



Utah Association of Family, Career and Community Leaders of America Bylaws
Approved May 2021 (Please see Procedure Manual for more detailed information on each section.)
Family, Career and Community Leaders of America is a nonprofit national vocational student organization for young women and men in family and consumer sciences education in public and private schools through grade 12. It is open to students of all races and religious beliefs.

ARTICLE I

Name, Sponsors, and State Headquarters

Section 1. Name

The name of the organization shall be The Utah Association of Family, Career, and Community Leaders of America. Only the state association and affiliated chapters shall use the name.

Section 2. Sponsors

The sponsor of the organization is the Utah State Board of Education, Career and Technical Education Section.

Section 3. State Headquarters

The location of the state headquarters of the organization shall be determined by the Utah State Board of Education.

ARTICLE II

Mission Statement and Purposes

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 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 the 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 III

Organization and Structure

Section 1. Chartered State Association

- Chartered state association shall be composed of all affiliated chapters within the boundary of a state. As used herein, the term chapter shall be interpreted to apply to each chapter of the State of Utah.
- Continued affiliation requires payment of dues and submission of a copy of current bylaws to the State organization.
- Chapter bylaws shall be consistent with those of the national and state organizations.

Section 2. Regions

There shall be five designated Regions of Family, Career and Community Leaders of America in Utah as follows:

- **REGION ONE**
- **REGION TWO**
- **REGION THREE**
- **REGION FOUR**
- **REGION FIVE**

Section 3. Chapters

Affiliated Chapters.

- A chapter may be affiliated with public and private schools in which family and consumer sciences instruction is offered. The chapter shall be composed of students possessing the qualifications of membership.

Organization.

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

Section 4. Membership Qualifications

Active Membership.

- Any student who is taking or has taken a course in comprehensive or occupational Family and Consumer Sciences through grade 12 shall be eligible for active membership in an organized chapter within the school.
- Students qualifying for membership shall pay national, state, and chapter dues. Active members shall be eligible to hold office, make motions, and vote.

Inactive Membership.

- Any student who is taking a course in Family and Consumer Sciences may be considered an inactive member and participate in related class activities.
- Inactive members shall not be eligible to hold office, make motions, or vote.

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 youth shall be eligible for Alumni & Associates membership. Members of Alumni & Associates shall not be eligible to hold office, make motions, vote, or participate in out-of-class activities.

National Honorary Membership.

- Any individuals 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 national organization by advancing its purposes, are eligible for honorary membership in the national organization.

- Honorary members have the privilege of attending all meetings of the organization but have no vote.

ARTICLE IV

Dues, Fiscal Year, Budget and Audit

Section 1. State Dues

- The amount of state dues for active members shall be determined by the State Executive Council and the State Advisory Board and must be paid by February 1st of the current year to be eligible to compete in STAR events, run for state office, or apply for a scholarship. The amount of dues for the Alumni & Associates member category shall be determined by the State Advisory Board. Honorary members pay no dues.

Section 2. Fiscal Year

The fiscal year shall be July 1 through June 30.

Section 3. Budget

The budget shall be developed and approved by the State Advisory Board.

Section 4. Audit

- An audit of the financial statements shall be conducted bi-annually on a schedule established by the State CTE Director.
- An audit of financial statements shall be conducted whenever there is a change in the state leadership organization or state adviser, if requested by the State CTE Director.

ARTICLE V

State Executive Council

Section 1. State Officers

- The state organization shall have 10 elected officers, two from each of the Regions.
- They will be elected by the current Advisory Board guidelines.
- Each school in each of the five Regions will be eligible to run two officer candidates each year. The elections will be held during the state conference.
- Such officers will be members of the State Executive Council. The offices shall be:
 - President
 - 1st Vice-President
 - Vice-President of Community Service
 - Vice-President of Competitive Events
 - Vice-President of History
 - Vice-President of Programs
 - Vice-President of Membership
 - Vice-President of Parliamentary law
 - Vice-President of Public Relations
 - Vice-President of Social Media
 - Vice-President of Development
 - VP of Alumni & Associates

The designation of each State Executive Council member's office shall be determined by self-recommendations from the incoming State Executive Council and the state officer interviewing committee. National Officer Candidates shall assume the office of 2nd Vice-President or an open officer position.

ARTICLE VI

Advisory Board

Section 1. Advisory Board Function

The Utah Family, Career & Community Leaders of America advisory board shall function in an oversight capacity for the organization's activities and financial transactions.

The Advisory Board, in conjunction with the State Family and Consumer Science Specialist, must conduct an annual performance evaluation of the work performed by the state adviser, state administrative adviser and state officer assistant.

The Advisory Board receives and acts in an advisory capacity upon the recommendations of the state family and consumer sciences specialist and state adviser relative to management of the program and fiscal matters.

Section 2. Membership

A. Utah Advisory Board Membership may consist of:

- One elected or appointed representative from each of the five Regions;
- The District Administrative Representative;
- The Post Secondary Teacher Educator from USU or BYU
- The State Family and Consumer Sciences Specialist
- All Current State Staff Members (as listed in the Utah FCCLA policy/procedures manual)
- Representative from one of the two Utah FCS professional organizations (UATFCS) and (UAFCS)
- Post Secondary student representative from USU or BYU
- Business and Industry Leader
- State President

B. Term of elected Representatives will be five years according to the following rotation:

Region 5

Region 3

Region 2

Region 1

Region 4

Section 3. Guidelines

The Advisory Board will follow Utah State Career and Technical Guidelines for Career and Technical Student Organizations Advisory Boards.

Section 4. Meetings

The State Advisory Board will hold quarterly meetings and any additional meetings as needed.

Section 5. Officers

Officers shall consist of:

- President (chairman member with most seniority),
- Secretary (member with 2nd most seniority),
- Awards Chair (member with 3rd most seniority)
- Any other duties or responsibilities as duly appointed by the president chairman.

Section 6. Quorum

The Board must have a quorum to transact business.

Section 7. **Vacancies**

The Board will fill vacancies as needed.

ARTICLE VII

State Adviser

The state adviser shall be the chief administrative officer of Utah Family, Career and Community Leaders of America.

State Administrative Assistant (If an Administrative Assistant is not on the State Staff the duties will fall upon the State Adviser.

Duties of the state administrative Adviser shall be:

- To operate the organization of financial accounts within the Utah State Board of Education's Financial Standards for CTE Leadership Organizations, R277-914;

FCCLA State Officer Assistant

The duties of the State Officer Assistant shall be:

- To coordinate activities of State Officers and State Officer Advisers, State Adviser;

ARTICLE VIII

Chapters

Section 1. Chapter Advisers

Teachers certified in and currently teaching in Family and Consumer Sciences Education Occupations shall serve as advisers.

Section 2. Chapter Dues

The chapter may determine local membership dues subject to approval by the members of the chapter and in accordance with local school board policy. They shall be in addition to national and state dues.

Section 3. Bylaws

Chapter bylaws shall be adopted to govern the transaction of business, provided such bylaws are in accord with those of the state organization.

ARTICLE IX

Meetings

Section 1. Region Meetings

The time and place Region meetings will be determined by the Region councils. The purpose of the meetings shall be:

- To conduct competitive National STAR events to qualify for State competition;
- To provide National Program workshops and information.

Section 2. State Meetings

The time and place of the state meetings shall be determined by the state adviser upon consultation with and approval by the Advisory Board. The purpose of the meetings shall be:

- To recognize outstanding chapter and individual accomplishments;
- To host competitive (STAR) events and select those qualifying to participate at the National Leadership Conference;
- To elect a new Executive Council.

Section 3. Voting Delegates

The number of voting delegates to which each chapter is entitled shall be determined by the number of affiliated active members within the chapter on February 1st of the meeting year according to the following scale:

- Each chapter with 1-20 affiliated members shall have 2 delegates.
- Each chapter shall have 1 additional delegate for each 1-20 members.

Section 4. **Voting**

The privilege of voting shall be limited to the designated voting delegates. Proxy voting is not allowed.

Section 5. **Region Voting Meetings**

Region meetings shall be held at the time and place of the state conference for the purpose of presenting state officer candidates, transacting necessary business, and voting.

ARTICLE X

STAR Events

Section 1. **Region Events**

- Members who are state and nationally affiliated by the February 1st deadline may compete in one STAR event at the Region meeting.
- It must be a national STAR event.

Section 2. **State Events**

Students must compete in person at a Region Conference to compete at a State Conference.

- A member must first compete in region competitions in the event to qualify for competition at the state conference.
- The student must compete in the same event at Region and State.
- A member may compete in one STAR event per year.
- Chapters may only do ONE (1) CHAPTER IN REVIEW STAR event. They may choose Jr., Sr., or Occupational Category and they may choose either Manual or Display.
- A member may compete in the same event only every other year in the Foundational and Leadership Categories of STAR Events. Members may compete every year in the Career Preparation Category.
- A student must compete at the State Conference in order to qualify for National Leadership Conference. The highest scoring gold or silver medal winner placing 1st, 2nd, or 3rd place qualifies for national competition at the National Leadership Meeting.
- In the event of a run off, the run-off score supersedes the first score, if it is higher than the original score;
- The purpose of a run off is to determine placement of 1st, 2nd, and 3rd place;

Section 3. **National Events**

Current national rules will be followed for all Region, State and National STAR Events.

Approved May 2018