting delegates present and voting, provided that:

A. The amendments shall be proposed by:

1. The State Executive Council.
2. The State Board of Directors.
3. The State Adviser.
4. A State Association Officer.

B. Amendments must be received in the State Office ninety (90) days prior to the Annual State Conference.

C. Notices of the proposed amendments shall be sent to the local chapters by the State Adviser one month prior to the Annual State Conference.

Revisions approved March 5, 2009.