

Idaho Collegiate FCCLA
Family, Career and Community Leaders of America



Idaho Collegiate FCCLA Bylaws

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Article I: Name and Sponsor

Section 1 *Name*

The name of this organization shall be Idaho Collegiate Family, Career and Community Leaders of America (Collegiate), an affiliate of Family, Career and Community Leaders of America (FCCLA). The name shall only be used by the national organization, state association, districts and 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 Association Family, Career and Community Leaders of America (Idaho Association).

Article II: Mission Statement and Purposes

Section 1 *Mission Statement*

The mission of FCCLA is to promote personal growth and leadership development through Family and Consumer Sciences (FCS) 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

Section 1 *Collegiate Organization*

Collegiate FCCLA is a subsidiary of the chartered state organization comprised of affiliated chapters under the national FCCLA organization. Any Idaho post-secondary institution with an FCS related program may have an affiliated chapter. Collegiate shall have:

- A. Bylaws not in conflict with the state and national bylaws;
- B. Representatives from post-secondary institutions that comprise a Collegiate Executive Council;
- C. A post-secondary instructor in an FCS related field serving as an adviser responsible for administration and supervision of Collegiate activities.

Section 2 *Affiliation*

Post-secondary institutions in which FCS related instruction is offered may form an FCCLA chapter.

Section 3 *Membership*

To be eligible for membership, an individual shall affiliate as an active collegiate member with the Idaho Association and as an Alumni and Associates member at the National level.

- A. Active Collegiate member (State level). Active members shall be students enrolled in a certificate, associate, baccalaureate, or post-baccalaureate program in an FCS related program of study from an accredited Idaho institution. A student member shall pay dues as established by the Idaho Association.
- B. Alumni and Associates member (National level). Collegiate students and post-secondary instructors who share the goals and purposes of FCCLA and its' programs and support the continuing development of FCCLA youth shall affiliate as Alumni and Associates through national FCCLA. Alumni and Associates members shall pay dues as established by FCCLA.

Article IV: Collegiate Executive Council

Section 1 *Collegiate Executive Council*

- A. The Collegiate Executive Council (CEC) shall consist of one representative from each collegiate chapter.
- B. Members of the CEC shall be current affiliated members.
- C. Collegiate representatives from each institution shall be approved by the chapter adviser and submitted to the State Adviser and CTSO Manager for final approval.
- D. The members of the CEC shall elect a Chair and a Vice-Chair at the first meeting of each fiscal year. It is recommended that the Chair and Vice-Chair shall be from different institutions, if possible.

- E. When possible, it is further recommended that the position of Chair shall not be from the same institution in consecutive years.
- F. The State Executive Council (SEC) President may be asked to serve as an “ex-officio” member of the CEC as an ambassador and liaison between the CEC and SEC.

Section 2 *Duties of the Collegiate Executive Council*

The duties of the CEC are defined as follows:

- A. The Chair shall preside over all business meetings of the organization and of the CEC; prepare all meeting agendas, appoint a chairperson and members for all CEC committees; and be an ex-officio member of all Collegiate committees. The Chair shall also keep the financial records of the Collegiate organization, submit a financial report at each collegiate meeting, and provide an accounting for all income and expenditures. It is recommended that the Chair serve on the Idaho Board of Directors for a one-year period.
- B. The Vice-Chair shall assume responsibility in the absence of the Chair and shall keep accurate minutes of all meetings, submit the minutes to the CEC for approval, and read minutes from prior meetings. The Vice-Chair assumes the Chair position should the Chair be unwilling or unable to fulfill the responsibilities of the office. The Vice-Chair shall also verify and approve the financial reports prepared by the Chair.
- C. All Representatives will be expected to attend and participate in meetings of the CEC. Duties of the Representatives shall include decision-making (in cooperation with the State Adviser and CTSO Manager) regarding State Leadership Conference (SLC) and other collegiate meetings and activities. A representative of the CEC shall also serve on the Collegiate Committee for the State Executive Council.

Section 3 *Terms of Office*

Representatives shall become a member of the CEC immediately following appointment and serve a term of twelve (12) months or one school year or until successors are appointed.

Section 4 *Code of Conduct*

Collegiate Representatives shall be expected to adhere to the Code of Conduct rules as outlined by the Idaho Association. Members of the CEC may be required to sign a Code of Conduct contract. In the event that a collegiate representative fails to adhere to the Code of Conduct rules, s/he may be immediately removed from office by the State Adviser, the CTSO Manager, the representative’s chapter adviser, or majority vote of the CEC. Further, it is expected that collegiate representatives shall attend and participate in meetings of the CEC. Failure to attend two consecutive meetings may result in dismissal from the CEC team.

Section 5 *Vacancies*

In the event the office of Chair becomes vacant, it is recommended that the Vice-Chair immediately fill the position. If the Vice-Chair is unable or unwilling to fill the position, the remaining representatives shall select the replacement from the current CEC members. For other vacancies, when a representative 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 chapter adviser with State Adviser or CTSO Manager approval.

Section 6 *Advisers*

- A. The State Adviser shall serve as the official administrative officer of the Idaho Association. The State Adviser will work with the CTSO Manager and provide general guidance to the CEC.
- B. Collegiate chapter advisers accompanying council members to meetings shall serve as consultants to the CEC team and may be asked to serve as committee members. Collegiate advisers shall not serve as a representative on the CEC team and shall not have voting rights and privileges.
- C. Each collegiate chapter adviser may be asked to serve as a member of the Idaho Board of Directors.

Article V: Meetings

Section 1 *Meetings*

Meetings may be conducted in-person, by telephone and/or virtual conference, or through electronic communication. The technology used shall allow all members full access and full participation in all meeting transactions throughout the entire meeting. This applies to CEC meetings and/or meetings for the collegiate membership. Written notice of all meetings shall be submitted to the CEC representatives or members at least 14 days in advance, with a statement of time, location, and meeting agenda. Business may be conducted if a quorum is present.

Section 2 *Quorum*

A majority of the voting members of the CEC shall constitute a quorum for the transaction of business. The same shall pertain to all CEC appointed committees. Proxy voting is not allowed.

Section 3 *State Leadership Conference*

- A. State Leadership Conference (SLC) shall be an annual conference, in-person or electronic, open for all affiliated members. Post-secondary members shall be encouraged to attend.
- B. The CEC shall work closely with the State Adviser and/or CTSO Manager to make recommendations for workshops and activities.
- C. It is recommended that a Voting Delegate represent each collegiate chapter at SLC. Collegiate voting delegates shall be eligible to vote on Idaho Association and/or Collegiate bylaws and amendments. Collegiate voting delegates shall not be allowed to vote for secondary state officers.

Article VI: Fiscal

Section 1 *Dues*

Collegiate dues shall be determined by the CEC and shall be in addition to national Alumni and Associates dues and Idaho Association Active Collegiate Member dues, if any. Chapters may impose reasonable and necessary local membership dues (if any), which shall be in addition to the collegiate, state, and national dues.

Section 2 *Fiscal Year*

The fiscal year shall be August 1 through July 31.

Section 3 *Budget and Financial Statement*

The Chair shall prepare the budget and financial statement showing income and expenditures. The budget shall be submitted to the CEC for review and adoption with a majority vote. As a subsidiary of the Idaho Association, Collegiate is considered a non-profit organization, which allows open access to financial statements. Financial statements shall be submitted to requesting entities within 30 days of receipt of a written request for viewing.

Section 4 *Audit*

The financial statements may be subject to an audit at the request of the Idaho Association or the CEC. When the financial statements are audited, they shall be presented to the CEC at the next regularly scheduled meeting for approval.

Article VII: Dissolution or Liquidation of Assets

Upon final dissolution or liquidation of the collegiate 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 VIII: Ethics

Section 1 *Code of Ethics*

All members of the CEC, including advisers, 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 council.

Section 2 *Conflict of Interest*

Any duality of interest or possible conflict of interest shall be disclosed to the CEC. Disclosure shall be made a matter of record and discussed at the next CEC.

Section 3 *Compensation*

Members of the CEC or committees shall receive no monetary compensation for services.

Article IX: Publicity

Collegiate may use social media to promote and publicize activities and events. Before pictures of student members may be published on social media, the council shall obtain a media release from each individual.

Article X: Policies and Procedures

It is recommended that a policies and procedures manual be maintained and updated as needed. Policies in the manual shall be approved by the CEC and not be in conflict with the Idaho Association policies and procedures. Procedures may be developed or revised by collegiate advisers, the State Adviser, or the CTSO Manager.

Article XI: Amendments

Section 1 *Amendments*

Amendments may be proposed by:

- A. a Collegiate Executive Council member
- B. a post-secondary chapter adviser
- C. the State Adviser
- D. the CTSO Manager

Section 2 *Proposals*

Amendment proposals shall be submitted in writing one week prior to a CEC meeting. The petition shall be made to the Chair and added to the agenda for review by the CEC.

Section 3 *Notification*

Proposed amendments approved by the CEC shall be presented to all affiliated chapters 30 days prior to balloting.

Section 4 *Adoption of amendments*

These bylaws may be amended by majority vote of a voting delegate assembly with each qualifying post-secondary institution having one vote. There shall be at least three post-secondary institutions represented at the voting delegate assembly for the vote to be valid. Electronic voting shall be allowed. When a voting delegate assembly is not available, the State Manager, CTSO Manager, and collegiate advisers shall meet to determine the need for amendments and may adopt amendments with a majority vote from this alternate body.

Section 5 *Editorial changes*

The CEC, the State Adviser, and/or the CTSO Manger may make editorial changes to the bylaws. Editorial changes are simple clarifications that do not alter the substantive meaning of the bylaw. Each time an editorial change is made, the cover page shall be updated with the revision date. An updated copy shall be submitted to each chapter adviser, the State Adviser, and the CTSO Manager.
