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

Bylaws

Approved April 3, 2001 State Leadership Showcase

Approved changes at 2005, 2006, 2007, 2008, 2009 State Leadership Showcase

ARTICLE I

Name, Sponsors and Headquarters

Section 1. Name

The name of the organization shall be Kansas Family, Career and Community Leaders of America, Incorporated. Only the state association and affiliated chapters shall use the name. The term "KS FCCLA" may be officially used to designate the association, its affiliated chapters or members thereof.

Section 2. Sponsors

The sponsors of the organization are the Kansas State Board of Education and the Kansas State Department of Education.

Section 3. State Headquarters

The location of the state headquarters will be determined by the Kansas State Department of Education.

Section 4. Brand

Changes to the organization's creed, mission, motto, and tagline shall be determined by the National Executive Council and National Board of Directors, subject to approval of the voting delegates at a national annual conference.

ARTICLE II

Mission Statement and Purposes

Section 1. Mission Statement

The mission of Kansas Family, Career, and Community Leaders of America, Inc. 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 communication, practical knowledge, and **career** preparation.

Section 2. Purposes

Organized instruction relating to the mission of KS FCCLA 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 for 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

Section 1. National Organization

Kansas Family, Career and Community Leaders of America, Inc. is a chartered member of the National

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

Section 2. State Organization

- A. Kansas Family, Career and Community Leaders of America, Inc. shall be composed of all affiliated chapters within the state of Kansas.
- B. Chapter affiliation shall be designated by school building.
See national by-laws - **Article 3; Section 4-A-B** for further reference.
- C. Chapter affiliation requires payment of national, state and district dues. A copy of current chapter bylaws is to be on file at the local level. Chapter bylaws should be consistent with those of the national and state organization.
- D. Any chapter failing to meet the requirements for continued affiliation may not participate in the activities of Kansas FCCLA.
- E. Chapters must remain in good standing with the district and state organizations to participate in activities and meetings sponsored by them. This includes the maintaining of a current financial account with bills paid in full. Failure to keep a current financial account will result in the suspension of chapter participation in district, state and national activities and meetings until the chapter account is current.

Section 3. Districts

There will be twelve designated districts of Kansas Family, Career and Community Leaders of America, Inc. The State Executive and Advisory Council shall recommend the boundaries of the Kansas Family, Career and Community Leaders of America, Inc. districts to the Kansas FCCLA State Board.

Each Kansas Family, Career and Community Leaders of America, Inc. district shall consist of local Family, Career and Community Leadership chapters affiliated with the national and state organization within those boundaries.

Section 4. Chapters

A chapter may be affiliated in public, private schools or home schools in which family and consumer

sciences is offered and is composed of students who possess the qualifications for membership. Advisers shall be the Family and Consumer Sciences teacher(s).

Section 5. Membership Qualifications

- A. Active Membership. Any student who is taking or has taken a course in family and consumer sciences education through post-secondary is eligible to become an active member of the affiliated chapter within the school. Active members are eligible to hold office and participate in the organization.
- B. Alumni and Associates. Former active members and other adults who share the goals and purposes of Kansas Family, Career and Community Leaders of America, Inc. and its programs are eligible for Alumni & Associates membership. Members of Alumni & Associates shall not be eligible to hold office, make motions, or vote in Kansas FCCLA.
- C. State Honorary Membership. Any individuals whose professional responsibilities are not directly related to Kansas Family, Career and Community Leaders of America, Inc. who have made outstanding contributions and who are giving continued service to the state organization by advancing its purposes, are eligible for honorary membership in Kansas Family, Career and Community Leaders of America, Inc. 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. Dues

- A. Members will pay all chapter, district, state, and national dues.
- B. The State Executive and Advisory Council will recommend the amount of state dues with approval by the Kansas FCCLA State Board and a simple majority of the voting members at a state meeting.
District and chapter dues will be determined by the district/chapter

C. Kansas Alumni and Associates shall determine Kansas Alumni and Associates member dues.

D. State Honorary Members pay no dues.

Section 2. Fiscal Year

The fiscal year shall be September 1 through August 31.

Section 3. Budget

The budget of Kansas Family, Career and Community Leaders of America, Inc. shall be developed by the State Staff with the approval of the State Executive and Advisory Council and the Kansas Family, Career, and Community Leaders of America State Board.

Section 4. Audit

An audit of the financial statements shall be conducted every four years or whenever state advisers change.

An audit will be presented to the State Executive and Advisory Council for recommendation to the Kansas FCCLA State Board for approval.

ARTICLE V

Dissolution or Liquidation of Assets

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 State Executive and Adviser) Council with the approval of the Kansas Family, Career and Community Leaders of America State Board for any purpose which is consistent with the purposes of the state organization or shall be transferred to a qualified exempt organization within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1954, as amended.

ARTICLE VI

State Executive Council

Section 1. State Officers

Kansas Family, Career and Community Leaders of America State Executive Council may have up to 8 elected officers. These offices may include: President, First Vice President, Vice President of Membership, Vice President of Corporate Relations/ Finance, Vice President of Public Relations, Vice President of Peer Education Programs, Vice President of Recognition, Vice President of Individual Programs. The National/State Executive Council Selection Committee shall determine the designation of each State Executive Council member's office.

Section 2. Qualifications

Members of the Kansas FCCLA State Executive Council shall have the following qualifications:

- A. Currently be an active member in an affiliated chapter;
- B. Have been an active member in good standing for at least one year;
- C. Have completed one **credit** of family and consumer sciences education; and
- D. Have been elected as a state officer candidate at the district level.

Section 3. State Officer Candidate Selection

- A. Each district may elect three state officer candidates at district elections. The three candidates will run for one of eight possible state officer positions.
- B. A national/state officer selection committee shall be composed of up to seven representatives from Kansas Family and Consumer Sciences Education. The Family and Consumer Sciences Education State Staff will designate the committee facilitator.
- C. The selection committee shall evaluate all office candidates and select up to **eight** to serve as the State Executive Council. **The selection committee will slate selected officers into available positions. Officers may serve in a position more than once.**

Section 4. State Officer Positions

- A. President - shall preside over all business meetings of the organization and co preside with the chair of the State Leadership Council; be a member of the Kansas Family, Career and Community Leaders of America, Inc. State Board; and be an ex officio member of all State Executive Council committees.

- B. First Vice President - shall assume responsibility in the absence of the president; keep the minutes of all state meetings and meetings of the State Executive Council; serve as parliamentarian by proving leadership in assuring that the business sessions for the state association and meetings of the State Executive Council are conducted in accordance with parliamentary procedure; and be a member of the Kansas Family, Career, and Community Leaders of America, Inc. State Board.
- C. Vice President of Membership - shall provide leadership in planning and implementing programs for membership promotion and development
- D. Vice President of Corporate Relations/Finance - Shall provide leadership by developing good corporate relations and planning and implementing sound financial management.
- E. Vice President of Individual Programs - Shall provide leadership in planning and implementing all **competitive events** including STAR **E**vents.
- F. Vice President of Public Relations - Shall provide leadership in planning and implementing the public relations programs.
- G. Vice President of Recognition - Provide leadership in planning and implementing the recognition of members accomplishments.
- H. Vice President of Peer Education Programs - Shall provide leadership in planning and implementing the community service project and peer education programs and serve as a communication link with the peer education team members and coordinator.

Section 5. Term of Office

State Officers shall serve one year on the State Executive Council. The term will begin with the installation ceremony at the state conference and continue until their successors are installed.

Section 6. Vacancies

If a State Officer position becomes vacant after elections, that office shall remain vacant for the remainder of the term. The other members of the State Executive Council will assume the duties of that office until the end of the year.

Section 7. Removal From Office

Violation of the code of conduct or state officer contract may result in removal from office.

Section 8. National Officer Candidate Selection

Kansas may nominate two ~~state~~ national officer candidates. Each national officer candidate must have the support of their district at district elections. Each national officer candidate must complete the state and national officer candidate application and submit it to the State Adviser.

A national officer candidate must be selected by the ~~national~~ state officer selection committee and receive the majority vote of the Kansas Voting Delegates attending State Leadership Conference.

Section 9. State Executive Council Duties

The representative body of Kansas Family, Career and Community Leaders of America, Inc. shall be the Kansas State Executive Council. The functions of the council shall be representation of chapter members, program development, program implementation and public relations. The State Executive Council shall have the following responsibilities:

- A. Review the aims and objectives of the state program of Family, Career and Community Leaders of America, Inc.
- B. Recommend the establishment of programs, projects and activities;
- C. Plan the program for State Leadership Conference and other meetings sponsored by the state organization;
- D. Conduct the official business of the organization at a state conference;
- E. Interpret and advocate the goals and program activities of Family, Career and Community Leaders of America, Inc. to groups and individuals within and outside the organization.

Section 10. Advisers

Chapter advisors will serve as a consultant to their state officer.

ARTICLE VII

Peer Education

Section 1. Peer Education Team Members

Kansas Family, Career and Community Leaders of America Peer Education Team may consist of sixteen members.

The National Programs that are available for use by Peer Education teams are: Career Connection, Community Service, Families First, Financial Fitness, Stop the Violence, Families Acting for Community Traffic Safety, Power of One, Stand Up, and Student Body. The following officers will be elected: chairperson and secretary and treasurer.

Section 2. Qualifications

Members of the Kansas Peer Education Teams shall have the following qualifications:

1. Currently be an active member in an affiliated chapter
2. Have been an active member in good standing for at least one year
3. Have completed one year of Family and Consumer Sciences Education classes
4. Have working knowledge of national programs
5. May not serve as state officer or district president during the peer education year
6. Must be in grades 9-12 during year of term

Section 3. Peer Education Team Members Selection

Each chapter is allowed up to three candidates for peer education team member selection.

A peer education selection committee shall be composed of past peer education team members and their advisers. The selection committee shall evaluate all video presentations and written applications and select up to 16 peer education team members.

Section 4. Peer Education Team Member positions

- A. Chairperson: conducts all meetings; spokesperson for the group; approves agenda with peer education

coordinator two weeks prior to scheduled meetings; sends agenda for meetings to team members and advisers one week prior to scheduled meetings; ~~coordinates on state presentation with other officers for State Leadership Showcase;~~ serves as a voting member on the State **Executive and Advisory** Council.

~~B. Treasurer: has knowledge of funds and where they are being spent; prepares financial statements and communicates totals with teams; will create and present a projected budget with the help of the peer education coordinator; assists chairperson with on stage presentation for the State Leadership Conference.~~

C. Secretary: takes and presents minutes of all meetings, mails out minutes to all members and advisers within two weeks of the meeting, keeps records of past documents, assists Chairperson with on stage presentation for the State Leadership Conference.

Section 5. Term of Office

Peer Education members may serve for consecutive years on peer education teams if selected by the peer education selection committee. The term will begin and end at State Leadership Conference.

Section 6. Vacancies

If a Peer Education position becomes vacant after elections, that office shall remain vacant for the remainder of the term. The other peer education team members will assume the duties of that office until the end of the year.

Section 7. Removal from Peer Education Team position

Violation of the code of conduct may result in removal from office. A code of conduct will be signed and kept on file for each peer education member.

Section 8. Advisers

- A. Contact person for individuals who are requesting workshop presenters
- B. Contact team members to coordinate workshops
- C. Oversee reimbursement requests from team members
- D. Prepare or make sure items are ready for workshops ahead of time

- E. Provide transportation for team members
- F. Communicate with state Peer Education Coordinator in regards to team concerns
- G. Be in attendance at all team presentations or arrange with another adult to attend

ARTICLE VIII

State Executive Advisory Council

The State Executive Advisory Council may be composed of up to 12 FCCLA assistant district advisers (non-voting members), up to 12 FCCLA advisory council representatives (voting members), up to 8 State Executive Council members (voting members), peer education chairperson (voting member), 1 district president representative (voting member) and 1 representative each from Kansas FCCLA Alumni and Associates, Family and Consumer Sciences teacher educator, Kansas Association of Teachers of Family and Consumer Sciences, and Kansas Association of Family and Consumer Sciences (non-voting members), 1 state adviser (non-voting member), and 1 Kansas FCS Educational State Staff (non-voting member).

Section 1. Duties

The State Advisory Council will:

- ▶ Act in an advisory capacity to the State Executive Council;
- ▶ Co-chair committees with the State Executive Council and
- ▶ Make recommendations to present to the FCCLA State Board.

Section 2. Advisers

Advisers serving on the State Executive and Advisory Council will be selected from affiliated chapters by their respective districts.

Section 3. Term of Office

FCCLA Advisers serve a two-year term on a rotating basis, one year as assistant district adviser and one year serving as the advisory council member.

Section 4. Vacancies

If a position becomes vacant, it is the responsibility of that district to fill that position. All other positions shall remain vacant for the remainder of the term. The other members of the State Executive and Advisory Council will assume the duties of that position until the end of the year.

ARTICLE IX

Kansas Family, Career, and Community Leaders of America State Board

Section 1. Membership

The Kansas Family, Career, and Community Leaders of America State Board shall consist of members elected on a three-year rotation by the voting delegates at a state meeting. The membership of the board may consist of up to **sixteen (16)**. Members elected shall represent the family, career and community matters of the organization, one district president representative and three (3) students-at-large, serving terms according to the Procedural Manual. Members of the board shall also include the State Executive and Advisory Council chairperson, KS FCCLA President, KS FCCLA 1st Vice-President of the Executive Council, Peer Education Chairperson, serving one year each and one (1) alumni representative and one (1) KS FCCLA Educational Foundation representative as determined by their organizations. Financial and legal representatives will be secured by the state adviser and asked to serve a three-year term **as non-voting members of the Board.** **Kansas FCCLA State Adviser shall serve as ex-officio, non-voting, member of the State Board of Directors.**

Section 2. Authority and Powers

The governing body of Kansas Family, Career and Community Leaders of America, Inc. shall be the Kansas Family, Career and Community Leaders of America State Board. The primary functions of the board shall be to set policies related to program and financial matters and to be responsible for sound management. The board receives and acts upon the recommendations of the State Executive and Advisory Council and the State Advisor consisting of, but not limited to matters of management of

program and fiscal matters.

Section 3. Officers of the Board

Officers of the Kansas FCCLA State Board shall be President, Vice President, and Secretary.

Section 4. Meetings of the Board

The Kansas FCCLA State Board will meet a minimum of twice a year with other meetings scheduled as needed.

Section 5. Committees of the Board

The Kansas FCCLA State Board may appoint such committee(s) as deemed necessary by the Board.

Section 6. Quorum

A quorum of the State Board shall consist of a simple majority of the members of the board.

Section 7. Channel to the Board

Each member of the State Executive and Advisory Council shall receive 30 days prior to a State Executive and Advisory Council meeting a written copy of the request/concern. SEAC will recommend the involvement of the FCCLA State Board.

Section 8. Identification of Directors

State Executive and Advisory Council Members will recommend candidates from their district for the consideration of the voting delegates.

Section 9. Relationship of the Board and the State Leadership Council

The State Executive and Advisory Council is the recommending body to the Kansas FCCLA State Board. The Kansas FCCLA State Board is the final decision making body.

Section 10. Assumption of Office

Persons elected to the board shall ordinarily assume their office immediately following the Kansas FCCLA State Leadership Conference of which they were elected.

ARTICLE X

Meetings

Section 1. State Leadership Conference

The time and place of the State Leadership Conference shall be recommended by the State Executive and Advisory Council with the approval of the State Board. The purpose of the meeting shall be to transact business of the organization, to showcase member accomplishments and to provide leadership consistent with the mission and goals of KS FCCLA.

Section 2. Voting Delegates

Each chapter affiliated with the national and state association by December 15 may have voting delegates. A school with Junior and Senior chapters are allowed 2 voting delegates per chapter. A school with multiple chapters within a school shall be allowed a total of 2 voting delegates.

If a chapter is not in good standing with the district or state organizations, voting privileges will be suspended until financial accounts are current.

Section 3. Voting

The privilege of making motions, debating and voting shall be limited to the designated voting delegates and the State Executive Council. Proxy voting shall not be allowed. A majority of the voting delegates majority of the affiliated chapters responding to the vote shall constitute a quorum when a written or electronic ballot is used.

Section 4. District Meetings

District Meetings shall include a Fall Leadership Conference and Spring District STAR events and Elections. Meeting dates shall be provided to the state office. Other meetings shall be held as necessary for each district.

Section 5. National Leadership Conference

Chapters must register with the state organization and be in good standing to participate in all meetings and activities which are in conjunction with the National Leadership Conference.

ARTICLE XI

State Leadership Opportunities

State Leadership Opportunities may be established by Kansas Family, Career and Community Leaders of America, Inc. upon recommendations of the State Executive and Advisory Council and the State Adviser with approval by the Kansas FCCLA State Board.

ARTICLE XII

State Associations and Chapters

Section 1. State and Chapter Advisors

The state staff of family and consumer sciences education programs shall give general guidance to the program. The state adviser shall be a member of the state family and consumer sciences education program staff (or contracted by Kansas State Department of Education) who is qualified in the family and consumer sciences discipline and shall function as the administrative officer of the state association. Teachers certified in comprehensive or occupational to teach family and consumer sciences education shall serve as chapter advisers. Exceptions may be made by the state adviser on a case-by-case basis.

Section 2. District and Chapter Dues

The district and chapter may determine local membership dues subject to approval by the members of the district/chapter. They shall be in addition to national and state dues.

Section 3. Bylaws

District and chapter bylaws shall be adopted to govern the transaction of business, provided such bylaws are in accord with those of the state and national organizations. Current District Bylaws should be on file with Kansas FCCLA.

ARTICLE XIII

Policies and Procedures

A policy and procedure manual shall be maintained and updated as needed. The Kansas FCCLA State Board will approve policies in the manual. Procedures may be developed or revised by the state adviser.

ARTICLE XIV

State Bylaws and Amendments

- A. State Bylaws may be amended at a state meeting by a two-thirds vote of the voting delegates present or by mail or electronic voting. Amendments may be proposed by a written copy of the bylaw change sent to each member of the State Executive and Advisory Council 30 days prior to a SEAC Meeting and 90 days prior to a state meeting. The State Board shall review and approve proposed amendments recommended by the Kansas State Executive and Advisory Council.
- B. Notice of proposed amendments shall be provided by the State Adviser to all affiliated chapters for distribution to voting delegates 30 days prior to a state meeting. Bylaw amendments will be considered only as presented in the official notification to the chapters.

ARTICLE XV

Indemnification

Section 1. Scope of Indemnification

The liabilities and expenses reasonably incurred by a claim against any persons who served or is serving the Kansas FCCLA as a member of the State Board of Directors, State Executive Council, Board Committee, State Executive and Advisory Council, state adviser, volunteer, or contracted consultant because of that person's

position with or service to the state association:

- A. Shall be indemnified to the extent they are successful on the merits or otherwise;
- B. May be indemnified if they acted in good faith and reasonably believed in the case of conduct in an official capacity, that their conduct was in the best interests of the organization; and in all other cases, that their conduct was a least not opposed to the best interests of the organization; and in the case of any criminal proceeding, had not reasonable cause to believe their conduct was unlawful;
- C. But no such person shall be indemnified:
 - a. In connection with the proceeding by or in the right of the organization (unless it is determined that the person met the relevant standard of conduct under subsection (B) herein); or,
 - b. In connection with the proceeding with respect to conduct for which the person was adjudged liable on the basis that the person received a financial benefit to which a person was not entitled, whether involving action in an official capacity.

ARTICLE XVI

Parliamentary Authority

Section 1. Parliamentary Procedures

Roberts Rules of Order, Newly Revised shall govern the business of the state organization of Kansas FCCLA in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

Section 2. Parliamentarian

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

ARTICLE XVII

Ratification of the Bylaws of Kansas Family, Career and Community Leaders of America, Inc.

Ratification of the Bylaws of Kansas Family, Career and Community Leaders of America, Inc. will be as a whole and will be considered only as presented in the official notification to the chapters. Each chapter affiliated with the national and state association by December 15 each year may have voting delegates. A school with Junior and Senior chapters are allowed 2 voting delegates per chapter. A school with multiple chapters within a school shall be allowed a total of 2 voting delegates. Proxy voting shall not be allowed. Ratification will require a two-thirds vote of the voting delegates present or by mail or electronic voting. Upon ratification this set of bylaws becomes the bylaws of the Kansas Family, Career and Community Leaders of America, Inc. Concerns with in these bylaws shall be addressed by following the state bylaw amendment procedure