**Gilbert High School Chapter of Family, Career and Community Leaders of America**

**Chapter Bylaws**

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**Article I**

**Name and Sponsor**

Section 1. Name

The name of this organization shall be the Gilbert High School Chapter of Family, Career and Community Leaders of America.

Section 2. Sponsor

The sponsor of the Gilbert High School Chapter of Family, Career and Community Leaders of America (FCCLA) is the Gilbert Community Schools, Gilbert, Iowa.

**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 education. Focusing on the multiple roles of family member, wage earner and community leaders, members develop skills for life through: character development; creative and critical thinking; interpersonal communication; practical knowledge; and career preparation.

Section 2. Purposes

The purpose of the organization shall be as follows:

* 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 for assuming responsibilities;
* To prepare for the multiple roles of men and women in today’s society;
* To promote family and consumer sciences and related occupations.

**Article III**

**Membership Qualifications**

Section 1. Active Members

Students currently, previously, or plan on being enrolled in family and consumer science classes in grades nine through twelve shall be eligible for membership in the organized chapter within the school. Members will retain active membership during the time they are enrolled in school through grade twelve as long as their dues are paid each year. Active members shall be eligible to hold office, make motions, and vote on chapter issues.

Section 2. Honorary Members

Any individual who has rendered outstanding service to the Gilbert High School Chapter of Family, Career and Community Leaders of America (FCCLA) by advancing its purposes shall be eligible for honorary membership and may be recommended by the Executive Council. Honorary members shall have the privilege of attending all meetings of the organization, but shall have no vote.

**Article IV**

**Dues, Fiscal Year, Budget, Audit**

Section 1. Dues

1. Chapter Dues. The Chapter Executive Council shall determine the local membership dues subject to approval by members of the chapter. They shall be in addition to the national and state dues. They shall be due by the fourth Tuesday of October each school year.
2. District Dues. District dues may be determined by individual districts. These dues will be paid out of the treasury of the local chapter.
3. State Dues. Individual membership dues shall be determined by the State Executive Council and the state advisory board and are subject to the approval of the delegates at a state meeting. Such dues shall be in addition to the national dues. Dues for each member shall be sent annually by each local chapter before November 1 to the national office who, in turn, will send them to the State Adviser.
4. National Dues. The national dues are determined by the national organization and will be sent by the local chapter to the national office before November 1 each year.

Section 2. Fiscal Year

The FCCLA fiscal year shall correspond to the Gilbert Community School’s fiscal year, July 1 to June 30, each year.

Section 3. Budget

The yearly budget will be determined by the Executive Council and will reflect local, district, state, and national projects and community service expenses. The budget must be balanced according to incoming revenues.

Section 4. Audit

The FCCLA financial records will be audited annually by the auditors of the Gilbert Community School District.

**Article V**

**Chapter Officers**

Section 1. Officers

The officers of the local chapter shall be elected by the local membership and will form the Chapter Executive Council. The members shall elect a President, Vice-President, Secretary, Treasurer, Director of Activities, Director of Community Service, Director of Communications, and Historian.

Section 2. Qualifications

Candidates for chapter office shall have the following qualifications:

1. Active membership in the local chapter
2. A scholastic rating above average
3. Time to devote to the chapter

Section 3. Nomination of Officers

A nominating committee, the Chapter Executive Council, the President, or chapter members may nominate candidates for offices or a member may volunteer to run for the office.

Section 4. Election of Officers

Officers will be elected by the vote of the chapter membership with a written ballot at a regular chapter meeting in the spring, and shall assume office when installed before the end of the school year.

The office of the President shall be elected to first. Candidates shall be voted upon, and the candidate receiving the highest number of votes shall be elected to the office of the President. The candidates who did not win the election for President may move onto the ballot for the office of the Vice-President or the ballot for the remaining six officer positions.

The office of the Vice-President shall be elected to second. Candidates shall be voted upon, and the candidate receiving the highest number of votes shall be elected to the office of the Vice-President. The candidates who did not win the election for Vice-President may move onto the ballot for the remaining six officer positions.

The remaining six offices shall be elected to last. Candidates shall be voted upon, and the six candidates receiving the highest number of votes shall be elected as officers. These six elected officers shall have a meeting immediately after the election. Each officer will write down two of the six offices to which they are interested in holding. The Adviser and the immediate former President shall discuss, in private, each officer’s selections and make final decisions as to which office each officer receives.

All incoming officers shall be formally installed at the annual end of the year banquet.

Section 5. Duties of Officers

1. The President shall preside at all chapter meetings and meetings of the Executive Council. The President shall delegate any and all tasks necessary for the chapter.
2. The Vice-President shall serve in the absence of the President and shall assist in all needs delegated by the President.
3. The Secretary shall record the minutes of meetings, Executive Council meetings, and keep the records of the chapter. The Secretary shall make these minutes available to members by reading them in chapter meetings.
4. The Treasurer shall record and handle the finances of the chapter and present the financial report at Executive Council meetings. The Treasurer shall also serve as the Friday Morning Café chairperson.
5. The Director of Activities shall be responsible for planning the social activities for the year and shall serve as chairperson for the Winter Formal.
6. The Director of Community Service shall be responsible for planning and implementing community service projects at the local, district, state, and national levels.
7. The Director of Communications shall be responsible for all public relations, including advertising, outreach, and recruitment. The Director of Communications shall be responsible for the upkeep of the chapter website.
8. The Historian shall collect important artifacts of the year’s work and keep the chapter collection in order. The Historian shall be responsible for writing an article for the monthly newsletter.

Section 6. Additional Duties of Officers

Each year an extended list of duties and responsibilities will be reviewed and revised if need be by the Adviser and the President.

Section 7. Terms of Office

The term of office shall be for one year, or until their successors are elected and installed. If an officer moves to another school, the officer automatically forfeits his/her office. All officers must attend Executive Council, chapter meetings, and events unless a reasonable excuse is provided, in rare circumstances. Officers must fulfill their duties to the best of their ability. If the Adviser or Executive Council determine an officer is not performing the duties of their office, they may be removed from office.

Section 8. Vacancies

In the event that a vacancy occurs in a chapter office, an election shall take place for the vacant position if deemed necessary by the remaining officers, with the exception to the office of the President. If the President’s office were vacated, the Vice-President would assume the office. If the remaining officers deem it necessary, the Vice-President’s position may be filled.

**Article VI**

**District, State, and National Officer Candidates**

Section 1. Qualifications

Candidates shall have the following qualifications in order to run for a District, State, or National Office:

1. Active membership in the local chapter
2. A scholastic rating above average and be in good conduct
3. Demonstrate leadership in their chapter

Section 2. Nomination

A nominating committee, Chapter Executive Council, the President, or chapter members may nominate candidates for offices by submitting nominees to the Chapter Adviser, or a member may volunteer to run for the office. In the event multiple members have been nominated and only one may run for office, the Adviser will select the nominee to represent the Gilbert High School Chapter of FCCLA. Nominees must have the general support of the chapter to run for an office.

**Article VII**

**Advisers, Guides, and Associates**

Section 1. Advisers

The local chapter Adviser shall be the family and consumer science teacher in the Gilbert High School.

Section 2. Guidance

Local advisory board members and/or chapter parents may be selected by the chapter to help give them guidance.

Section 3. Associates

Alumni members of the Chapter Executive Council shall have the option to be an Associate of the Chapter Executive Council in the time immediately following his or her term, not to exceed one Gilbert High School calendar year.

Associates shall be available to assist the chapter Adviser and Executive Council. An Associate does not have voting rights, but may attend all Executive Council meetings, chapter meetings and FCCLA functions.

**Article VIII**

**Amendments**

Section 1. Proposal of Amendments

Amendments shall be proposed by the:

1. Chapter Executive Council
2. Chapter Adviser
3. Chapter President
4. Chapter members if they propose the amendment to the chapter President two weeks before the regular monthly meeting.

Section 2. Adoption of Amendments

An amendment may be adopted at any regular meeting by a two-thirds vote of the active members present at a chapter meeting, upon approval from the President with a signature, providing it is not in conflict with the state constitution or that of the national FCCLA organization. Amendments are adopted immediately unless otherwise noted.

Section 3. Bylaws

By-laws may be adopted at any regular chapter meeting by a two-thirds vote of the active members, upon approval from the President with a signature, providing such by-laws are not in conflict with the constitution and by-laws of either the state or national FCCLA organization. Amendments are adopted immediately unless otherwise noted.

**Article IX**

**Parliamentary Authority**

Section 1. Parliamentary Authority

“Roberts Rules of Order,” newly revised, shall govern the local FCCLA chapter in all cases in which they are applicable and in which they are not inconsistent with these by-laws.

**Article X**

**Meetings**

Section 1. Chapter Meetings

Regular chapter meetings shall be held once each month throughout the school year during the Success Center time in the school day as they fit into the school schedule. The President must sign all chapter business documents for approval.

Section 2. Special Meetings

The President, if necessary to conduct chapter business, may call special meetings. The President must sign all chapter business documents for approval.

**Date of Revision: 18 February 2015**

**Presiding Officer: Nick Greiner, Vice-President**

**Signature:**