



Minnesota Association of Family, Career and Community Leaders of America

CONSTITUTION

ARTICLE I

Name:

Section A. The name of this organization shall be Minnesota association of Family, Career and Community Leaders of America hereinafter referred to as Family, Career and Community Leaders of America. The letters FCCLA may be officially used to designate the organization, its units, or members thereof.

Purpose

Section B. The purposes for which this organization shall serve are 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 home and community.
4. To encourage individual and group involvement in helping achieve world-wide brotherhood.
5. To institute programs promoting a greater understanding between youth and adults.
6. To provide opportunities for decision-making and for assuming responsibility.
7. To become aware of the multiple roles of men and women in today's society.
8. To develop interest in Family and Consumer Sciences, Family and Consumer Sciences careers and related occupations.

Mission

Section C. The mission of Minnesota Association of Family, Career and Community Leaders of America is to promote personal growth and leadership development through Family and Consumer Sciences education, focusing on the multiple roles of family members, wage earners and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge and vocation preparation.

ARTICLE II

Organizational

Section A. The Minnesota Association of Family, Career and Community Leaders of America is the state organization for students who have studied, or are studying, Family and Consumer Sciences in junior, middle and/ or senior high schools. The Minnesota Association has been chartered by the National Organization. This state association is composed of local chapters chartered by the state association.

Section B. Chapters of the Minnesota Association of Family, Career and Community Leaders of America shall be chartered in schools where recognized systematic instruction in Family and Consumer Sciences is offered.

Membership

Section A. Membership in this organization shall be of two kinds: 1) active and 2) honorary.

Section B. Active membership: Any student who is regularly enrolled in a Family and Consumer Sciences class in middle, junior and/or senior high school, or had been so enrolled, is entitled to become an active member of any chartered FCCLA chapter. A member may retain active membership continuously throughout the junior, middle and/ or senior high school enrollment period. Active members may wear the FCCLA pin.

Section C. Honorary Membership: Individuals who have helped to advance the Family and Consumer Sciences program or have rendered outstanding service to the Minnesota Association of Family, Career and Community Leaders of America may have conferred upon them at any regular meeting or convention the title of honorary member, provided that this honorary title shall be limited to six (6) for any one year.

The local chapters shall determine the number of honorary membership that may be awarded in their respective groups in any one year.

Honorary members shall not be eligible to make motions, vote, hold office or serve on committees, but they shall be entitled to attend all meetings and wear the honorary FCCLA pin with special guard which be an "H".

Section D. Buddy Members, Horizon Members and Associated Classroom Learners.

Buddy members are learners who are younger and linked to an existing chapter through a buddy program a Pre-Family and Consumer Sciences project or program. Buddy members operate at a local or regional level only and are not eligible for competitive STAR Events competition.

Horizon members are learners who have graduated from grade 12 and are in grades 13- 16 (years beyond high school). Horizon members receive mailings from the state office and can be invited to especially appropriate events at state wide conferences. Horizon members shall not be eligible to make motions, vote hold office or do STAR Events.

Associated Classroom Learners are associated with FCCLA through involvement in Family and Consumer Sciences classes. Classroom learner members receive mailings from the state office

and can be invited to especially appropriate events at state wide conferences. Associated classroom learner members focus on individual career and life work skill development. Associated classroom learner members shall not be eligible to make motions, vote, hold office or do STAR Events.

ARTICLE IV

Officers

Section A. The elected officers of Minnesota Association of Family, Career and Community Leaders of America shall be President, President- Elect, Secretary, Treasurer, Vice President of Public Relations, Representative to the Board of Directors and Vice President of Resource and Development and Vice President Community Service. The officers shall be elected annually with the exception of the President who has a two-year term as President- Elect, the President.

Section B. The administrator officer shall be the State Advisor (Executive Director).

Section C. State Officers shall have the following qualifications:

1. Currently an active member in an affiliated chapter and has been a member in good standing for at least one year.
2. A minimum of one year of Family and Consumer Sciences or Family and Consumer Sciences related occupations.
3. Have shown leadership ability in responsibilities above the chapter level.

ARTICLE V

Amendments

Section A. The constitution or By-Laws of the Minnesota Association of Family, Career and Community Leaders of America may be amended at any state meeting by a two-thirds (2/3) vote under the following rules:

1. Amendments may be submitted in writing to the State Executive Council by any Chapter, local advisor, or member of the State Executive Council.
2. The State Executive Council shall review and assemble the proposed changes from all chapters in the state and submit them to the State Advisor at least sixty (60) days prior to any state meeting.
3. The State Advisor, with the State Executive Council and Board of Directors may propose further amendments.
4. The State Advisor (Executive Director) shall submit proposed amendments to the local chapters at least thirty (30) days prior to the annual state meeting, who in turn shall instruct their official voting delegates how to vote.

ARTICLE VI

Dissolution

Upon final dissolution or liquidation of the Minnesota 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 National Organization and the State Association shall be used by their respective Advisor Boards in accordance with the purpose of the National Organization or be transferred to a government instrumentality of a qualified exempt organization with the meaning of section 501 (C)(3) of the Internal Revenue Code of 1954.

BY-LAWS

ARTICLE I

Duties of the State Officers

- Section A. The President shall preside over the state meetings of the Minnesota Association of Family, Career and Community Leaders of America and over meetings of the State Executive Council; shall appoint all committees and shall be a member ex-officio of all committees.
- Section B. The President- Elect shall assist the President, become a familiar with future responsibilities, serve as chairperson of the evaluations, and serve a two-year term on the Board of Directors.
- Section C. It shall be the duty of the Secretary to keep an accurate record of the state business meetings and the meetings of the Executive Council and to assume other assigned responsibilities.
- Section D. The treasurer shall review the records of receipts and disbursements submitted by the State Advisor and make a report to the delegates assembled at state meetings on the financial status of the organization and the proposed budget for the coming year and assume other assigned responsibilities.
- Section E. It shall be the duty of the Vice Presidents of Community Service to assist in program development for service projects and state planning for service learning.
- Section F. The Vice President of Public Relations shall coordinate various methods of utilizing the media to publicize FCCLA activities and make the public more aware of FCCLA.
- Section G. The Representative to the Board of Directors attends meetings along with the President and President- Elect. They will represent the State Executive Council. The Representative to the Board of Directors shall assume all other responsibilities as assigned.
- Section H. It shall be the duty of the Vice President of Resource Development to assist with fund raising efforts and assist in seeking resources for the association.
- Section I. The State Advisor (Executive Director) shall be the administrative officer of the organization. The duties shall to (1) direct the work of the organization; (2) advise the State Executive Council, delegates and committees on matters of policy; (3) keep permanent records of region and state proceedings; (4) serve as an ex-officio member of all committees; (5) assist local FCCLA chapters in conducting the work of the state and national organization; (6) receive applications for and issue charters to chapters; and (7) perform such other duties as necessary.
- Section J. Duties of Regional Officers.

1. The elected officers shall be President, Vice President, Secretary, Treasurer and Junior High Council Member. All will serve on the Regional Officer Team.
2. It shall be the duty of the President to assist in making arrangements for the region meetings, call the planning meetings for the preparation for the region meeting and carrying out all other duties as assigned.
3. It shall be the duty of the Vice-President to assist in making plans for the region meeting, assume the responsibilities of the President in his/ her absence, serve as Co-chairperson of Regional STAR Events with Regional Director, and carry out all other duties as assigned.
4. It shall be the duty of the secretary to keep minutes of the meetings and correspondence for the region. He/ she will assist in making plans for the region meeting and assume all other responsibilities as assigned.
5. It shall be the duty of the Treasurer to keep an accurate account of the region meetings. And record the receipts and disbursements for the region. He/ she will assist in making plans for the region meeting and assume all other responsibilities as assigned.
6. It shall be the duty of the Junior High Council person to aid in planning activities for the junior high level members in his/ her region. A Junior High Council Member will be elected to serve a term of one year. The will NOT be considered an officer but a member of a state project council.

ARTICLE II

Procedure for Electing State Officers

- Section A. The state officers shall be elected by the voting delegates and the election committee in an equally weighted process at the annual meeting. The state officers shall be installed at the annual meeting. Finalists shall be selected by election committee.
- Section B. These officers shall be elected for a term of one (1) year, except the President- Elect who will serve the second term as President. They will shall take office at the close of the state meeting each year and shall until their successors are elected and installed.

ARTICLE III

Filling Vacancies of State Officer Un-expired Terms

- Section A. Resignation or Removal of President
1. In the event that the President resigns or is removed from office, the Executive Council will vote for a new President from within the membership to fill the unexpired term. The President- Elect would be ineligible to fill this office.
 2. In the event that the President- Elect resigns or is removed from office, the state officer that is an underclassman and received the next highest vote total at state meeting election will assume the office. In the event there is not underclassman on the Executive Council, the person receiving the next highest votes on the state ballot will assume this office. This office will be filled in this manner up to state meeting.

3. If other officers resign, (before October 1) we will fill the vacancy with a candidate receiving next most votes on state ballot. If after October 1, we will continue with remaining officers.

Removal From Office

Section B. In the event that an officer violates any of the responsibilities agreed to and signed on to the following procedure will be followed:

1. A written statement of officer's conduct, misuse of authority, lack of leadership, etc. would be submitted to the State Executive Council. They may be submitted by a local chapter, region officer, state executive council or board of directors.
2. This would be reviewed by the State Executive Council of Board or Directors.
3. If the offense was deemed worthy of attention, that state officer would be notified in writing and given the opportunity, within two weeks to appear before the above committee and speak on his/ her own behalf. The local advisor should accompany the officer.
4. If evidence is found of misconduct or violation of the above, the officer will be given an opportunity to resign within one week.
5. If the officer refuses to resign and 2/3 of the committee present voted for removal, the officer would be removed from office and the vacancy would be filled by the policy in By-Laws Article III, Section A.

ARTICLE IV

Procedure For Electing Region Officers

Section A. The Region Officers and Junior High Council Member shall be elected by voting delegates of each chapter at the Region Meeting.

Section B. The officers are elected for a term of one year, beginning with the State Conference day they are elected.

Filling Vacancies

Section C.

1. If vacancies occur by state meeting, the position will be filled the next highest candidate in voting.
2. If vacancies occur after state meeting, the Executive Director, Region Officers and their advisors would confer about filling the position in the best manner possible.

Removal From Office

The same procedure is to be followed as State Officers and the same committee will rule.

ARTICLE V

Advisors

The State Advisor shall be the administrative officer of the state association. This term is used in this document, the person employed to actually run the organization. The title may not always be State Advisor, but Executive Director. A Family and Consumer Sciences shall be the chapter advisor and shall be the administrative officer of unit. One or more chapter officer parents may be chosen each year to give guidance to the chapter from the viewpoint of community and parents.

ARTICLE VI

Advisor Boards

Section A. There shall be a State Board of Directors.

The duties shall be: 1) to serve in an advisory capacity to the State Executive Council; 2) help determine policies and procedures; 3) Consult with the State Advisor on work of the organization; 4) Care for all legal matters; 5) with the Executive Council, determine the time and place and type of meeting of the FCCLA each year. 6) determine the procedure for electing officer and conducting other business of the organization in case annual meetings cannot be held due to an emergency.

Section B. The Chapter Advisory Board shall be designated by the local chapter.

ARTICLE VII

Executive Council

Section A. There shall be a State Executive Council of the Family, Career and Community Leaders of America composed of the State Officers, the State Advisor, Advisor to State Officers, Executive Director and any National Officer in the state.

Section B. The local Executive Council shall be composed of the local officers and others designated by the local chapter.

ARTICLE VIII

Dues

Section A. The fiscal year for FCCLA shall be set by the State FCCLA Executive Director to correspond with state accounting dates.

Section B. The dues of any chapter shall be fixed by the Chapter Executive Council subject to a majority vote of the membership of that chapter.

ARTICLE IX

Meetings

Section A. The Minnesota Association shall be represented at the Annual National Meeting of Family, Career and Community Leaders of America.

- Section B. The Minnesota Association shall be represented at the annual sub-regional meeting for the Family, Career of Community Leaders of America.
- Section C. The time, place and type of annual meetings of the Minnesota association shall be determined each year by the Executive Council with the approval of the State Advisor Board.
- The number of delegates which each local chapter may send to the state meeting is to be determined by the Executive Council with the approval of the Board of Directors.
- Section D. Region meetings of the state association shall be held annually. The time and place of meeting for each region shall be determined by the Region Executive Council and the Region Director with the approval of the state Advisor. The school holding the region meeting should be large enough to accommodate all delegates desiring to attend.
- Section E. Each local chapter may send as many delegates to the region meeting as they desire.

ARTICLE X

Regions of Minnesota Association of Family, Career and Community Leaders of America

The state shall be divided into regions by the State Executive Council with the approval of the Board of Directors.

Region meeting of the state association shall be held annually. The time and place of meetings for each region shall be determined by the Region Executive Council and the Region Directors with the approval of the Executive Director. The school holding the region meeting should be large enough to accommodate all delegates desiring to attend.

ARTICLE XI

Chapters

Section A. Local chapters may be organized in middle, junior and senior high schools in which Family and Consumer Sciences instruction is offered, whenever, in the judgment of the teachers, students, administrators and parents, it would be advantageous to do so.

They shall be organized under the supervision of the Family and Consumer Sciences teachers who shall act as chapter advisors.

ARTICLE XII

Procedure for Issuing Certificates of Membership to Local Chapters

Local organizations shall apply through the Executive Director for affiliation with the Family, Career and Community Leaders of America using the form provided for membership.

Upon receipt of the initial affiliation dues, a certificate of membership for each chapter will be sent to the Executive Director who will complete the certificate and mail it to the chapter.

ARTICLE XIII

State Board of Directors

- Section A. The Board of Directors shall consist of members elected, named, or appoint in the following manner.
1. Seven Outside Representatives. One outside representative shall be named each year to serve three year terms.
 2. Two At-large Advisor Representatives. One At- Large Advisor Representative shall be chosen each year by all local advisors to serve a two year term.
 3. Three State Officers. The State President, State President- Elect, State Representative to the Board of Directors shall serve on the Board of Directors during their term of office.
 4. Current National Officers. Any national officers from Minnesota will serve on the Board of Directors during their term of office.
 5. Executive Director and other staff. The Executive Director and other appropriate staff members will serve on the Board of Directors as non-voting members.
 6. An immediate past State Officer chosen in a process during the State Conference shall serve on the Board of Directors for one year following the completion of his or her term of office. The advisor to this officer shall also serve as an ex officio member of the Board of Directors.
 7. The immediate past Board Chairperson shall serve on the Board of Directors following the completion of his/ her term of chairperson.
 8. The Advisor of the State Officers who serve on the board, the National Officer Advisor or National Candidate advisor shall also serve on the Board as Ex- officio members during the same term of their student officer.
 9. Other ex-officio members to the Board of Directors may include the liaison to the Foundation for Student Organizations, and candidates for national officer.
- Section B. Officers of the Board will be chosen each year. The officers shall be Chair, Recorder, Past Chair, Treasurer and Chair- Elect
- Section C. The Board of Directors will have the following standing committees: Executive Committee, Finance Committee, Program/ Membership Committee and Advisory Committee.

ARTICLE XIV

Election Committee

Section A.

The election committee shall consist of: (1) State President or a former State President, (2) State President Advisor or a former State President's advisor, (3) State Secretary or a former State Officer, (4) State Secretary's Advisor or a former state officer's advisor, (5) Past State Officer/s, 2 to 3 years removed. (6) Past Region Vice Presidents from the even numbered regions on even numbered years and odd numbered regions on odd numbered years. In the event of the Past Region Vice President is running for State Office, the Secretary/ Treasurer or the President will take over in that order, (7) a Chapter Member. If none of the preceding is a Junior High Member, it shall be a Junior High Member appointed by the State President, (8) one or two representatives from other student organizations. (9) State Supervisor of Family and Consumer Sciences.