

WISCONSIN ASSOCIATION of FCCLA
Bylaws (Revised 4/2017)
Table of Contents

Article I--Name, Goal and Purposes

- Section 1. Name
- Section 2. Affiliation
- Section 3. Sponsors
- Section 4. Mission
- Section 5. Purposes

Article II--Organization

- Section 1. Structure
- Section 2. Affiliated Local Chapters
- Section 3. FCCLA Chapters
- Section 4. Annual Requirements
- Section 5. Certificate of Affiliation
- Section 6. Membership Cards

Article III--Membership

- Section 1. Membership Categories
- Section 2. Active Membership
- Section 3. Alumni Membership
- Section 4. Associate Membership
- Section 5. Alumni & Associate Organization
- Section 6. Honorary Members

Article IV--Dues, Fiscal Year

- Section 1. State and National Dues
- Section 2. Fiscal Year

Article V--Assets

- Section 1. Dissolution or Liquidation

Article VI--State Officers

- Section 1. State Officers
- Section 2. Duties of State Officers
- Section 3. Term of Office
- Section 4. Vacancies

Article VII--Nomination and Election of State Officers

- Section 1. Nomination of State Officers
- Section 2. Eligibility of State Officer Candidates
- Section 3. Election

Article VIII--Meetings and Delegates

- Section 1. Meetings and Delegates

Article IX--Board of Directors

- Section 1. State Adviser/Duties
- Section 2. State Executive Council
- Section 3. Board of Directors

Article X--State Executive Council

- Section 1. Membership of Council
- Section 2. Committee Appointments

Article XI--Indemnification

Article XII--Amendments

- Section 1. Amendments to Bylaws
- Section 2. Proposed Amendments
- Section 3. Notification to National

Article XIII--Parliamentary Authority

- Section 1. Robert's Rules of Order
- Section 2. A Qualified Parliamentarian

Article XIV--Regions of the Association

- Section 1. Assignments of FCCLA Regions
- Section 2. Exemptions

WISCONSIN ASSOCIATION of FCCLA

BYLAWS (Revised 4/2017)

ARTICLE I NAME, GOAL AND PURPOSES

Section 1. Name

The name of this organization shall be the Wisconsin Association of Family, Career and Community Leaders of America, Inc. The name shall be used only by the state Association. The letters FCCLA may be officially used to designate the Wisconsin Association. Local chapters shall be known as [name of school (*state*) chapter of the state association and national organization]. The name Family, Career and Community Leaders of America shall be used only by chapters chartered by the state association and national organization.

Section 2. Affiliation

This association is an affiliate of the Family, Career and Community Leaders of America, Incorporated (hereinafter "the national organization"), a national organization incorporated in the District of Columbia.

Section 3. Sponsors

The Wisconsin Association of FCCLA is sponsored by the Wisconsin Department of Public Instruction.

Section 4. Mission

The FCCLA mission is to promote personal growth and leadership development through Family and Consumer Education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through: character development; creative and critical thinking; interpersonal communication; practical knowledge; and vocational preparation.

Section 5. Purposes

FCCLA's eight purposes are:

1. To provide opportunities for self-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 related occupations.

ARTICLE II ORGANIZATION

Section 1. Structure

The Wisconsin Association FCCLA shall be a chartered state association of the national organization and shall be made up of all affiliated local chapters composed of individual residents of this state who are members of the national organization and state association.

Section 2. Affiliated Local Chapters

Students possessing the qualifications for membership listed in Article III and who attend a public or private school in which Family and Consumer Education is offered may, with the support and consent of their teachers and their school administration, organize a local chapter and apply for a certificate of affiliation from the national organization.

Section 3. FCCLA Chapters

An affiliated member can be one of two kinds:

1. Comprehensive; or
2. Occupational

Section 4. Annual Requirements

Members of local chapters shall meet, organize, and adopt bylaws in accordance with state and national bylaws, elect officers, plan in-depth projects, and apply for membership in the state and national associations.

- A. The local chapter shall consist of an adviser and adequate officers to meet the obligations of the chapter.
- B. The adviser of the local chapter shall be a local instructor in family and consumer sciences education.
- C. Local chapters shall hold a meeting each month or as often as necessary throughout the calendar year at such time and place as may be decided by the local chapter.

Section 5. Certification of Affiliation

A newly formed chapter shall be issued a certificate of affiliation (provided by national organization) through the state association upon submitting state and national dues and required information to the state association.

Section 6. Membership Cards

Membership cards are available for printing through the adviser portal of the FCCLA national website.

ARTICLE III MEMBERSHIP

Section 1. Membership Categories

Membership in this organization shall be (1) active, (2) associate, (3) alumni, or (4) honorary.

Section 2. Active Membership

Students enrolled in any level of Family and Consumer Education including related occupational classes, or have successfully completed one course in Family and Consumer Education is entitled to membership. Such members may retain active affiliated membership during the time they are enrolled in school through grade 12. Active members shall be eligible to hold office, to make motions, and to vote.

Section 3. Alumni Membership

Any adult who has been an affiliated member shall be, upon payment of state and national dues, regarded as an alumni member of the local, state, and/or national organization.

Section 4. Associate Membership

Any adult who shares the goals and purposes of the state and national organization and its programs and who wishes to support the continuing development of the FCCLA youth, shall be eligible for associate membership of the local, state and/or national organization.

Section 5. Alumni & Associate Organization

Alumni and associate members may collectively organize local and state level alumni chapters.

- A. Alumni & Associate membership will be renewed annually.
- B. Members in local communities can organize, adopt local bylaws in accordance with state and national bylaws, elect officers, and plan program activities.
- C. The activities of the local in-school and alumni chapters shall be coordinated and supportive of the organization's goal and purposes.
- D. A local Family and Consumer Sciences Education instructor should serve as adviser-liaison to the alumni chapter.

Section 6. Honorary Members

- A. Any individual who has rendered outstanding service to the association by advancing its purposes shall be eligible for honorary membership in the local or state organization. Honorary members shall have the privilege of attending all meetings, but shall have no vote.
- B. The awarding of honorary memberships for any one year shall not be limited for each local chapter, but shall be limited to four awards for the state association.

ARTICLE IV DUES, FISCAL YEAR

Section 1. State and National Dues

- A. The management of national dues shall be determined by the National Board of Directors.
- B. The amount of state dues shall be determined by the Board of Directors and State Executive Council subject to the approval of the membership.

1. State membership yearly cost is per member: \$5.00
- C. State honorary members pay no dues.
- D. Local chapter dues are to be determined by the local chapter subject to the approval of its members.

Section 2. Fiscal Year

The fiscal year of the Wisconsin Association of Family, Career and Community Leaders of America shall be September 1 to August 31.

ARTICLE V ASSETS

Section 1. Dissolution of Liquidation

Upon final dissolution or liquidation of the Wisconsin Association of Family, Career and Community Leaders of America Incorporated, also known as Wisconsin Association of FCCLA, and after discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets of the Wisconsin Association shall be transferred to a qualified exempt organization within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1954, as amended.

ARTICLE VI STATE OFFICERS

Section 1. State Officers

The elected state officers of the Wisconsin Association of FCCLA shall be a President, a First Vice President, a Vice President of Finance, a Vice President of Parliamentary Law, a Vice President of Competitive Events, a Vice President of Public Relations, a Vice President of Leadership Service in Action, a Vice President of Career Development, and a Vice President of National Programs.

Section 2. Duties of State Officers

- A. It shall be the duty of all officers to:
 1. Attend all meetings called by the state president and state adviser;
 2. Serve as a member of at least one committee;
 3. Share concerns in the region;
 4. Assist in the development of the program of work;
 5. Promote and encourage membership throughout the state;
 6. Assist local chapters when called upon; and
 7. Select a state theme to meet the changing needs of the state association;
 and
 8. Serve as a member of the State Executive Council;
- B. The President shall preside over all business meetings of the state organization and of the State Executive Council. This position shall appoint committees and serve as Ex-Officio of these committees. They will promote the FCCLA Planning Process and the National Program, Power of One.
- C. The First Vice President shall assume responsibility in the absence of the president and shall keep the minutes of all state meetings and meetings of

the State Executive Council. This position shall promote membership throughout the state and promote the state Program of Work goals.

- D. The Vice President of Finance shall report on the financial standings of the state organization at all state meetings and meetings of the State Executive Council. This position shall keep a record of the reports of the financial status of the association at state meetings and compile a list of activities by which chapters can raise funds and will promote the National Program, Financial Fitness.
- E. The Vice President of Parliamentary Law shall provide leadership in assuring that the business sessions for the state organization and meetings of the State Executive Council are conducted in accordance with acceptable parliamentary law. This position shall rule on points on questions concerning parliamentary procedure, assist in conducting meetings in a businesslike way, keep the by-laws up-to-date and promote the National Program, Stop the Violence.
- F. The Vice President of Competitive Events shall provide leadership in planning and implementing the organization's Competitive Events. This position shall promote active interest and encourage members to work toward personal growth and achievement, assist the State Competitive Events coordinator at the State Leadership Conference and coordinate regional representative activities. They will also promote the National Program, Competitive Events.
- G. The Vice President of Public Relations shall provide leadership in promoting the state association and its mission. This position shall act as a link between FCCLA chapters and the public, keeping them well informed of the activities of the Wisconsin FCCLA and coordinate the Wisconsin FCCLA website and other social media sources deemed appropriate by the State Executive Council and Board of Directors. They shall also promote the National Program, Families First.
- H. The Vice President of Leadership Service in Action shall provide leadership in planning and implementing the organization's community service programs. This position shall create and implement the state service project selected by the State Executive Council. They will promote the National Outreach project and will promote the National Program, Leadership Service in Action.
- I. The Vice President of Career Development shall promote academic and career planning and promote chapter membership and activities. This position will promote activities that will stimulate interest in Family and Consumer Sciences careers and related occupations and act as a link between the state association and alumni. They shall promote the National Program, Career Connections.
- J. The Vice President of National Programs shall provide leadership in planning and implementing the organization's individual recognition and peer education programs. This position shall promote and provide suggestions for distribution to chapters of National Programs through the use of the Planning Process and will promote the National Program, Student Body.

Section 3. Term of Office

- A. All State Officers shall be elected annually by a majority vote of the voting delegates present at the State Leadership Conference.

Section 4. Vacancies

- A. If a state officer other than the President cannot fulfill his/her duties, the state adviser in conjunction with the State President may appoint an officer candidate or other interested member to fill the position.
- B. The First Vice President will assume the duties of the office of president in the event the office of the president becomes vacant. The First Vice President can also assume designated assignments or responsibilities if the president cannot meet the requirements of these activities or responsibilities.
- C. In the event that a state officer is elected for a national office, their current state position becomes vacant, that person would become a non-voting national correspondent of the Wisconsin Association of Family, Career and Community Leaders of America.

ARTICLE VII NOMINATION AND ELECTION OF STATE OFFICERS

Section 1. Nomination of State Officers

- A. A chapter that has been in existence for one year may run one candidate per year.
 - 1. The local chapter adviser, a Family and Consumer Sciences Education licensed teacher regularly employed by the school district, shall be the state officer's adviser.
 - 2. During the candidate's potential officer term (the following school year), the candidate must be a member of a chapter that has been in existence for one year. (This generally refers to junior-senior high chapter transitions.)
- B. The nominees shall be selected from candidates submitted by chapters and approved by the screening committee.

Section 2. Eligibility of State Officer Candidates

- A. The following specified officer candidates must meet the forthcoming requirements.
 - 1. To be a candidate for President, the member must have served at least one year on the State Executive Council before being elected. If there are no eligible candidates with the one year requirement, candidates will be selected with the highest average test score and total number of votes from the candidate at-large pool.
 - 2. The following office positions will be run as at-large candidates. Vice President of Finance, Vice President of Parliamentary Law, Vice President of Competitive Events, Vice President of Public Relations, Vice President of Career Development, Vice President of National Programs and the First Vice President.

- a. The presidential candidate that is not selected for president will be first priority for 1st Vice President or a candidate at large. It is their decision at the new officer planning meeting.
 - b. The First Vice President position shall be a candidate with one year of experience on the state executive council and if no one meets this requirement, it shall be filled by the person with the highest average test score and total number of votes.
3. All members of the Wisconsin Association are eligible for a national office so long as they meet all the requirements set by the national organization, found in the national bylaws.
 4. A candidate running for a national office during the summer of a new term can not run as state president.

Section 3. Election Procedures

- A. Screening committees organized by the state adviser will screen officer candidates.
- B. The candidate running for president who received the most votes shall fill the office of President.
- C. The office of 1st Vice President shall be filled by presidential candidate that is not selected for president.
- D. The top seven candidates at large, receiving the most votes shall fill the listed officer positions found in Article 5, Section 2 of the state bylaws.
- E. If there is only one qualified candidate for state president then the candidate will be elected by a majority vote of the voting delegates at the annual state meeting.
- F. The designation of each state office other than President shall be determined by the incoming State Executive Council facilitated by a qualified individual.
- G. In the event of a tie between candidates for a state office, the screening committee score decided at the time of officer candidate screening will be the determining factor.
- H. The state adviser in cooperation with the screening committee can appoint officer candidates to existing or created positions to meet the yearly needs of the organization.
- I. Each affiliated chapter in the state shall have up to two voting delegates that will each cast one vote for the presidential candidate. They will cast individual votes for candidates running at-large, not to exceed seven total votes per voting delegate.
- J. The presiding State Executive Council not returning as an officer can vote for the presidential position as well as the candidates at-large. Those officers that are running for a position may not vote for the candidate spot that they are running, i.e., President candidates can not vote for the president, candidates at-large can not vote for candidates at-large.

ARTICLE VIII MEETINGS AND DELEGATES

Section 1. Meeting and Delegates

- A. A State Leadership Conference shall be held annually at such time and place as may be determined by the State Executive Council.
- B. Each local chapter shall be entitled to two voting delegates to the State Leadership Conference who shall represent the local chapter in the delegate business meeting, balloting, and regional meetings. The number of regular delegates will be determined by the State Executive Council.
- C. At the National Leadership Meeting, one voting delegate shall be the state president. The state adviser will appoint additional voting delegates if appropriate.
- D. National officers shall be ex-officio members of the executive council.

ARTICLE IX BOARD OF DIRECTORS

Section 1. State Adviser/Duties

- A. The state adviser shall be a consultant of Family and Consumer Sciences Education for the Wisconsin Department of Public Instruction.
- B. State Adviser--It shall be the duty of the adviser to:
 - 1. Serve as administrative officer of the organization;
 - 2. Serve as consultant to the Board of Directors for the association;
 - 3. Direct the work of the organization;
 - 4. Advise on matters of policy with the State Executive Council, delegates, and committees;
 - 5. Keep permanent records of state meetings and activities;
 - 6. Serve as ex-officio member of all committees;
 - 7. Receive applications and issue charters to local chapters;
 - 8. Assist with plans for the selection of state officers;
 - 9. Guide newly elected officers in carrying out their individual and executive council responsibilities;
 - 10. Assume responsibility for handling the finances and fiscal policies of the state association and to initiate a CPA audit of the organization at the close of each fiscal year;
 - 11. Care for all legal matters;
 - 12. Assume responsibility for handling the finances of the state association;
 - 13. Give assistance in planning the State Leadership Conference;
 - 14. Prepare and submit a budget plan to the State Executive Council;
 - 15. Direct state scholarship programs; and
 - 16. Help determine the place and time for State Executive Council meetings and conferences.

Section 2. Board of Directors

- A. There shall be a State Advisory Board, who shall serve in the advisory capacity to the State Executive Council on the general direction of the state association. The duties and responsibilities of the State Advisory Board shall be as follows:
 - 1. Serve as an advisory capacity to the State Executive Council.

2. Advise on policies and procedures.
 3. Advise with State Adviser on the program of work of the association.
 4. Provide leadership in the development and collaborative efforts with business and industry partners and sponsors.
 5. Develop a yearly Annual Report of the program of work for public relations.
- B. The duties of the Advisory Board of Directors shall be as follows:
1. Attend all regular and special meetings of the Advisory Board and serve on committees as assigned.
 2. Demonstrate an active interest in family and consumer sciences education and in the FCCLA's mission, goals, programs, and activities.
 3. Support the decisions, policies, and programs of Wisconsin FCCLA and shall not act independently on matters that will be decided by the Advisory Board and State Executive Council.
 4. Promote interest and active participation in the organization with membership and representative groups.
 5. Agree to represent Family, Career and Community Leaders of America when called upon by the Advisory Board President, state FCCLA adviser, or State Executive Council.
- C. Committees: There shall be the following committees: program, communications, and finance. The Advisory Board President may appoint special committees as needed to carry out the work of the Board.

- Section 3.** The State Advisory Board shall consist of the following persons elected, appointed, or named in the manner described below:
1. State Education Consultant of Family and Consumer Sciences shall be the permanent chairperson.
 2. A representative from WFCE, WAFCS, or FCCLA Foundation, Inc.
 3. The adviser of the chapter of which the state president is a member.
 4. A parent of the FCCLA member appointed by the State Adviser to serve on the board.
 5. A Family and Consumer Sciences teacher.
 6. A principal, superintendent, or general supervisor of a school system that has an FCCLA chapter shall be appointed or selected.
 7. A representative from the State Executive Council elected by the members.
 8. A representative from business and industry appointed or selected.
 9. A representative from the Alumni and Associates.

ARTICLE X STATE EXECUTIVE COUNCIL

Section 1. Membership of Council

The executive council shall be made up of the state officers (as identified in Article VI, Section 1).

Section 2. Committee Appointments

Committees, that include members in addition to state officers, may be appointed by the president and state adviser when needed. Members can be appointed from suggestions submitted by local advisers to the executive council.

ARTICLE XI INDEMNIFICATION

Any person made party to any action, suit, or proceeding, by reason of the fact that such person is or was an officer or member of the Board of Directors of this corporation, shall be indemnified by this corporation, to the full extent permissible under the laws of this state which govern nonprofit corporations, against expenses actually incurred by such person in defense of such action, including judgments, fines, or amounts paid in settlements of such actions, provided such person acted in good faith and within the proper scope of his or her authority in service to this corporation.

ARTICLE XII AMENDMENTS

Section 1. Amendments to Bylaws

Amendments to the state bylaws shall be submitted in writing at any annual meeting of the state association. Amendments must be submitted through the State Executive Council. Local chapters may submit amendments to the State Executive Council at least 90 days before the annual state meeting; if approved by the council, they shall be submitted to the annual meeting, provided that notice of the amendments is circulated to all chapters for distribution to voting delegates thirty days prior to the annual state meeting. Amendments may be adopted by a two-thirds vote of the voting delegates present.

Section 2. Proposed Amendments

Only the Board of Directors, State Executive Council or a certified local chapter in this state may propose to alter, amend or repeal these bylaws.

Section 3. Notification to National

Copies of the amendments to the state association bylaws shall be submitted to the national organization.

ARTICLE XIII PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order

Robert's Rules of Order as amended, govern the business of the Wisconsin Association of FCCLA in all cases in which they are applicable, to the extent in which they are not inconsistent with these bylaws.

Section 2. A Qualified Parliamentarian

A qualified parliamentarian shall be available when needed to assist with conducting the business of the organization.

ARTICLE XIV REGIONS OF THE ASSOCIATION

Section 1. Assignment of FCCLA Regions

- A. The state shall be divided into seven FCCLA regions.
- B. Each school district will be assigned to one of the seven regions.
- C. Regions may be designated for specific activities of the association.

Section 2. Exemptions

School districts can petition the state association to be reassigned to another FCCLA region. The state adviser and the Board of Directors will approve/disapprove such requests.