

# Missouri Association

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## Family, Career and Community Leaders of America, Inc.

Bylaws

Revised 2023

## ARTICLE I: NAME AND SPONSOR

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### I. Name

The name of this organization shall be Missouri Association Family, Career and Community Leaders of America, Inc., hereinafter referred to as “Missouri FCCLA”. The name shall only be used by the national organization, state association, regions, and affiliated chapters.

### II. Sponsor and Charter Holder

The sponsor of the organization shall be the Family and Consumer Sciences and Human Services Education Section of the Missouri Department of Elementary and Secondary Education. The administrative responsibility shall be that of the state supervisory staff in Family and Consumer Sciences and Human Services Education. The bylaws shall be consistent with the policies of the Missouri Department of Elementary and Secondary Education, the Missouri FCCLA Board of Directors Policies and Bylaws, and the National FCCLA Bylaws.

## ARTICLE II: MISSION STATEMENT AND PURPOSES

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### I. Mission Statement

The mission 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 member, wage earner and community leader, members develop skills for life through character development; creative and critical thinking; interpersonal communications; practical knowledge; and career preparation.

### II. Purposes

Organized instruction relating to the mission is part of the Family and Consumer Sciences education program in 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 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 related occupations.

## ARTICLE III: ORGANIZATIONAL STRUCTURE

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### I. State Organization

The Missouri Association Family, Career and Community Leaders of America is a state organization for any student who is taking or has taken a course in Family and Consumer Sciences education, as determined by the state department of education through grade 12 in public and private schools. It is composed of local chapters chartered by the state and national associations and affiliated for the current year through the payment of dues, and meeting other requirements of the bylaws.

### II. Regional Organizations

The Missouri Association Family, Career and Community Leaders of America shall have regional organizations. The number of designated regions is subject to revision by the state supervisory staff and the Board of Directors. Borderline chapters may petition the state adviser to be transferred to another region.

### III. Chapters

#### A. *Affiliated Chapters*

A chapter may be affiliated in public and private schools in which Family and Consumer Sciences instruction is offered. The chapter shall be composed of students possessing the qualifications for membership.

#### B. *Organization*

A chapter may be organized whenever, in the judgement of the teachers, students and administrators, it would be advantageous to do so.

### IV. Newly Affiliated Chapters

New chapters in middle schools, junior and/or senior high schools may become members of the regional, state and national association Family, Career and Community Leaders of America by submitting an official affiliation roster and the appropriate state, national and regional dues to the national office through the approved affiliation process.

### V. Membership Qualifications

#### A. *Active Membership*

Any student who is taking or has taken a course determined by the state department of education as comprehensive or occupational Family and Consumer Sciences through grade 12 shall be eligible for active membership in an organized chapter within the school. Active members shall be eligible to hold office, make motions, and vote.

*B. Alumni & Associates Membership*

Former active members and other adults who share the goals and purposes of Family, Career and Community Leaders of America and its programs and who wish to support the continuing development of FCCLA shall be eligible for Alumni & Associates membership. Members of Alumni & Associates shall not be able to hold office, make motions, or vote, except on the Board of Directors.

*C. Honorary Membership*

Any individual whose professional responsibilities are not directly related to Family, Career and Community Leaders of America, who have made outstanding contributions, and who are giving continued service to the state and national organization by advancing its purposes are eligible for honorary membership in the state and national organization. Honorary members have the privilege of attending all meetings of the organization, but have no vote.

## ARTICLE IV: ADVISERS

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### I. State Adviser

#### A. *Appointment of the State Adviser*

The state adviser shall be appointed by the Director of Family and Consumer Sciences and Human Services within the Missouri Department of Elementary and Secondary Education, and shall give guidance to the program.

#### B. *Duties and Responsibilities of the State Adviser*

1. Direct the work of the association in consultation with the Director of Family and Consumer Sciences and Human Services;
2. Advise on matters of policy;
3. Keep permanent records of state proceedings;
4. Serve as an ex-officio member of all committees;
5. Receive application for and issue charters to local chapters;
6. Prepare financial records and develop a budget in consultation with the Board of Directors;
7. Serve as the adviser to the State Executive Council; and
8. Appoint consultants and/or other contracted individuals to assist in the administration of the state association.

### II. State Executive Council Advisers

It shall be the duty of the advisers to the members of the State Executive Council to assist the State Executive Council in carrying out their duties and responsibilities and other duties designated by the state adviser.

### III. Regional Adviser

It shall be the duty of the adviser to the regional president, designated as the Regional Adviser, to give leadership to regional officers and advisers, consult with the state adviser in administration of the regional association, authorize payments of bills approved by the Regional Executive Council, and perform other duties designated by the state adviser. The regional adviser shall ascertain that candidates for regional and state officers are fully qualified. The regional adviser shall send the state adviser a copy of the regional bylaws and keep the state adviser duly informed of all regional activities.

### IV. Adviser to the Regional 1<sup>st</sup> Vice President

It shall be the duty of the adviser to the Regional 1<sup>st</sup> Vice President to assist with STAR Events on the regional/district and state levels.

### V. Chapter Adviser

The chapter adviser(s) shall be the certified Family and Consumer Sciences teacher(s) **in the school** and shall be the administrative officer(s) for the local chapter. Chapter parents may serve as consultants to the chapter adviser(s).

## ARTICLE V: OFFICERS, QUALIFICATIONS AND DUTIES

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### I. National Officers

#### A. *Duties and Term of National Officers*

The national officer(s) shall serve for one year on the National Executive Council, or until their successors are elected, and will fulfill duties set by the National Family, Career and Community Leaders of America, Inc. bylaws and Executive Director.

#### B. *Eligibility*

The national officer candidate(s) must meet eligibility requirements set forth by the national organization.

#### C. *The National Officer Candidate(s) on the State Executive Council*

If the elected national officer candidate(s) does not get elected to the National Executive Council, then they will assume the position of National Liaison(s) on the State Executive Council for the term.

### II. State Executive Council

#### A. *Composition of the State Executive Council*

The State Executive Council of the Missouri Association Family, Career and Community Leaders of America shall be composed of the elected state officers and any elected national officer candidates and/or national officers.

#### B. *State Officer Qualifications*

1. Currently an active member in good standing in an affiliated chapter and is at least a high school freshman.
2. Completed a minimum of one year of Family and Consumer Sciences instruction at the middle school or high school levels.
3. Have held a responsible position at the chapter level (ex. chapter officer or committee chairperson).
4. Must have completed all five Power of One units and applied for recognition through the established recognition process.
5. Demonstrate interest in Family and Consumer Sciences education and outstanding qualities of leadership, teamwork, and experience in parliamentary procedures.
6. Have the approval and support of parents/guardians, the local chapter and adviser, and local school administration.
7. A scholastic rating of at least 3.0 on a 4.0 scale.

*C. Duties of the State Executive Council*

1. Each state officer shall be the liaison between the state and regional associations. Each state officer is expected to attend the annual Missouri FCCLA State Leadership Conference, Missouri FCCLA Fall Leadership Conference, National Leadership Conference, and three State Executive Council meetings (spring, summer and winter). State officers are responsible for leadership development activities within their respective regions.
2. All state officers shall represent their region at State Executive Council meetings and participate at all meetings of the state association, including Fall and State Leadership Conferences.

*D. Title and Designation of State Officers*

1. The following positions on the State Executive Council shall be elected by a vote of the membership at the annual Missouri FCCLA State Leadership Conference.
  - a. President
  - b. 1<sup>st</sup> Vice President
  - c. Vice President of Finance
  - d. National Officer Candidate (up to 2)
2. The following general vice president positions will be determined by the nominating committee at the annual Missouri FCCLA State Leadership Conference.
  - a. Vice President of Scholarship
  - b. Vice President of Community Service
  - c. Vice President of Development
  - d. Vice President of Elections
  - e. Vice President of Membership
  - f. Vice President of Programs
  - g. Vice President of Public Relations
  - h. Vice President of Parliamentary Law
  - i. Vice President of Competitive Events
3. In the event there are no national officer candidates elected to represent Missouri, a Vice President of Alumni and Associates and a second Vice President of Competitive Events will be added to the council for the term.
4. The essential function of the State Executive Council shall be program development, program implementations, and public relations. The State Executive Council shall have the following responsibilities: Review the goals and objectives of Missouri FCCLA; recommend the establishment of programs, projects and activities; plan the program for meetings and activities sponsored by the state organization; conduct the official business of the organization at the Fall and State Leadership Conferences; interpret and advocate the goals and program activities of FCCLA to groups and individuals within and outside the organization.



### *E. Officer Duties*

1. The President shall preside over the leadership conferences of Missouri FCCLA and the meetings of the State Executive Council. The President shall call a meeting of the State Executive Council on such date and such place as shall be determined by the state adviser. The President shall appoint, after consultation with the state adviser, all committees and serve as an ex-officio member of those committees.
2. The 1<sup>st</sup> Vice President shall assist the President, preside at meetings in the absence of the President, and keep the minutes or appoint a fellow state officer to keep the minutes of all state meetings and meetings of the State Executive Council.
3. The Vice President of Alumni & Associates shall provide leadership in planning and implementing the organization's programs relating to Alumni & Associates.
4. The Vice President of Community Service shall provide leadership in planning and implementing the organization's community service programs and annual service project.
5. The Vice President of Competitive Events shall provide leadership in planning and implementing the organization's competitive events at the state level.
6. The Vice President of Development shall provide leadership in seeking and continuing corporate sponsorships and other partnerships for the organization's programs and events.
7. The Vice President of Elections shall provide leadership in assuring that the elections of the state associations are conducted in accordance to the organization's bylaws and policies and procedures.
8. The Vice President of Finance shall provide leadership by serving as a member of the Board of Directors and the Finance Committee.
9. The Vice President of Membership shall provide leadership in planning and implementing programs for membership promotion and development.
10. 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.
11. The Vice President of Programs shall provide leadership in planning and implementing the organization's individual recognition and peer education programs.
12. The Vice President of Public Relations shall provide leadership in planning and implementing the organization's public relations programs.

13. The Vice President of Scholarship shall provide leadership in planning and implementing the organization's scholarship programs.

### **III. Regional Officers**

#### *A. Required Regional Officers*

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Reporter
6. Parliamentarian

The above officer positions are required for all regions within the Missouri Association Family, Career and Community Leaders of America. Regions may establish other positions within regional bylaws, as deemed necessary.

#### *B. Composition of the Regional Executive Council*

The Regional Executive Council shall be composed of elected regional officers and the State Executive Council member representing the region. Chapters which do not have a regional officer shall have one representative present at Regional Executive Council meetings.

#### *C. Regional Officer Qualifications*

1. President, Vice President, Secretary and Treasurer: Have completed, at the time of candidacy, at least one semester of Family and Consumer Sciences instruction at the 7<sup>th</sup> grade level or above.
2. All other officer positions: Have completed, at the time of candidacy, at least one quarter (9 weeks) of Family and Consumer Sciences instruction at the 7<sup>th</sup> grade level or above.
3. Be an active member of an FCCLA chapter affiliated at the regional, state and national levels.
4. Have held a responsible position at the chapter level (ex. chapter officer, committee chairperson).
5. Have completed, or is working toward the completion if, one Power of One unit.

#### *D. Duties of Regional Officers*

1. Duties of the regional officers required by Missouri FCCLA shall be outlined in the Regional Officer Handbook. The handbook shall be approved annually by the Missouri FCCLA Board of Directors.
2. Duties of officer positions established by the region shall be determined by the regional association.

*E. Duties of the Regional Executive Council*

It shall be the duty and responsibility of the Regional Executive Council to determine policies and procedures of the regional association; determine what business shall be brought before the regional meetings; make plans for the annual regional meeting; plan the year's budget and approve disbursement of regional funds; provide leadership training activities for the regional members; and conduct other necessary business.

**IV. Local Officers**

- A. The officers of the local chapter shall consist of President, Vice President, Secretary, Treasurer, Reporter, Parliamentarian, and any other officer positions deemed necessary by the local chapter.
- B. The Chapter Executive Council shall be composed of the chapter officers and any regional, state, or national officers within the local chapter.
- C. It shall be the duty and responsibility of the Chapter Executive Council to: Recommend policies and procedures necessary to carry out the business of the chapter meeting; lead chapter members in the development of an in-depth plan for the chapter; promote Power of One; approve disbursement of chapter funds; fill any vacancies occurring among the officers until the time of the next annual election; and conduct other necessary business.

## ARTICLE VI: ELECTIONS

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### I. Voting Delegates

The number of voting delegates from each affiliated chapter shall be determined by the paid affiliation at the time of the most recent affiliation deadline and as follows:

- 1 to 49 members – 1 vote
- 50 to 99 members – 2 votes
- 100 to 199 members – 3 votes
- 200 or more members – 4 votes

No chapter may cast more than four votes.

### II. Voting

- A. The privilege of making motions, debating and voting shall be limited to the designated voting delegates and the State Executive Council. Voting by proxy is not allowed.
- B. One voting delegate from each chapter must cast one vote for each of the elected positions on the State Executive Council.
- C. The current State Executive Council must cast one joint vote for each of the elected positions on the State Executive Council.
- D. If it is impossible to hold a state meeting, the election may be conducted electronically or by mail. Such a decision is made by majority vote of the Missouri FCCLA Board of Directors.

### III. Election of Officers

- A. Election of regional and state officers and national officer candidate(s) shall be conducted annually within each region by a date determined by the Board of Directors. Any active member of a chapter affiliated with the regional, state and national associations and meeting the requirements of office is eligible to be a candidate.
- B. Each region shall be represented on the State Executive Council every year, provided there is an interested and qualified member within the region to fill the vacancy. Each region shall elect a state officer, designated as the State Officer Candidate preceding the annual State Executive Council election. Any elected state officer candidate may be a candidate for the office of Missouri FCCLA President, Vice President of Finance, or National Officer Candidate.
- C. The distribution of campaign materials shall be forbidden. This includes, but is not limited to, business cards, fliers, posters, verbal word of mouth, and any other material that would give the candidate an unfair advantage. It is the candidate's responsibility to keep all social networks free of any information pertaining to elections or that could be perceived as campaign material.

- D. The number of voting delegates from each affiliated chapter shall be determined by the paid affiliation at the time of the most recent affiliation deadline and as follows:
- 1 to 49 members – 1 vote
  - 50 to 99 members – 2 votes
  - 100 to 199 members – 3 votes
  - 200 or more members – 4 votes
- No chapter may cast more than four votes.

#### **IV. Election of the State Executive Council**

- A. Each regional association may elect one representative to represent the region as a state officer candidate. The state officer candidate may seek the office of Missouri FCCLA President, Vice President of Finance, or National Officer Candidate. The candidate's office will be determined at the annual State Leadership Conference. Until the representative's office is determined at the conference, the representative will be known as the State Officer Candidate.
- B. A nominating committee shall be appointed by the State Executive Council and approved by the state adviser, composed of no more than five members, including student members, alumni and educators. The committee will be chaired by the Vice President of Elections, unless running for a new term in office. In this instance, the committee chair will be assigned by the state adviser.
- C. The nominating committee will nominate up to six candidates who may seek the elected positions of Missouri FCCLA President, Vice President of Finance, or up to two national officer candidates. The state officer candidates not nominated for an elected position then become general vice presidents, until their titles are determined by the nominating committee.
- D. The top six candidates will be introduced to the voting delegates in the Meet the Candidates session. The candidates will answer an ice breaker question, give a two-minute speech on a topic set by the State Executive Council, and answer a situation-based question.
- E. The Missouri FCCCLA President candidate with the highest number of votes will receive the office of Missouri FCCLA President, and the candidate with the second highest number of votes will receive the office of Missouri FCCLA 1<sup>st</sup> Vice President.
- F. The national officer candidate(s) with the highest number of votes will be selected as Missouri National Officer Candidate(s).
- G. State Executive Council members shall serve a term of one year beginning and ending their duties at consecutive State Leadership Conferences.

**V. Removal of a State Officer**

A member of the State Executive Council in violation of the State Executive Council Code of Conduct as approved by the Board of Directors may be removed from office at the recommendation of the state adviser, the president of the State Executive Council, and/or the Board of Directors and after a two-thirds vote of the State Executive Council. The state officer, local adviser, parent/guardian, and school administration will be notified of the pending charges and vote in writing two weeks prior to the vote, and will be notified of the council's decision within 10 days after the vote.

**VI. Election of the Regional Executive Council**

- A. Any active member of a chapter affiliated at the regional, state and national levels is eligible to be a candidate for a regional office if the qualifications are met as stated in the bylaws.
- B. Regional associations will follow the regional election procedures as determined by the State Executive Council and approved by the Missouri FCCLA Board of Directors.
- C. Regional officers shall serve a term of one year beginning and ending their duties with consecutive regional installations.

**VII. Vacancies**

- A. If the office of President should be become vacant, the 1<sup>st</sup> Vice President shall automatically assume the office and duties of the President.
- B. Appointments for vacancies in officers other than the President, which occur before the Summer Planning Meeting, shall be made by the President in consultation with the state adviser.
- C. With the exception of the office of President, if a vacancy occurs after Summer Planning Meeting, then the other members of the State Executive Council assume responsibilities of that office. The president, in consultation with the state adviser, shall make such assignments.

## ARTICLE VII: MEETINGS

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### I. State Executive Council

The State Executive Council of the Missouri Association Family, Career and Community Leaders of America shall meet as soon as feasible following the annual election to make plans for the year's work. The state adviser shall determine when this meeting will be held. Other meetings may be scheduled as needed.

### II. State Leadership Conference

The State Leadership Conference of delegates shall be held annually in the spring. The time and place of the meeting shall be determined by the Board of Directors. Cancellation of the State Leadership Conference shall be determined by the Board of Directors.

### III. Regional Meetings

Regional meetings of the Missouri Association Family, Career and Community Leaders of America shall be held annually in the fall. The time and place of the meeting shall be determined by the Regional Executive Council with the approval of the regional adviser.

### IV. Local Chapters

Local chapters shall be organized as an integral part of the family and consumer sciences instruction program. Meetings and other activities shall be organized and conducted according to the local options and needs.

### V. Governing Rules

The rules found in *Robert's Rules of Order, Newly Revised Edition*, shall govern the association in all cases to which they are applicable and in which they are in agreement with the bylaws.

### VI. Regular or Special Meetings

Regular or special meetings of the State Executive Council and designated committees may be held by electronic means (such as email, Internet communication platforms, telephone conferences, video conferences, etc.) subject to the following:

- A. A quorum must be met to conduct the electronic meeting.
- B. The technology used for the electronic meetings shall allow the members full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time for the meeting.
- C. The affirmative vote of majority of the quorum shall be the minimum vote requirement for the adoption of any motion.
- D. Procedural rules related to the conduct of electronic meetings shall be established and published by the state adviser.

## ARTICLE VIII: BOARD OF DIRECTORS

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### I. Authority and Powers

The legal governing body of Missouri Association Family, Career and Community Leaders of America shall be the Missouri FCCLA Board of Directors. The primary functions of the board shall be to determine policies and procedures to ensure that the state association fulfills the organization's mission and purposes; provide oversight and guidance for the sound operations and financial management of the organization; approve the annual budget; set strategic goals; review and approve bylaw amendments to be presented to the membership; and conduct other necessary business for growth of the association.

### II. Membership

The board of directors shall consist of members from a diverse spectrum of stakeholders that may include chapter advisers, business and industry representatives, educators, school administrators, and youth members. The board shall be composed of no more than thirteen members.

#### A. *Members Ex-Officio*

There shall be five members ex-officio of the Board of Directors, as follows:

1. State Executive Council President
2. Local adviser to the State Executive Council President
3. One representative of the executive board of the Missouri Educators of Family Consumer Sciences
4. Director of the Family Consumer Sciences and Human Services Cluster within the DESE Office of College and Career Readiness
5. State Adviser

#### B. *Youth Members*

In addition to the current President of the State Executive Council, there shall be two youth members as follows:

1. Most recent Past President of the State Executive Council
2. State Executive Council Vice President of Finance

#### C. *Members At-Large*

There shall be six members at-large elected by the Board of Directors as follows:

1. Two business and industry representatives
2. One post-secondary educator, with preference for those in Family and Consumer Sciences education or a related field
3. One secondary school administrator

There shall be three local chapter advisers (in addition to the adviser to the State Executive Council President) elected by the local advisers attending the State Leadership Conference.



*D. Terms of Directors*

Members at-large shall serve a term of two years. Such directors may be reelected for a second two-year term. At least 12 months have elapsed before any such director having served two consecutive terms may be elected for another term. The board chairperson and State Executive Council president shall each serve one year following their terms of office. Other members ex officio shall serve on the board until the time they vacate their respective offices.

*E. Voting Privileges*

Each member of the board (except for the state adviser) shall have the power to cast one vote on any issue to be determined by the board.

*F. Vacancies*

The board may fill vacancies at any stated meeting upon special elections by related organizations and groups and the State Executive Council. Any director elected for the balance of an unexpired term shall, in addition, be eligible for the maximum number of complete consecutive terms as director as provided in these bylaws.

*G. Representation*

Members of the board shall serve as directors of the Missouri Association Family, Career and Community Leaders of America as a whole and not solely as a representative of any other body, while taking into consideration the views and interests of others.

*H. Assumption of Office*

Persons elected to the board shall ordinarily assume their office as director immediately following the annual State Leadership Conference of Missouri FCCLA.

**III. Officers of the Board**

The officers of the board shall consist of a chairperson, a vice-chairperson, a treasurer, a secretary, and the immediate past chairperson.

*A. Election, Terms and Vacancies of Officers*

The above officers shall be elected by members of the board from among voting members of the board. They shall serve for a term of one year or until their successors shall have been elected and assume office. Officers may be eligible for reelection. No director, however, shall serve in the same office for more than three consecutive terms. Any vacancy among the officers may be filled at any duly constituted meeting of the board.

*B. Chairperson and Vice-Chairperson*

The chairperson shall preside at all meetings of the board and shall perform the duties customary to that office. The chairperson shall chair the Executive Committee and shall be a member ex officio of all committees of the board. In the absence of the chairperson, the vice-chairperson shall perform all duties pertaining to the office of the chairperson. The vice-chairperson shall serve as chair-elect and succeed to the position of chairperson at the next election of officers. The chairperson shall appoint all standing and ad hoc committees of the board annually.

*C. Treasurer*

The treasurer of the board shall serve as chair of the Finance Committee; shall have authority to sign any official documents duly prepared and requiring signature of the treasurer of the board.

*D. Secretary*

The secretary of the board shall record all motions and actions and keep a record of all meetings. The secretary's records shall be kept at the Missouri FCCLA state office.

**IV. Meetings of the Board**

The Board of Directors shall have regular and special meetings as follows:

*A. Regular Meetings*

There shall be at least two regular meetings of the board each year.

*B. Special Meetings*

Special meetings may be called by the chair of the board of directors or shall be called for upon the written request of five voting members of the board of directors. Written notice of any special meeting shall be sent to each member at least 15 days in advance, with a statement of time, place and meeting agenda.

*C. Location*

One regular meeting of the board shall be in conjunction with the State Leadership Conference. One regular meeting each year shall be at the site of the state office or at a nearby location determined by the executive committee. Special meetings shall be designated by the board or the executive committee.

*D. Notice*

The board shall establish a calendar of regular meetings at least six months in advance upon the recommendation of the executive committee.

*E. Order and Nature of Business*

The selection and order of business during board meetings shall be determined by the chairperson in consultation with the executive committee. Agenda items submitted by any voting member of the board shall be considered by the executive committee.

*F. Attendance by Non-Directors*

Non-directors may attend all board meetings except when the board of directors are called into executive session.

*G. Executive Session*

The board may hold an executive session in the course of any meeting in which only voting members shall participate.

*H. Expenses*

The board shall make provision for the reimbursement of expenses in attending meetings and conducting official board business that are not otherwise covered or contributed.

**V. Committees of the Board**

There shall be an executive committee, standing committees, and ad hoc committees of the board. Standing committees shall include: Finance Committee, Program Committee, and Programs & Communication Committee. Ad hoc or advisory committees and task forces may be appointed by the chairperson of the board with approval of the board, and they shall report to the board the appropriate standing committee.

*A. Executive Committee*

The members of the Executive Committee shall consist of all officers of the board, the chairpersons of all standing committees, the president of the State Executive Council, and the state adviser. The executive committee shall exercise all powers of the board at such times as the board is not in session, except that it shall not have the power to alter or revoke any previous order, resolution or vote of a meeting of the board unless specifically granted such power by the board, and it shall not have the power to elect or remove officers and members of the board, elect or remove the state adviser or amend the charter or bylaws of the organization. The Executive Committee shall report all its interim actions in writing at the next regular meeting of the board for approval. Meetings of the Executive Committee shall be held at the call of the chairperson. The agenda and information relative to items of business shall be sent in advance whenever possible. Conference telephone or video meetings shall be permissible.

*B. Standing Committees*

Following the State Leadership Conference and upon recommendation of the incoming officers of the board of directors and incoming state president, the chairpersons and members of standing committees shall be appointed by the chairperson of the board. The chairpersons of the standing committees shall be directors. Non-board members may serve as voting members of the committees, except the Finance Committee. The vice president of finance of the State Executive Council shall serve as a member ex officio of the Finance Committee. There shall be at least one member of the State Executive Council on each standing committee. Each committee shall meet at least two times a year.

**VI. Quorum**

The majority of the voting members of the board shall constitute a quorum for the transaction of business. The same shall pertain to all committees of the board. Proxy voting is not permitted.

**VII. Channel to the Board**

Any official communication from individuals or groups shall be presented in writing to the board of directors.

**VIII. Indemnification of Directors**

Any person made party to any action, suit or proceeding by reason of the fact that the person is or was a member of the Board of Directors shall be indemnified by the Missouri Association Family, Career and Community Leaders of American against expenses actually incurred by the person in the defense of such action.

**IX. Relationship of the Board of Directors and the State Executive Council**

The State Executive Council and the Board of Directors are interdependent in matters of program development, program implementation and public relations. The council and board are recognized in these bylaws as the two key decision making bodies of the national organization. State officers shall have membership on the board and its committees as provided in these bylaws. The council and the board shall meet jointly to discuss matters of common interest. Official business to be presented to delegates at state conferences or meetings shall be discussed jointly by the council and the board prior to board approval.

## ARTICLE IX: DUES AND FINANCES

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### I. State and Regional Dues

The amount of state and regional dues shall be determined by the Missouri FCCLA Board of Directors in consultation with the state adviser. Dues will be offered on an individual and package basis. When a change of dues and/or packages occurs, notice will be given by the end of the school year preceding the change. Such dues shall be in addition to the national dues.

### II. Chapter Dues

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

### III. Fiscal Year

The fiscal year for the Missouri Association Family, Career and Community Leaders of American shall be August 1 to July 31.

### IV. Budget

The annual budget shall be developed by the Board of Directors Finance Committee in consultation with the Missouri FCCLA state adviser. The budget shall be approved annually by the Board of Directors.

### V. Audit

The financial statement of the state association showing all income and expenditures shall be prepared by the state adviser, audited annually, and presented to the Board of Directors for approval.

## **ARTICLE X: DISSOLUTION OR LIQUIDATION OF ASSETS**

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Upon final dissolution or liquidation of the Missouri Association 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 shall be used by the Board of Directors in accordance with the purposes of the national 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 XI: SCHOLARSHIPS

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### I. Scholarships

The Missouri Association Family, Career and Community Leaders of America shall award scholarships annually to outstanding FCCLA members meeting specific scholarship criteria and planning to enroll in an accredited institution. Scholarships available will be determined annually by the Board of Directors in consultation with the state adviser and applicable scholarship partners.

### II. Eligibility and Award Procedures

- A. Funds to finance scholarships shall be obtained from the state association treasury and from any additional contributions. The Finance Committee of the Board of Directors, in consultation with the state adviser, shall determine by December 31 annually the number and amounts of scholarships to be awarded, along with eligibility and selection criteria.
- B. A scholarship committee established by the Board of Directors in consultation with the state adviser will convene to review applications submitted and choose scholarship recipients.

## **ARTICLE XII: POLICIES & PROCEDURES**

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A policies and procedures manual shall be maintained and updated as needed. Policies in the manual will be approved by the board of directors. Procedures may be developed or revised by the state adviser.



## ARTICLE XIII: BYLAW AMENDMENTS

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- I. The bylaws of the Missouri Association Family, Career and Community Leaders of America may be amended by two-thirds vote of the ballots cast by the present affiliated chapters under the following rules:
  - A. Amendments shall be proposed in writing to the Board of Directors by any chapter, regional, or state committee 90 days prior to the end of the fiscal year. The State Executive Council or the Board of Directors may propose amendments prior to the Summer Planning Meeting.
  - B. The State Executive Council and Board of Directors shall review and approve proposed amendments for recommendation to the voting delegates.
  - C. Recommendations of the committee shall be presented to the State Executive Council and the state adviser.
  - D. The state adviser with the State Executive Council may propose further amendments.
  - E. The state adviser shall submit proposed amendments by mail or electronic means to the chapters at least 30 days prior to voting. Notice of proposed amendments shall be circulated to all local chapters for distribution to voting delegates 30 days prior to the election date.
  - F. Voting on the bylaws may be conducted by mail or electronic means, or a state-sanctioned meeting.
- II. The state adviser is allowed, with the approval of the Board of Directors, to make editorial or conforming language changes to the bylaws.

## ARTICLE XIV: PARLIAMENTARY AUTHORITY

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### I. **Parliamentary Procedure**

*Robert's Rules of Order, Newly Revised* shall govern the business of the Missouri Association of Family, Career and Community Leaders of America in all cases which they are applicable and in which they are consistent with these bylaws.

### II. **Parliamentarian**

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