

## BYLAWS

### VIRGINIA ASSOCIATION of Family, Career and Community Leaders of America, Inc.

#### Article I

#### Name - Sponsor - Mission and Purposes

##### Section 1 Name

The organization shall be known as the Virginia Association of Family, Career and Community Leaders of America, Incorporated.

The Virginia Association is a chartered group of the Family, Career and Community Leaders of America, Incorporated. It is composed of affiliated chapters in Virginia schools offering a career-technical family and consumer sciences program.

##### Section 2 Sponsor

The sponsor of the Virginia Association shall be Family and Consumer Sciences, Virginia Department of Education. The state office shall function as a part of the Office of Career and Technical Education - Family and Consumer Sciences.

##### Section 3 Mission and Purposes

The general objective of the organization shall be to help individuals improve personal, family, and community living through organized group and individual activities as a part of the family and consumer sciences program in the schools.

The mission of Family, Career and Community Leaders of America, Inc. is to promote personal growth and leadership development through family and consumer sciences. 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.

Organized instruction relating to the mission is a part of the family and consumer sciences program in the schools. The purposes 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 II Membership

### Section 1 Virginia Association

#### A. Active Membership

The Virginia Association shall consist of the affiliated chapters, within the boundary of the state, which in turn shall be composed of students possessing the qualifications for membership. Any student who is taking or has taken a course in foundational or occupational family and consumer sciences through grade 12 shall be eligible for active membership in an organized chapter within the school. Active members may be eligible to hold office, make motions, and vote in all business sessions of the Virginia Association.

#### B. Alumni and Associates Membership

Former chapter members or other adults who share the goals and purposes of this organization and its programs who wish to support the continuing development of FCCLA youth shall be eligible for Alumni and Associates membership. Alumni and Associates members may not hold office, make motions, or vote in business sessions as active members of the Virginia Association.

#### C. Honorary Membership

Honorary membership shall be awarded to individuals who have contributed to the advancement of family and consumer sciences and the Virginia Association of Family, Career and Community Leaders of America, Inc. The State Executive Council of the Virginia Association shall determine the number of state honorary memberships to be awarded and the procedure for selecting nominees for this award. Honorary members shall be selected by a majority vote by the State Executive Council. Honorary members shall have the privilege of attending all meetings of the organization. They shall not be eligible to hold office, make motions, or vote in business sessions as active members of the Virginia Association.

### Section 2 Chapters

A chapter may be formed wherever a group of students enrolled in family and consumer sciences foundational focus or occupational focus classes through grade 12, or previously enrolled, shall meet together under the guidance of the family and consumer sciences teacher or teachers, and with the approval of the school administrators, and affiliate with the state and national organizations.

#### A. Types of Membership at the Chapter Level

##### 1. Active Membership

A student enrolled in a family and consumer sciences class (first or second semester), or previously enrolled, shall be eligible for membership in any affiliated chapter of the Virginia Association. Such members may retain active membership during the time they are enrolled in school. Active members shall be eligible to participate in chapter programs and projects, to hold office, to make motions, and to be a voting member in all business sessions.

##### 2. Alumni and Associates Membership

Former chapter members or other adults who share the goals and purposes of this organization and its programs who wish to support the continuing development of FCCLA youth shall be eligible for Alumni and Associates membership at the chapter level.

##### 3. Honorary Membership

The chapter may determine the number of chapter level honorary memberships to be awarded each year and the procedure for selecting nominees for receiving this award.

## B. Chapter Advisory Board

Members of a Chapter Advisory Board may be designated by the family and consumer sciences teacher(s) in the school and by the principal or other administrative officer for the school.

### Article III Officers

## Section 1 Officers

The Virginia Association shall have a president and seven vice presidents. Of these officers, at least one will represent members in each Family and Consumer Sciences program area: foundational, occupational, and middle level. There shall be an additional vice president if a national officer candidate is not elected to national office.

## Section 2 Qualifications

## A. General Qualifications

All candidates shall have the following qualifications:

- Active membership in an affiliated chapter for at least one year;
- Enrollment in family and consumer sciences course while holding office is mandatory for all those elected;
- Classification as a student in good standing with an overall scholastic average of 2.5 (in a 4.0 scale) or above (transcript must be submitted to the state office with the officer candidate's application by the postmark date);
- Skills in computer applications preferred;
- A recipient of or candidate for at least two Power of One units, which must include "Take the Lead" and "Speak Out for FCCLA."

## B. Foundational

In addition, candidates representing foundational membership shall have the following qualifications:

- Completion of one credit or currently enrolled in either a one-year or two semester family and consumer sciences foundational course.
- Classification as a rising 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grader.

## C. Occupational

In addition, candidates representing occupational membership shall have the following qualifications:

- Current or previous enrollment in an occupational course;
- Classification as a rising 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grader.

## D. Middle Level

In addition, candidates representing middle level membership shall have the following qualifications:

- Enrollment in an exploratory course or a one year course;
- Classification as a rising 7<sup>th</sup> or 8<sup>th</sup> grader.

If a state officer candidate has taken all family and consumer sciences courses offered in his/her school, he/she shall schedule a time to work with the chapter adviser on a regular basis.

Exceptions may be made to the above qualifications of candidates when deemed necessary by the State Executive Council.

Section 3 Duties

A. President

The state president shall preside over all business meetings of the Virginia Association and the State Executive Council, and serve as the official spokesperson for the association. He/she shall provide leadership to the State Executive Council, members and advisers of the Virginia Association, and to all program activities. The president shall present a report forwarded by the state FCCLA adviser(s) of the financial status of the Virginia Association to the delegates assembled at the State Leadership and Recognition Conference. The state president shall also serve two years on the Board of Directors and as chair of the State Selection Committee in the year following his/her year of service.

B. Vice Presidents

Each vice president shall assist with State Executive Council meetings by presiding and serving as chair of state committees.

The first vice president shall assume the duties of the president in his/her absence, chair the state Bylaws Committee, keep a written record of the meetings of the State Executive Council and of the Virginia Association, shall collect all records pertaining to the work of the state committees and present these to the state FCCLA adviser(s) for the permanent records of the Virginia Association, and serve for one year on the Board of Directors.

The vice president of community outreach shall implement and publicize all state and national programs related to service learning, and coordinate recognition activities related to those programs.

The vice president of Competitive Events shall work with the STAR Events Management Team to assist in the organization and implementation of Competitive Events at the state level, be responsible for the publicity of the Competitive Events, and serve on the Board of Directors Competitive Events Committee.

The vice president of membership shall promote membership in Family, Career and Community Leaders of America, Inc. and in the Virginia Association, serve on the Board of Directors Membership Committee, and coordinate recognition activities related to membership.

The vice president of parliamentary law shall sustain parliamentary procedure throughout all meetings of the State Executive Council and the State Leadership and Recognition Conference, coordinate the process for election and installation of officers, coordinate the State Selection Committee, serve on the Board of Directors Operating Policy Committee, and provide training in parliamentary procedure.

The vice president of programs shall implement and publicize state and national programs, coordinate peer education activities, serve on the Board of Directors Program Committee, and coordinate recognition pertaining to state and national programs.

The vice president of public relations shall serve on the Board of Directors Communications Committee, develop a statewide public relations plan, be responsible for the publicity of the association, and coordinate foundation partnerships for the association.

C. Vice President of Development

In the event a national officer candidate does not become a national officer, he/she shall be titled vice president of development. The vice president of development shall be responsible for providing leadership to the State Executive Council, and will work directly with the Virginia FCCLA Leadership Foundation to develop partnerships, secure grants, and raise funds. The vice president of development shall be a voting member of the State Executive Council.

D. National Officer

A national officer from Virginia shall serve as a liaison between the state and the national associations, and shall be a voting member of the State Executive Council.

Section 4 Term of Office

The term of each officer shall be one year, or until such time as successors are elected, with the exception of the vice president of development or a national officer. Elected officers may not serve two consecutive terms. The vice president of development is not an elected officer and may serve consecutive terms.

Section 5 Vacancies

The first vice president shall fill a vacancy in the office of president. In the event another office becomes vacant, the State Executive Council will name a replacement or the other officers will assume the duties of the unoccupied office.

Section 6 Dismissal of Officer

Should an officer fail to fulfill his/her duties as stipulated in the Bylaws (Article III, Section 3) and/or is found in violation of the Officer Pledge and Code of Conduct agreement signed upon election, the officer may be subject to dismissal.

**Article IV  
Nomination and Election of Officers**

Section 1 Selection of Nominees

Each FCCLA chapter shall have the privilege of presenting a nominee for office on the State Executive Council of the Virginia Association of Family, Career and Community Leaders of America, Inc. In order to nominate, chapters and members must be appropriately affiliated with the state and national organizations.

Section 2 Preparation of Slate of Officers

Officer candidate applications shall be submitted to the state vice president of parliamentary law and to the state office by the postmark date. Transcripts must also be submitted to the state office with the officer candidate application by the postmark date.

Candidates will be solicited prior to the application deadline to increase the likelihood that each program area and each geographical area is represented

The state office shall prepare summaries on which the qualifications of the nominees for each office are stated. A ballot shall be prepared for use by voting delegates at the State Leadership and Recognition Conference.

Section 3 Election of Officers

Each chapter in attendance at the State Leadership and Recognition Conference shall receive a copy of the summary sheets for the state officer candidates. Voting will take place during a designated session at the conference.

Voting shall take place according to the following procedures:

- Each chapter shall be allowed the following number of voting delegates:

|                   |   |                    |
|-------------------|---|--------------------|
| Up to 49 members  | = | 1 voting delegate  |
| 50 – 99 members   | = | 2 voting delegates |
| 100 – 149 members | = | 3 voting delegates |
| 150 – 199 members | = | 4 voting delegates |

and so on. Each voting delegate may only vote once.

Any chapter that is affiliated under the middle level option shall be allowed two voting delegates for each chapter.

- State officers and the national officer from Virginia shall be entitled to vote on all officer candidates.
- In the event of tie(s), the state president shall cast the tie-breaking vote(s).
- The following program positions will be filled based on the ballot results: the foundational candidate with the highest number of votes, the occupational candidate with the highest number of votes, and the middle level candidate with the highest number of votes shall be elected a state officer. In addition, the candidate with the highest number of votes from any geographical area not represented by a program position shall be elected a state officer. Once each of the above positions has been filled, the candidates with the highest number of votes shall fill the remaining offices.
- The newly elected state officers shall be announced to the membership at a time determined by the State Executive Council.

Section 4 State Selection Committee

A. Definition

A Selection Committee shall be chosen each year to determine the office to be held by each elected officer. This committee shall function at the State Leadership and Recognition Conference and shall be composed of:

- Immediate past state president – chair;
- The adviser to the vice president of parliamentary law;
- At least four former state or national officers.

B. The committee shall interview all newly elected state officers for placement in a designated office.

C. The designated office that the elected officer will hold shall be announced to the delegation at the State Leadership and Recognition Conference at a time determined by the State Executive Council.

Section 5 Adjustment in Election of Officers

In the event an emergency prevents the election of officers according to the plan outlined in this article, the state staff and members of the State Executive Council shall decide upon a substitute plan.

**Article V  
Advisers**

Section 1 State Staff

The state staff shall consist of the Program Specialist, Family and Consumer Sciences, of the Department of Education or such other person appointed by the Department of Education and the state adviser(s) for Virginia FCCLA.

Section 2 Duties of the State Program Specialist

The state program specialist shall be the administrative officer of the Virginia Association. It shall be the duty of the state program specialist to:

- Insure that the mission and purposes of the Virginia Association are being achieved;

- Advise the state FCCLA adviser(s) and Board of Directors regarding the development of the association and matters of policy; and
- Advise the State Executive Council in regular and special meetings.

Section 4 State FCCLA Adviser(s)

The Virginia Department of Education shall select the state FCCLA adviser(s).

Section 5 Duties of the State FCCLA Adviser(s)

The state FCCLA adviser(s) assists the Department of Education in achieving the goals of the career-technical student organization as set forth in their state plan by carrying out activities designated by the state program specialist.

The state FCCLA adviser(s) shall work under the direction of the state program specialist on all financial matters of the organization, receive all monies, and pay all outstanding bills. Duties shall be to: (1) give instructions to the financial manager for the Virginia Association, assisting the financial manager with preparation of financial reports; (2) keep other permanent financial records for the Virginia Association; (3) prepare the Virginia Association's annual budget; and (4) assure that required audits are conducted. The FCCLA state adviser(s) shall assume other appropriate responsibilities as designated by the state program specialist.

Section 6 Adviser to a State Officer

The adviser to a state officer shall be the Family and Consumer Sciences teacher and FCCLA adviser of the chapter at the school the officer will be attending during the year of service.

Section 7 Duties of the Adviser to a State Officer

The adviser to a state officer shall: (1) directly supervise all activities and assignments of the officer relating to the Virginia Association; (2) be responsible for the state officer while attending and participating in functions sponsored by the Virginia Association; and (3) apprise the local school administration and state adviser/s of the activities, responsibilities, and progress of the state officer.

Section 8 Duties of the Adviser to a National Officer Candidate/National Officer

The adviser to a national officer candidate/national officer shall: (1) directly supervise all activities and assignments of the national officer candidate/national officer relating to the Virginia Association and the national association; (2) be responsible for national officer candidate/national officer while attending and participating in functions sponsored by the Virginia Association and national association; and (3) inform the local school administration, state FCCLA adviser(s), and state program specialist of the activities, responsibilities, and progress of the national officer candidate/national officer.

## **Article VI State Executive Council**

The elected state officers shall compose the State Executive Council.

The national officer from Virginia, or national officer candidate who is not elected to national office, shall serve as a voting member of the State Executive Council.

The state FCCLA adviser(s), state program specialist, and chapter advisers to the state officers shall serve as official advisers to the council.

One Alumni & Associates representative shall serve as a non-voting member of the council.

The State Executive Council shall have the following responsibilities related to public relations, program development, and planning:

1. Public Relations

Represent FCCLA to the public as well as to chapters:

- Serve as a role model for members;
- Generate foundation partnerships with business and industry;
- Correspond with chapters and provide peer training;
- Represent Virginia at the National Leadership Conference and other meetings as appropriate; and
- Give leadership to chapters across the state.

2. Program Development

Cooperate with the Board of Directors in implementation of state and national programs and initiation of policy, including financial appropriations.

- Be responsible for planning ways of facilitating state and national programs;
- Cooperate with the Board of Directors in implementing policies which affect the development of the association;
- Serve on Board of Directors and/or special committees as appointed and approve the work of all state committees;
- Provide peer training;
- Make decisions regarding the expenditure of funds;
- Determine the business to be brought before the delegates at the state conference; and
- Conduct such other business as shall facilitate the progress of the state association.

3. Planning

Be responsible for planning state meetings and membership recruitment strategies.

- Plan and implement the State Leadership and Recognition Conference and other meetings and workshops as assigned; and
- Promote membership recruitment and chapter development.

**Article VII  
Board of Directors**

Section 1 Governance and Powers

The legal governing body of the Virginia Association of Family, Career and Community Leaders of America, Inc. shall be the state Board of Directors. The primary functions of the board shall be to set policy relating to program and fiscal matters and to be responsible for sound management. The state program specialist and state FCCLA adviser(s) shall be the administrators of the organization. The board receives and acts upon the recommendations of the state program specialist and state FCCLA adviser(s) relative to the management of program and fiscal matters.

Section 2 Duties, Responsibilities and Authority

Board members shall agree to commit the time to serve a term of one, two or three years on the Board of Directors of the Virginia Association of Family, Career and Community Leaders of America, Inc. Board members shall be expected to attend all regular and special meetings of the board and agree to serve on committees as assigned. Board members shall demonstrate an active interest in family and



consumer sciences and in FCCLA's mission, goals, programs and activities. They shall abide by and support all decisions, policies and programs adopted by the board and 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, Inc. as the focal point. Board members shall promote interest and active participation in the organization on the part of the membership and representative groups. Board members shall agree to represent Family, Career, and Community Leaders of America, Inc. when called on by the board president, state program specialist, or state FCCLA adviser(s). Board members shall review suggested amendments and formulate proposed amendments to the bylaws and review and vote on the proposed budget. A board member shall not be reappointed for a third term of service without one or more years elapsing between terms.

### Section 3 Membership

The Board of Directors shall consist of members elected by related organizations and groups, members ex-officio, youth members, and members elected by the board, the total number of which shall be limited to no less than ten members and not to exceed 24.

#### A. Membership Election

Members shall be elected by related organizations and groups according to their election procedures as follows: three youth members; one Alumni & Associates member elected by the Virginia Association of Family, Career and Community Leaders of America Alumni & Associates Executive Board; two business/industry representatives elected by the board; one career-technical administrator elected by the board; the president-elect of the Virginia Association of Teachers of Family and Consumer Sciences; one college/university educator elected by the board; the immediate past-president of the board; two parents of FCCLA members elected by the board; and one individual school administrator elected by the board. The board elects the following local advisers: one local foundational adviser; one local occupational adviser; one local middle level adviser; and five local chapter advisers (one local adviser representing each area). From the board, at least one shall be a member of Virginia Teachers of Family and Consumer Sciences (VATFACS), and one shall be a member of Virginia Association of Family and Consumers Sciences (VAFCS). Members may serve in more than one capacity.

#### B. Members Ex-Officio

There shall be ex-officio members of the board as follows: a Virginia Department of Education representative who is the family and consumer sciences program specialist, and the state FCCLA adviser(s).

#### C. State Staff

The state FCCLA adviser(s), in conjunction with the state program specialist, shall be the chief administrative officers of the Virginia Association of Family, Career and Community Leaders of America, Inc. and the state FCCLA office, and shall serve as ex-officio members of the Board of Directors and of all committees of the board without a vote. No member of the state staff shall serve as a voting member of the board, as an officer of the board, or act as a parliamentarian.

#### D. Youth Members

In addition to the current state FCCLA president, there shall be two youth members as follows: the most recent past state FCCLA president, and the state FCCLA first vice president.

#### E. Terms of Directors

Members shall serve terms as designated by operating policy. Directors may be reelected for a second two- or three-year term. At least 12 months must elapse before any such director having served two consecutive terms may be elected for another term. The board president shall serve two years following his/her term of office. The state FCCLA president shall serve one year following his/her term of office. Officers shall serve on the board ex-officio until the time they vacate their respective offices.

F. Voting Privileges

Each member of the board, except the state FCCLA adviser(s) and state program specialist, shall have the power to cast one vote on any issue to be determined by the board.

G. Vacancies

The board may fill vacancies at any meeting. Any director elected for the balance of an unexpired term shall, in addition, be eligible for the maximum number of complete consecutive terms as director as provided by this document.

H. Assumption of Office

Persons elected to the board shall assume their offices as directors immediately following the State Leadership and Recognition Conference.

Section 4 Officers of the Board

The officers of the board shall consist of the president, president-elect, treasurer, secretary and immediate past-president. They shall fulfill their duties as designated by operating policy.

Section 5 Meetings

A. Regular Meetings

There shall be regular meetings of the board each year.

B. Special Meetings

Special meetings may be called by the president or shall be called upon the written request of five voting members of the Board of Directors. Written notices of any special meeting shall be sent to each member at least 15 days in advance, with a statement of time, place, and meeting agenda.

C. Attendance by Non-Directors

All Board of Directors meetings are open to interested persons. The Board of Directors always reserves the right to move into executive session.

D. Minutes of Executive Session

When the Board of Directors or Executive Committee goes into executive session, action taken will be noted and a summary of those will become a part of the minutes of the full meeting. There will be no minutes of executive sessions.

E. State Leadership and Recognition Conference

The time and place of the state meeting shall be determined by the state FCCLA adviser(s) and state program specialist in consultation with the Board of Directors.

Section 6 Committees of the Board

There shall be an Executive Committee, standing committees, and ad hoc committees of the board. Standing committees shall include: Communications, Finance and Budget, Membership, Nominating, Operating Policy, Program, and Competitive Events. The president may appoint ad hoc or advisory committees and task forces, and they shall report to the board through the appropriate standing committee.

Section 7 Quorum

A majority of voting members of the board shall constitute a quorum for the transaction of business. A majority of voting members of the committee(s) should constitute a quorum for the committees. Proxy voting is not allowed.

Section 8 Channel to the Board

Any official communication from individuals or groups shall be presented in writing to the Board of Directors.

Section 9 Indemnification of Directors

Any person made party to any action, suit or proceeding by reason of the fact that the person is or was a member of the state Board of Directors shall be indemnified by Virginia Association of Family, Career and Community Leaders of America, Inc. against expenses actually incurred by the person in the defense of such action.

Section 10 Relationship of the State Board of Directors and the State Executive Council

The State Executive Council and the state Board of Directors are interdependent in matters of program development, program implementation, and public relations. The State Executive Council and the Board of Directors are recognized in this document as the two decision-making bodies of Virginia Association of Family, Career and Community Leaders of America, Inc. State officers shall have membership on the board and its committees as provided in this document.

**Article VIII  
Publications**

The Board of Directors, the State Executive Council, and/or state staff shall authorize all official publications of the Virginia Association.

**Article IX  
Emblem**

The emblem of Family, Career and Community Leaders of America, Inc. shall be the emblem of the Virginia Association of Family, Career and Community Leaders of America, Inc.

Section 1 Emblem for Members

Members (active and alumni/associate) of affiliated chapters shall be entitled to wear the national emblem and the official guard.

Section 2 Emblem for Honorary Members

Honorary members shall be entitled to wear the emblem and the official H guard or the official key.

The symbols for the respective honorary memberships shall be: (1) Chapter honorary member--scroll; and (2) State honorary member--torch.

Section 3 Emblem for Advisers

Chapter and state advisers shall be entitled to wear the emblem and the official A guard.

Section 4 Emblem for Chapter Parents

Chapter parents shall be entitled to wear the official emblem and the P guard.

**Article X**  
**Dues - Fiscal Year - Budget - Audit**

Section 1 State Dues

The Board of Directors and the state staff, subject to approval of the delegates at State Leadership and Recognition Conference, shall determine the individual membership dues in the Virginia Association.

The annual dues of the Virginia Association shall include: (1) dues to the national organization; (2) cost of the Virginia Association's official publications; (3) aids to chapters in implementing FCCLA programs; and (4) operation of the Virginia Association.

Section 2 National Dues (As set forth in the current National Bylaws)

The national membership dues for each active member shall be forwarded annually to the national headquarters.

- A. The amount of national dues for active members shall be determined by the National Executive Council and the national Board of Directors subject to approval of the voting delegates at a national meeting.
- B. The amount of dues for the alumni and associate member category shall be determined by the National Executive Council and national Board of Directors.
- C. National honorary members pay no dues.

Section 3 Procedure

Individual membership dues in the Virginia Association and the national organization shall be forwarded together annually to national headquarters.

Section 4 Fiscal Year

The fiscal year shall be September 1 through August 31.

Section 5 Budget

The state adviser(s) and state program specialist of the Virginia Association shall prepare the budget. It shall be approved by the Board of Directors and presented to the membership in a manner determined by the State Executive Council.

Section 6 Audit

The financial statement of all income and expenditures prepared in the office of the state FCCLA adviser(s) shall be audited annually according to state policy. The auditor's account shall be presented to the Board of Directors.

**Article XI**  
**State Executive Council Committees**

Section 1 Appointments

The president shall appoint, after consultation with the state adviser(s), the chair of all committees.

Section 2 Committees to be Appointed

The need for committees shall be determined by the State Executive Council at its first meeting after reviewing the work of the committees of the previous year and considering goals for the current year.

Section 3 Reports

The State Executive Council shall decide if the committee chair shall report to the members at the State Leadership and Recognition Conference of the Virginia Association. Each committee chair shall submit a written report to the first vice president.

**Article XII  
State Meetings**

Section 1 State Leadership and Recognition Conference

The State Leadership and Recognition Conference shall be held in order to: (1) provide for election of officers; (2) facilitate the sharing of information regarding work that has been done by FCCLA members and chapters; (3) formulate new objectives or emphasis in FCCLA programs; (4) transact all business coming before the Virginia Association; and (5) foster leadership development.

The Board of Directors and State Executive Council may determine that regional meetings may be held in any one year in lieu of the State Leadership and Recognition Conference.

Section 2 Voting Delegates

The number of voting delegates to which each chapter is entitled shall be determined based on the formula outlined in Article IV Section 3.

Section 3 Voting

The privilege of making motions, discussing, and voting shall be limited to the voting delegates and the state officers and national officer from Virginia. Voting delegates are entitled to vote only if they have signed in during the designated period and are present at the time of voting. The privilege of discussion may be extended to non-voting representatives upon the consent of two-thirds (2/3) of the voting delegates.

Section 4 Special Meetings

The State Executive Council may call special meetings when the need arises.

Section 5 Quorum

A majority of the voting delegates registered as in attendance at the State Leadership and Recognition Conference shall constitute a quorum.

**Article XIII  
National Officers**

Section 1 Selection of Candidate for National Office

An application, available from the state office, shall be used for submitting qualifications for a national officer candidate nominee. Applications shall be submitted to the FCCLA adviser(s) by the postmark deadline. The State Executive Council shall present to the voting delegates a person for national officer candidate.

Section 2 Qualifications of National Officers

A national officer candidate shall meet the qualifications set forth in the current National Bylaws.

**Article XIV  
Parliamentary Authority**

Section 1 Parliamentary Authority

The most recent edition of Robert's Rules of Order, Newly Revised shall govern the conduct of state, federation, and chapter meetings of the Family, Career, and Community Leaders of America, Inc. in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Section 2 Suspension of the Rules and/or Bylaws

Rules and/or Bylaws pertaining to specific procedures or articles may be temporarily suspended upon a vote in the affirmative of two-thirds (2/3) of the voting delegates.

Such a vote shall be conducted at the State Leadership and Recognition Conference of the Virginia Association; in emergencies, the vote may be conducted by correspondence.

Section 3 Parliamentary Guidance

The elected state vice president of parliamentary law shall sustain the parliamentary procedure during all meetings of the State Executive Council and the annual State Leadership and Recognition Conference.

Section 4 Parliamentarian

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

**Article XV  
Amendments**

Bylaws amendments may be proposed by a chapter or group of chapters provided they are presented to the State Executive Council and Board of Directors for approval by the annual Board of Directors meeting.

Proposed bylaws amendments must be approved by the Board of Directors.

Information regarding proposed amendments, properly approved as stated above, shall be provided to chapters before the State Leadership and Recognition Conference. Bylaws amendments shall be approved by a vote in the affirmative of two-thirds (2/3) of the voting delegates. Once a vote to approve has passed, bylaws amendments take effect immediately.

**Article XVI  
Dissolution and Liquidation**

Upon dissolution or final liquidation of the corporation, the Board of Directors shall, after paying or making provisions for the payment of liabilities of the corporation, dispose of the remaining assets of the corporation in accordance with its purposes and transfer such assets to any other organization organized and operated exclusively for religious, charitable, scientific or educational purposes, within the meaning of Section 501(C3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).