

Idaho Association  
Family, Career and Community Leaders of America



## State Bylaws

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Updated April 7, 2023

# Idaho Association

## Family, Career and Community Leaders of America

Adopted April 4, 2019

### **Article I: Name and Sponsor**

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#### **Section 1** *Name*

The name of this organization shall be Idaho Association Family, Career and Community Leaders of America (Idaho FCCLA), an affiliate of Family, Career and Community Leaders of America, Inc. (FCCLA, Inc.). The name shall only be used by the national organization, state association, districts and affiliated chapters. The letters "FCCLA" may be officially used to designate the association, its units or its members.

#### **Section 2** *Sponsor*

The sponsor shall be Idaho Career & Technical Education (ICTE) division of Family and Consumer Sciences (FCS).

### **Article II: Mission Statement and Purposes**

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#### **Section 1** *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.

#### **Section 2** *Purposes*

Organized instruction relating to the mission is a part of the Family and Consumer Sciences Education program in the schools. The purposes of the organization shall be as follows:

- A. to provide opportunities for personal development and preparation for adult life.
- B. to strengthen the function of the family as a basic unit of society.
- C. to encourage democracy through cooperative action in the home and community.
- D. to encourage individual and group involvement in helping achieve global cooperation and harmony.
- E. to promote greater understanding between youth and adults.
- F. to provide opportunities for making decisions and for assuming responsibilities.
- G. to prepare for the multiple roles of men and women in today's society.
- H. to promote Family and Consumer Sciences and related occupations.

## **Article III: Organizational Structure**

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### **Section 1** *State Organization*

Idaho FCCLA is a chartered state organization comprised of affiliated chapters under the national FCCLA organization for any student who is taking or who has taken a course in FCS education.

### **Section 2** *District Organization*

- A. The state organization is comprised of six districts that encompass all affiliated secondary chapters within the State of Idaho. The number of districts and district boundaries is subject to revision by the state supervisory staff with the approval of the Idaho FCCLA Board of Directors (Board). Borderline chapters may petition the State Adviser and the Board to be transferred to another district.
- B. Each district will have:
  - 1. Bylaws not in conflict with the state bylaws and national bylaws;
  - 2. Officers elected by receiving a majority vote (officers must be affiliated members);
  - 3. a District Adviser responsible for administration of district activities.

### **Section 3** *Affiliated Chapters*

Local chapters may be affiliated in public and private middle school, secondary, and/or postsecondary institutions in which FCS instruction is offered. Each chapter must have a minimum of twelve affiliated members and requires payment of both state and national dues. Chapter bylaws will be consistent with those of the district, state and national organizations.

### **Section 4** *Membership*

To be eligible for membership, an individual must meet the qualification requirement in one of the following categories:

- A. **Active member.** Any student who is currently or previously enrolled in a comprehensive or occupational FCS course shall be eligible for active membership in the affiliated chapter of the school that s/he attends. Active members are eligible to hold office, make motions, and vote. Members must be affiliated to participate in local, district, state, or national meetings. To participate in competitive events, members must be affiliated prior to February 1 at the state level and March 1 at the national level.
- B. **Alumni and Associates member.** Former active members and other adults who share the goals and purposes of FCCLA and its' programs and who wish to support the continuing development of FCCLA youth, are eligible for Alumni/Associate membership. Members of Alumni and Associates shall not be eligible to hold office, make motions or vote unless appointed to serve on the Board.
- C. **Honorary member.** Any individual or corporation who has made an outstanding contribution to the advancement of FCS education or who has rendered continued service to Idaho FCCLA may be nominated for honorary membership. This title may be conferred on an individual or corporation with a three-fourths vote of the Executive Council (Executive Council). An honorary member has the privilege of attending all meetings of the organization, but may not make motions and has no vote. If an Honorary

member serves on the Board as an industry representative, then s/he will have motion and voting privileges.

## **Article IV: Fiscal**

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### **Section 1** *Dues*

- A. Annual dues for active members shall be fixed by the Executive Council and the Board. A change to the state dues is subject to approval by a majority vote of the voting delegates present at State Leadership Conference (SLC). Chapters may impose reasonable and necessary local membership dues (if any), which shall be in addition to the national and state dues.
- B. Dues for Alumni and Associate members shall be determined by Idaho FCCLA and/or FCCLA, Inc.
- C. Honorary members pay no dues.

### **Section 2** *Fiscal Year*

The fiscal year will be September 1 through August 31.

### **Section 3** *Budget and Financial Statement*

The budget and financial statement showing income and expenditures shall be prepared by the Career & Technical Student Organization (CTSO) Manager. The budget shall be submitted to the State Executive Council and Board annually for adoption with a majority vote. The financial statement shall be presented to the State Executive Council and the Board bi-annually for review and approval with a majority vote. Local districts and chapters may request copies of financial statements annually.

### **Section 4** *Audit*

The financial statements will be audited annually by a qualified person as determined by Idaho Division of Career Technical Education (IDCTE) Fiscal Policies. The annual audit shall be presented to the State Executive Council and Board for approval.

## **Article V: Dissolution or Liquidation of Assets**

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Upon final dissolution or liquidation of the state organization and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets shall be used by the Board in accordance with the purposes of the national and state organization or be transferred to a government instrumentality or qualified exempt organization within the meaning of section 501(c) (3) of the Internal Revenue Code of 1954.

## **ARTICLE VI: STATE OFFICERS (EXECUTIVE COUNCIL)**

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### **Section 1** *State Officers*

Idaho FCCLA may have up to nine elected officers. The offices may be:

- |                             |                      |                            |
|-----------------------------|----------------------|----------------------------|
| 1. President                | 4. VP of Development | 7. VP of Parliamentary Law |
| 2. First Vice-President     | 5. VP of Finance     | 8. VP of Programs          |
| 3. VP of Competitive Events | 6. VP of Membership  | 9. VP of Public Relations  |

### **Section 2** *National Officer*

A National Officer or National Officer Candidate may be a member of the State Executive Council. If elected as a National Officer, the member will carry out national responsibilities, promote membership activities, and promote national programs. If not elected to a National office, the member may serve as a state officer and perform duties as assigned by the CTSO Manager.

### **Section 3** *State Executive Council*

Members of State Executive Council are the state officers elected at State Leadership Conference (SLC). The new state officers will elect designated officers for State Executive Council from among their ranks during the annual State Leadership Conference. The State Executive Council shall help determine policies and procedures as they affect the organization, determine business to be brought before delegates at State Leadership Conference, conduct other business that will be necessary to facilitate the progress of the organization, be responsible for planning and promoting state and national programs of work, and organize State Leadership Conference and Competitive Events.

### **Section 4** *Qualifications*

Candidates for state office will have the following qualifications:

- A. Currently an active member in an affiliated chapter and has been an active member in good standing for at least the current academic year.
- B. Have completed or currently enrolled in an approved FCS course.

### **Section 5** *Nominations and Elections*

- A. State Officer Candidates (SOC) must submit an application prior to the specified deadline and prior to the annual State Leadership Conference. Candidates are expected to meet all qualifications and requirements as stated in the "Requirements for Candidates for State Office" section of Policies.
- B. Officers will be elected annually with each district entitled to at least one officer as long as the candidate meets eligibility requirements.
- C. The voting delegates will vote for officers by ballot during State Leadership Conference.
- D. Candidates are elected based on a combination of scores from the application and interview process and ballot count scores. Candidates with the highest point totals will be declared state officers.

- E. State officers will assume their offices at the end of State Leadership Conference.

**Section 6** *Officer Duties*

Specific responsibilities and code of conduct expectations are detailed in the Policies and Procedures manual for state officers. The state officer positions and general responsibilities shall be as follows:

- A. The President shall preside over all business meetings of the organization and of the State Executive Council; be a member of the Board; appoint, after consultation with the Chair of the Board and CTSO Manager, the chairperson and members of all Executive Council committees; and be a member ex-officio of all Executive Council committees.
- B. The 1st 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.
- C. The Vice-President of Competitive Events shall provide leadership in planning and implementing the organization's competitive events.
- D. The Vice-President of Development shall provide leadership in seeking and continuing corporate sponsorships for the organization's programs and events.
- E. The Vice-President of Finance shall provide leadership by serving as a member of the Board and acting as the Board treasurer, as well as lead the finance committee.
- F. The Vice-President of Membership shall provide leadership in planning and implementing programs for membership promotion and development.
- G. 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.
- H. The Vice-President of Programs shall provide leadership in planning and implementing the organization's individual recognition and peer education programs.
- I. The Vice-President of Public Relations shall provide leadership in planning and implementing the organization's public relations programs.
- J. National Officer or National Officer Candidate shall support the Executive Council team and fulfill duties as assigned by the CTSO Manager.

**Section 7** *State Staff*

- A. The charter holder is responsible for designating staff for this position and will determine roles and responsibilities.

**Section 8** *Term of Office*

Officers shall serve for one year on the Executive Council, or until successors are elected or appointed. The term of office will begin immediately following SLC.

**Section 9** *Vacancies*

In the event the office of President becomes vacant, it is recommended the position be filled by the First Vice-President. If the First Vice-President is unable or unwilling to fill the position, the remaining officers will select the replacement from the current State Executive Council members. For other vacancies, when an officer cannot fulfill the assigned duties or in the event of a vacancy, the office may be left unfilled or a replacement may be appointed by the CTSO Manager.

## **Article VII: Board of Directors**

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### **Section 1** *Board of Directors*

The Board acts as the legal governing body of Idaho FCCLA and serves in an advisory capacity to the State Executive Council. The duties of the Board include: review and determine policies and procedures suggested by the State Executive Council, set policy related to program and fiscal matters, inform district and chapter advisers about the business of Idaho FCCLA, act upon the recommendations of the State CTSO Manager and/or State Adviser relative to the management of programs and fiscal matters, assist the State Executive Council in planning State Leadership Conference, serve on committees, and represent the best interests of the chapter members.

### **Section 2** *Membership*

A. The Board of Idaho FCCLA shall be composed of:

1. Adviser from each District (6) to be known as the District Board Member
2. Alternative School Representative
3. Alumni Representative
4. IDAFCS Representative
5. IFCS President
6. Industry Representative
7. Junior High / Middle School Representative
8. University Representatives - one FCS Teacher Educator from each college/university
9. FCCLA State President
10. FCCLA Vice-President of Finance
11. Adviser to State FCCLA President
12. CTSO Manager – ex-officio
13. FCCLA State Adviser – ex-officio
14. Collegiate FCCLA Representative-1 year term

B. “Ex-officio” refers to the office these individuals hold. They are members of the Board with voting rights and privileges as long as each serves in the position. When an ex-officio member ceases to hold the office or position, his/her membership on the Board terminates automatically and immediately.

C. Board members shall serve a three-year term on a rotation basis as defined in the policies and procedures manual. New members will be appointed at varying intervals.

1. Whenever possible, new representatives should be elected or appointed. In the event that a replacement is not willing or able to fill the position, current representatives may serve additional terms.
2. The positions of IATFCS president, state FCCLA president, state VP of Finance, and state FCCLA president’s adviser will be for a one-year term or to match the election process of the related organization.
3. The representatives for Industry, IFCS, and University should be active members or representatives of the FCS community. Removal from office and/or new

appointments should be presented to the Board and require a majority vote of the Board.

- D. Each member of the Board shall have the power to cast one vote on any issue.
- E. The Board may fill vacancies at any scheduled meeting where a quorum is assembled to conduct official business. The CTSO Manager, State Adviser, Board Members, and/or District Advisers may make recommendations for appointment(s). Vacancies shall be confirmed with a majority vote of the Board.
- F. Persons elected to the Board shall assume their office as a member immediately following confirmation from the Board.

### **Section 3** *Officers of the Board*

The officers of the Board shall consist of a Chair, a Chair-elect, a treasurer, and a secretary.

- A. Election, Terms and Vacancies of Officers: The above officers shall be elected by the members of the Board from among voting members. 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 member, 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. Chair and Chair-Elect: The chair shall preside at all meetings of the Board and shall perform the duties customary to that office. The chair shall be a member ex-officio of all committees of the Board. In the absence of the chair, the chair-elect shall perform all duties pertaining to the office of chair. The chair-elect shall succeed to the position of chair at the next election of officers. The chair shall appoint all standing and ad hoc committees of the Board annually. The chair and/or chair-elect shall have authority to sign any official documents duly prepared and requiring signatures.
- C. Treasurer: The treasurer of the Board shall be the VP of Finance from the Executive Council team. In the event that there is not a VP of Finance, a current member of the Board may be appointed to the treasurer position.
- 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 submitted electronically to board members.

### **Section 4** *Meetings of the Board*

- A. There shall be at least three regular, in-person meetings of the Board each year, which may be held at ICTE Conference, Executive Council, and State Leadership Conference.
- B. Special meetings may be called by the President of the Board or the State Adviser. Written notice of any special meeting shall be sent to each member at least 14 days in advance, with a statement of time, location, and meeting agenda.
- C. Meetings may be conducted electronically if the technology used allows all members full access to and full participation in all meeting transactions throughout the specified time of the meeting.
- D. Meetings shall be conducted in accordance with Idaho Open Meeting Laws.
- E. Electronic Voting. If an urgent matter arises between board meetings that require a decision of the board before the next scheduled meeting, the Board chair may seek approval of a resolution by email or other electronic means of voting. At least 48 hours shall be provided from the time the proposed resolution is sent for the electronic vote to



be cast. Votes conducted by email or other electronic means shall require a quorum and majority.

**Section 5** *Committees of the Board*

State committees may be appointed and function as needed. Each committee will have an adult chair and a state officer chair. Committees may be formed in the following areas: Adviser Investment, Bylaws and Policies, Chapter Relations, Collegiate, Competitive Events, Conferences, District Events, Finance, Long Range Planning, Meetings, Membership, National Programs, Public Relations, and/or Recognition.

**Section 6** *Quorum*

A 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 allowed.

**Section 7** *Channel of the Board*

Any official communication from individuals or groups shall be presented in writing to the Board. Correspondence should be added to the agenda and shared and/or discussed at the next official Board meeting.

**Article VIII: Relationship of the Board and State Executive Council**

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

**Article IX: Meetings**

**Section 1** *State Leadership Conference*

State Leadership Conference (SLC) of Idaho FCCLA will be a spring conference held annually.

**Section 2** *Additional Meetings*

Special State Leadership Conferences may be called by the Board as necessary.

**Section 3** *Voting Delegates at State Leadership Conference*

- A. The number of voting delegates to which each chapter shall be entitled will be determined by the number of affiliated members within the chapter on February 1 in the year of the conference, according to the following scale:

<u>Number of Active Members</u>	<u>Number of Voting Delegates</u>
1 – 49	1
50 – 99	2
100 – 149	3
150 – Over	4

- B. The privilege of making motions, debating, and voting will be limited to voting delegates and officers. The privilege of discussion may be extended to non-voting delegates or representatives upon consent of delegates. Proxy voting is not allowed.
- C. Voting delegates at SLC shall constitute a quorum.

**Article X: Charter Holder and Advisers**

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**Section 1** *Charter Holder*

The Charter Holders shall: (1) serve as the administrative officer for Idaho FCCLA; (2) advise on matters of policy; (3) maintain permanent records of state proceedings; (4) receive application for an disuse charters to local chapters; (5) appoint state supervisors to assist in the administration of Idaho FCCLA; (6) authorize payment of bills; (7) direct the work of the State Executive Council team; (8) coordinate training(s) for officers; (9) oversee the delivery of Competitive Events; (10) organize State Leadership Conference and Idaho FCCLA participation in National Leadership Conference; (11) prepare financial reports; (12) facilitating the purposes of Idaho FCCLA; (13) serve as an ex-officio member of the Board; (14) perform other duties as necessary

**Section 2** *District Advisers*

Each district will elect or appoint a District Adviser. The district adviser shall: (1) be an FCS instructor; (2) have an affiliated chapter; (3) facilitate the election of district officers; (4) coordinate training for district officers; (5) assist the officers in organizing meetings and events for the district such as Fall Leadership Conference and Competitive Events; (6) report competitive event scores; (7) maintain financial records for the district; (8) perform other duties as necessary. It is recommended (but not mandatory) that the District Adviser serve a three-year term. It is recommended that the District Adviser serve as the district representative on the Board, but this is not a requirement of the position.

**Section 3** *Chapter Advisers*

Each affiliated chapter shall be led by a certified FCS teacher who shall be the administrative officer of the local chapter.

**Section 4** *Adult Voting Rights*

Adults shall not vote nor hold an office except as members of the Board.

**Article XI: Ethics**

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**Section 1** *Code of Ethics*

All members of the Board, State Executive Council, committees of the Board and employees of Idaho FCCLA are expected to adhere to the Idaho Code of Ethics for Idaho Professional Educators and abide by all federal, state, and local education laws and statutes. Unethical conduct shall result in immediate dismissal from the Board.

**Section 2** *Conflict of Interest*

Any duality of interest or possible conflict of interest on the part of any Board member, State Executive Council member, Board committee member or employee of Idaho FCCLA shall be disclosed to the Board chairperson. Disclosure shall be made a matter of record either through an annual procedure or when the conflict of interest becomes a matter of Board or committee action.

**Section 3** *Compensation*

Members of the Board, State Executive Council or committees of the Board shall receive no monetary compensation for services. Travel expenses may be reimbursed for actual expenses such as mileage, meals, and/or lodging. Advisers may use added cost funding to compensate for reasonable expenses at the discretion of the individual school district and in accordance with school district policy.

**Article XII: Publications**

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**Section 1** *Official Publication*

“*FCCLA SPEAKS*,” the official newsletter of the state organization, shall be published at least two (2) times during the school year:

Fall	Summary of Nationals, plans for Districts, Plans for District STAR Events
Spring	Summary of District, Plans for State Conference and STAR Events

**Section 2** *Technology*

Idaho FCCLA may use social media to promote and publicize activities and events. Before pictures of student members may be published on social media, Idaho FCCLA must verify that a media/photo release is on file with the school district for each individual student. The official website for Idaho FCCLA is [www.idahofccla.org](http://www.idahofccla.org)

**Article XIII: Parliamentary Procedure**

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“*Roberts Rules of Order*,” newly revised, will govern Idaho FCCLA in all cases to which they are applicable and in which they are consistent with the Bylaws.

**Article XIV: Policies and 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. Procedures may be developed or revised by the CTSO Manager and/or State Adviser.

## **Article XV: Amendments**

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### **Section 1** *Amendments*

Amendments may be proposed by:

- A. The Board
- B. The State Executive Council
- C. The State Adviser
- D. The State CTSO Manager
- E. A District Council

### **Section 2** *Proposals*

Districts may submit proposals in writing one month prior to an Executive Council meeting. All other groups named above may submit amendment proposals by adding the item to the agenda at Executive Council.

### **Section 3** *Notification*

The Board shall review and approve proposed amendments for recommendation to the voting delegates. Amendments will be presented to chapters 30 days prior to balloting.

### **Section 4** *Adoption of amendments*

These bylaws may be amended by a majority vote of voting delegates at SLC.

### **Section 5** *Editorial changes*

The Board may make editorial changes to the bylaws. Editorial changes are simple clarifications that do not alter the substantive meaning of the bylaw.

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