



WASHINGTON
STATE ASSOCIATION



WASHINGTON FCCLA BYLAWS

Proposal March 2023



Washington Family, Career and Community Leaders of America

Bylaws

Updated - ~~May 2019~~ March 2023

Article I

Name—Sponsor—Purposes

- Section 1. **Name.** The name of this organization shall be Washington Family, Career and Community Leaders of America (referred to herein as FCCLA), Affiliate of Family, Career and Community Leaders of America, Incorporated.
- Section 2. **Sponsor.** The sponsor of the organization shall be Family and Consumer Sciences Education, Office of Superintendent of Public Instruction. The location of the state headquarters of the organization shall be determined by the program supervisor of FAGSE Family and Consumer Sciences (FCS) and shall function as a part of the FAGSE FCS program.
- Section 3. **Mission.** The mission of FCCLA is to promote personal growth and leadership development through FAGSE FCS. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through:
- Character development.
 - Creative and critical thinking.
 - Interpersonal communication.
 - Practical knowledge.
 - Career and Technical preparation.
- Section 4. **Purposes.** The purposes of the organization shall be:
- To provide opportunities for personal development and preparation for adult life.
 - To strengthen the function of the family as a basic unit of society.
 - To encourage democracy through cooperative action in the home and community.
 - To encourage individual and group involvement in helping achieve global cooperation and harmony.
 - To promote greater understanding between youth and adults.
 - To provide opportunities for making decisions and assuming responsibilities.

- To prepare for the multiple roles of men and women in today's society.
- To promote FACSEFCS and related occupations

Article II Organization

Section 1. **Structure.** Washington FCCLA shall consist of all affiliated chapters composed of the individual members within the boundaries of the state.

A. Affiliated Chapters. A chapter may be affiliated in ~~each middle, junior, or senior high school in which~~ a public or private school in which Family and Consumer Sciences FACSEFCS instruction is offered. The chapter shall be composed of students possessing qualifications for membership.

1. **Organization.** A chapter may be organized whenever, in the judgment of the teachers, students, administrators, and parents, it would be advantageous to do so. Each chapter must have a minimum of twelve affiliated members. The Executive Director and/or State Adviser is authorized to recognize a chapter of less than twelve members if the chapter makes a request for exception in writing. Chapters will emphasize:

- a. FACSEFCS.
- b. FACSEFCS related occupations.
- c. And/or a combination of FACSEFCS and FACSEFCS related occupations.

2. **Affiliation.** Annual affiliation shall be made online or on forms provided by the national association.

B. Membership. To be eligible for membership, an individual must meet the qualification of one of the following categories:

~~1. **Active Member.** Students enrolled in a FACSE and/or related occupations class in a middle, junior, or senior high school, or previously so enrolled, Any student who is taking or has previously taken a FCS course through grade 12 who have paid annual state and national dues shall be eligible for membership in the affiliated chapter of the school, which they attend. Such members may continue active membership during the time they are enrolled in a middle, junior, or senior high school. Active members shall be eligible to vote, hold office, and make motions, and participate in state and national programs.~~

2. **Alumni & Associates Member.** Former active members and other adults who share the goals and purposes of FCCLA and its programs who wish to support the continuing development of FCCLA youth shall be eligible for Alumni & Associates membership. Alumni members shall not be eligible to hold office, make motions, or vote.
3. **Honorary Member.** Washington FCCLA may, by a three-fourths vote of the state executive council, confer on any person the title of honorary member. This title shall be conferred only upon a person who has rendered outstanding service or who has capacity to advance the FCCLA program. The state executive council shall determine the number of state honorary memberships that may be awarded. Honorary members shall have the privilege of attending the meetings of the organization.
4. **Corporate Member.** Corporate entities that share the goals and purposes of FCCLA and its programs who wish to support the continuing development of FCCLA youth shall be eligible for corporate membership. Corporate membership shall include contributing, bronze, silver, gold and STAR categories with the fees to be determined by the Executive Council. Corporate members shall not be eligible to hold office, make motions, or vote.
5. **Business and Professional Member.** Adults who share the goals and purposes of FCCLA and its programs who wish to support the continuing development of FCCLA youth shall be eligible for Business and Professional Membership. Business and Professional members shall not be eligible to hold office, make motions, or vote.

Article III

Fiscal

Section 1. Dues.

- A. Annual state membership dues for active members shall be fixed by the state executive council subject to approval by a majority of the voting delegates present at a state leadership conference of the Washington FCCLA.
- B. State and national dues for each member shall be forwarded to the national organization prior to May 1 annually.
- C. Washington FCCLA alumni member dues will be determined by Washington FCCLA alumni leadership. Washington FCCLA alumni dues

shall be paid through the Washington FCCLA association and will be split, by decision of the Washington FCCLA alumni, to support both the alumni and Washington FCCLA operations.

~~D. Dues for national Alumni and Associate members shall be determined by FCCLA, Inc.~~

~~ED.~~ The chapter executive council shall determine local membership dues subject to approval by the members of the chapter. Such dues shall be in addition to the national and state dues.

~~Section 2. Fiscal Year. The fiscal year shall be September 1 through August 31.~~

~~Section 3. Budget. The preparation of the budget shall be the responsibility of the Executive Director and/or State Adviser. It shall be submitted to the state advisory board, executive council and Board of Directors for adoption.~~

~~Section 4. Audit. The financial statement of all income and expenditures prepared by the Executive Director and/or State Adviser shall be externally reviewed annually. That report shall be presented to the state advisory board, executive council and Board of Directors for approval.~~

~~Section 5. Dissolution or Liquidation. Upon final dissolution or liquidation of Washington FCCLA, and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets of the state association shall be used by the state advisory board and/or Board of Directors in accordance with the purposes of the national organization or be transferred to a government instrumentality or a qualified exempt organization within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954.~~

Article IV Officers

Section 1. **State Officers.** The state organization ~~shall~~may have 20 elected officers. Such officers shall be members of the state executive council. The designation of the named officer's title shall be determined through a collaborative process by the incoming members of the executive council. Officers of the organization shall be:

- 1 President
- 10 Vice Presidents
- 1 Secretary
- 1 Vice President of Finance
- 1 Vice President of Parliamentary Law
- 1 Vice President of Programs
- 1 Vice President of Public Relations

- 1 Vice President of Community Service
- 1 Vice President of Membership
- 1 Vice President of Competitive Events
- 1 Vice President of Recognition

Duties of Officers.

1. The President shall preside over all business meetings of the organization and state executive council, appoint the chairperson and members of special committees not otherwise designated in the bylaws, promote state and/or national projects, be a member (ex officio) of all committees, be responsible for STAR Events regional evaluation and serve as a member of the Washington FCCLA Board of Directors.
2. The Vice Presidents of the Regions shall assume the responsibility for fall regional leadership meeting, elections, the spring regional leadership meeting, and submit a report of regional accomplishments at the state meeting.
3. The Secretary shall keep the minutes of the state and executive council meetings and be responsible for STAR Events regional evaluation.
4. The Vice President of Finance shall be responsible for communicating with the regions about finances. Shall submit the executive council needs for the proposed budget for the coming year, report to the delegates assembled in a state leadership conference the financial status of the organization, be responsible for STAR Events regional evaluation and shall serve as a member of the Washington FCCLA Board of Directors.
5. The Vice President of Parliamentary Law shall see that order is maintained during meetings of the executive council. When amendments to the bylaws and other business of the organization are presented to the voting delegates, the Vice President of parliamentary law shall assist in conducting the meeting and be responsible for STAR Events regional evaluation. In the absence of the president, the Vice President of parliamentary law shall assume the responsibility of the president.
6. The Vice President of Programs shall provide leadership in planning and implementing the organization's state and national programs for individual development and peer education and be responsible for STAR Events regional evaluation.

7. The Vice President of Recognition shall provide leadership in planning and implementing the organization's recognition of member accomplishments and be responsible for STAR Events regional evaluation.
8. The Vice President of Public Relations shall provide leadership in planning and implementing the organization's public relations materials and programs and be responsible for STAR Events regional evaluation.
9. The Vice President of Community Service shall provide leadership in planning and implementing the organization's projects that make a difference in the school and community and be responsible for STAR Events regional evaluation.
10. The Vice President of Membership shall provide leadership in planning and implementing programs for membership promotion and development and be responsible for STAR Events regional evaluation.
11. The Vice President of Competitive Events shall provide leadership in planning and implementing the organization's Competitive Events programs and be responsible for STAR Events regional evaluation.

Section 2. **Qualifications.** Qualifications of candidates for state office are defined in the policy document.

Section 3. **Term of Office.** The term of office shall be for one year or until a successor is installed.

Section 4. **Vacancies.** Appointments for vacancies (other than the president) that occur before one-half of the term of office has expired shall be determined and/or made by the state executive committee and state president. If the office of president becomes vacant, a committee of a state officer, the state adviser, and an advisory board member will determine the officer that shall assume the office and duties of the president.

Article V

Nomination and Election

Section 1. **Nomination.** Candidates for state office shall be nominated by the local chapters.

- A. Each region shall elect one undesignated State Officer and one State Vice President.

- B. Each chapter may submit no more than one candidate for each office.
- C. Nominations from chapters shall be mailed to the State Vice President of the region by a specified date.

Section 2. **Election of Officers.** Election procedures shall be determined by the executive council and advisory board. The candidate receiving the highest number of votes for the office shall be elected and shall assume office at the close of the annual state leadership conference.

Article VI
State Leadership Conferences

Section 1. **Annual State Leadership Conference** The annual state leadership conference shall be held at such time and place as the state executive council and state advisory board shall determine. The purpose shall be to hear the reports of officers and committee chairpersons, to promote the program of work, and to transact such other business as may properly come before it.

Section 2. **Delegates.**

A. **Voting Delegates (votes).** Each chapter shall be entitled to at least one voting delegate for the first 12 members and an additional voting delegate for each 25 members or portion thereof with a maximum of ten voting delegates.

1 to 25 active members	= 1 vote
26 to 50 active members	= 2 votes
51 to 75 active members	= 3 votes
76 to 100 active members	= 4 votes
101 to 150 active members	= 5 votes
151 or more to 175 active members	= 6 votes
<u>176 to 200 active members</u>	<u>= 7 votes</u>
<u>201 to 225 active members</u>	<u>= 8 votes</u>
<u>226 to 250 active members</u>	<u>= 9 votes</u>
<u>251 or more active members</u>	<u>= 10 votes -ete-</u>

Chapters affiliated through the middle level program will be assumed to have 50 members and therefore **two** voting delegates. A formula of “500/number of programs (assumed one program per school) involved = number of members” will determine the number of voting delegates for chapters affiliated through urban affiliation.

B. **All Other Delegates.** Each chapter shall be entitled to send delegates according to a quota set by the state executive council and state advisory board.

Section 3. **Voting.** Voting delegates designated from the chapter's official delegation may cast the number of votes to which a chapter is entitled. Voting delegates and State Officers shall have the privilege of making motions, debating issues, and voting. The privilege of discussion may be extended to the nonvoting representative upon the consent of delegates.

Section 4. **Special Meetings.** Special meetings may be called by the state executive council and the state advisory board when the need arises.

Section 5. **Quorum.** A majority of the voting delegates shall constitute a quorum.

~~Article VII~~ ~~State Advisory Board~~

~~Section 1. **State Advisory Board.** The state advisory board shall be composed of:~~

~~A. A person responsible for FACSE, Office of Superintendent of Public Instruction, who shall serve as chairperson.~~

~~B. The Executive Director and/or State Adviser of Washington FCCLA.~~

~~C. A minimum of one FACSE Educator from each in-state university offering a FACSE teacher preparation program.~~

~~D. Local advisers serving as advisers to State Officers in each of the state's regions.~~

~~_____ E. Persons at large to be designated by the State Executive Committee as
_____ needed.~~

~~Section 2. **Term of Office.** The length of service of advisory board members will be one year or as determined by the state executive committee.~~

~~Section 3. **Duties.** The duties of the advisory board shall be to:~~

~~A. Serve in an advisory capacity to the state executive council.~~

~~B. With executive council, recommend policies and procedures to Board of Directors.~~

- ~~C. Consult with the Executive Director and/or State Adviser on work of the organization.~~
- ~~D. With the executive council, plan and implement annual state leadership conference, and assist officers in the execution of both regional and state duties.~~
- ~~E. With the executive council, offer consultation in case an emergency arises which results in cancellation of the annual state leadership conference.~~
- ~~F. With the executive council, determine the procedure for electing State Officers.~~

~~Section 4. **Meetings.** Regular meetings of the state advisory board shall be winter and spring, the time and place to be determined by the Executive Director and/or State Adviser. Special meetings may be called by the executive committee. A majority of the membership of the state advisory board shall constitute a quorum.~~

~~Section 5. **Executive Committee.** The executive committee of the state advisory board shall be composed of the Washington FCCLA Executive Director and/or State Adviser and the OSPI program supervisor of FACSE. This committee shall act in time of emergency to transact such business as requires immediate attention.~~

Article VIII

State Executive Council

Section 1. **The State Executive Council.** The elected State Officers compose the state executive council. A national officer from Washington State shall be a member of this council. The State Adviser shall serve as official adviser to the council.

Section 2. **Duties.** The executive council shall:

- A. Be responsible for planning and promoting the state program of work.
- B. Recommend the establishment of programs, projects, and activities.
- C. With the state advisory board, plan and implement the program for the state leadership conference and other meetings sponsored by the state organization.

- D. Interpret and advocate the goals and program activities of FCCLA to groups and individuals within and outside the organization.
- E. Determine the business to be brought before the delegates at the annual meeting.
- F. With the state advisory board recommend policies and procedures to Board of Directors.
- G. With the state advisory board, offer consultation in case an emergency arises with results in cancellation of the annual state leadership conference.
- H. With the state advisory board, determine the procedure for electing State Officers.

Section 3. **Committees.** There shall be the following standing committees: standing, executive council work, and special.

- A. Standing committees. Each committee chairperson shall submit a plan of work for the current year for approval of the state executive council. The committee chairperson shall report to the members at the annual state leadership conference and submit a written report to the State Adviser.
 - 1. The program of work committee shall be responsible for developing the state goals and projects and planning for the implementation of national programs.
 - 2. The public relations and membership committee shall be responsible for promoting state and national projects encouraging and recognizing active participation of the organization's members and chapters.
 - 3. The honorary membership committee shall be responsible for the selection of honorary members within established guidelines.
- B. Executive Council Work Committees. There shall be executive council work committees to carry out planning of state association business. The committees shall be composed of executive council members and be appointed by the State Adviser.
- C. Special Committees. Special committees may be appointed by the president to carry on the work of the organization with the approval of the State Adviser.

ARTICLE IX
Board of Directors

Section 1. ~~**The Board of Directors.** The legal governing body of the Washington Family, Career and Community Leaders of America shall be the state Board of Directors (may hereafter be referred to as the Board). The primary functions of the Board shall be to set policy relating to program and fiscal matters and to be responsible for sound management.~~

Section 2. ~~**Term of Office.** Board members shall agree to serve a term of one, two, or three years on the Board of Directors of the Washington Association of Family, Career and Community Leaders of America. Terms of Board of Director memberships begin and end immediately after the State Leadership Conference in the spring.~~

Section 3. ~~**Duties.** Board of Directors members shall:~~

A. ~~attend all regular and special meetings of the Board and to serve on committees as assigned.~~

B. ~~demonstrate an active interest in family and consumer sciences education and in FCCLA's mission, goals, programs, and activities.~~

C. ~~abide by and support all decisions, policies, and programs adopted by the Board. They shall not act independently on matters that should be decided by the entire Board, keeping the mission statement of Family, Career and Community Leaders of America as the focal point.~~

D. ~~promote interest and active participation in the organization on the part of the membership and representative groups.~~

E. ~~agree to represent Family, Career and Community Leaders of America when called on by the Board president, State FCCLA Adviser, or FCCLA specialist(s).~~

F. ~~review suggested amendments and formulate proposed amendments to the bylaws, and vote on the proposed budget.~~

Section 4. ~~**Committees.** There shall be the following committees: program, communications, finance, nominating, work and special. The President may appoint special committees as needed to carry out the work of the Board.~~

~~A. Standing committees. Each committee chairperson shall submit a plan of work for the year and shall report upon that plan to the Board at regularly scheduled meetings.~~

~~1. The program committee shall be responsible for developing goals and projects and planning for the implementation of such.~~

~~2. The communications committee shall be responsible for maintaining necessary lines of communication between the Board, the Advisory Board and the Executive Council.~~

~~3. The finance committee shall be responsible for establishing an annual budget, determining and implementing fundraising, and overseeing the financial health of the organization.~~

~~4. The nominating committee shall solicit nominations for new Board members.~~

~~B. Board of Directors Work Committees. There shall be board of directors work committees to carry out state association business. The committees shall be composed of Board members and be appointed by the Board president.~~

~~C. Special Committees. Special committees may be appointed by the Board president to carry on the work of the organization.~~

ARTICLE XVIII

Regions

Section 1. **Regions.** There shall be ten designated regions of Washington FCCLA composed of the counties and portions of counties as follows:

1. Region 1 Kitsap, Clallam, Jefferson, and Mason
2. Region 2 Grays Harbor, Pacific, Lewis, Wahkiakum, Cowlitz, Clark, and Skamania
3. Region 3 Pierce and Thurston
4. Region 4 King
5. Region 5 Whatcom, Skagit, Snohomish, Island, and San Juan
6. Region 6 Okanogan, Douglas, Chelan, and Grand Coulee Dam, Republic, and Curlew School Districts
7. Region 7 Kittitas, Yakima, and Klickitat
8. Region 8 Benton, Franklin, Grant, and Columbia-Burbank and Othello School Districts
9. Region 9 Adams, Whitman, Asotin, Garfield, Columbia, and Walla Walla

10. Region 10 Stevens, Pend Oreille, Spokane, and Lincoln

The state executive committee shall be authorized to grant chapters' deviation from assigned regions at the written request of the chapter.

Section 2. **Meetings.** In cooperation with the chapters in the region, the State Vice President shall arrange for meetings as described under Duties of Officers, Article IV, Section 1, 2. In order to transact business, a majority of the chapters within the region must be present. Voting procedures for other than state business and elections shall be determined by the region.

Section 3. **Regional Advisers.** The local advisers from each region serving on the state advisory board shall serve as regional advisers and assist their officers in fulfilling their duties.

ARTICLE XIX

Chapters

Section 1. **Adviser.** Local adviser(s) shall be (a) ~~FAGSEFCS~~ teacher(s) in the school in which the chapter is established and shall be the administrative officer of the local chapter.

Section 2. **Advisory Board.** Local advisory boards or chapter parents may be selected by the chapter to help give guidance.

Section 3. **Bylaws.** Chapter bylaws may be adopted to govern the transaction of business, provided such bylaws are in harmony with those of the state and national organization.

Section 4. **Honorary Membership.** Honorary memberships in the local chapters shall be determined by the chapter.

ARTICLE XII

~~State Executive Leadership~~

~~Section 1. **Executive Director.** The Washington FCCLA Executive Director shall be appointed by the OSPI program supervisor of FAGSE and based on the recommendation of the Board of Directors. The Executive Director may appoint or serve as the State Adviser.~~

ARTICLE XIX

Parliamentary Authority

Section 1. **Parliamentary Authority.** *Robert's Rules of Order*, revised, shall govern Washington FCCLA in all cases in which they are applicable, to the extent in which they are not inconsistent with these bylaws.

ARTICLE ~~XIV~~XI
Amendments

Section 1. **Amendments.** These bylaws may be amended at the annual state leadership conference by a two-thirds vote of the voting delegates present and voting providing that:

- A. The amendments shall be proposed by:
 - 1. A chapter and received in the state office 60 days prior to the annual meeting.
 - 2. The state executive council.
 - 3. The state advisory board.
 - 4. The state executive committee.
 - 5. The board of directors
- B. Notice of the proposed amendments shall be sent to the chapters by the state executive committee one month prior to the annual meeting.
- C. Permission is granted to the state executive committee to make changes in these bylaws to conform with any administrative change within the groups mentioned in the bylaws, other than Washington FCCLA.