

VIRGINIA ASSOCIATION

Family, Career and Community Leaders of America, Inc.

Bylaws

Updated 2025



ARTICLE I

Name, Brand and Sponsor

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. Brand

The Virginia Association will use the national organization's creed, mission, motto, and tagline.

Section 3. Sponsor

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

ARTICLE II

Mission Statement and Purposes

Section 1. Mission Statement

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.

Section 2. Purposes

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:

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

Association Structure

Section 1. Virginia Association

- A. 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 grades 6 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. 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 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. Affiliated Chapters

A chapter may be formed wherever a group of students grade 6 through grade 12-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.

Section 3. Regions

Virginia FCCLA shall be organized into geographical regions. The Virginia FCCLA state map identifies the specific counties, cities, and towns in each region.

ARTICLE IV

Dues, Fiscal Year, Budget and Audit

Section 1. Dues

- A. 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.
- B. The amount of national dues for active members shall be determined by the national organization.

Section 2. Fiscal Year

The fiscal year shall be September 1 through August 31.

Section 3. 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 4. 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 V

Dissolution of Liquidation of Assets

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).

ARTICLE VI

State Executive Council

Section 1. State 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

General Qualifications

- A. All candidates shall have the following qualifications:
 - 1) Active membership in an affiliated chapter for at least one year;
 - 2) Enrollment in family and consumer sciences course while holding office is mandatory for all those elected;
 - 3) 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);
 - 4) 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. In addition, candidates representing **foundational membership** shall have the following qualifications:
 - 1) Completion of one credit or currently enrolled in either a one-year or two semester family and consumer sciences foundational course.
 - 2) Classification as a rising 9th, 10th, 11th, or 12th grader.

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

- 1) Current or previous enrollment in an occupational course;
- 2) Classification as a rising 10th, 11th, or 12th grader.

D. In addition, candidates representing **middle-level** membership shall have the following qualifications:

- 1) Enrollment in an exploratory course or a one year course;
- 2) Classification as a rising 7th or 8th grader.

E. If a state officer candidate has taken all family and consumer sciences courses offered in their school, they 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. Nominations and Elections

A. State Officer Candidates

- 1) Each affiliated 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.
- 2) 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.
- 3) Candidates will be solicited prior to the application deadline to increase the likelihood that each program area and each geographical area is represented
- 4) The state office shall prepare summaries on which the qualifications of the nominees for each office are stated.
- 5) A ballot shall be prepared for use by voting delegates at the State Leadership and Recognition Conference.
 - a) 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.
 - b) 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:
 - i) Immediate past state president – chair;
 - ii) The adviser to the vice president of parliamentary law;
 - iii) At least four former state or national officers.
 - c) The committee shall interview all newly elected state officers for placement in a designated office.
 - d) 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.
- 6) 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.

B. Virginia National Officer Candidates

- a. 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 Virginia FCCLA state adviser(s) by the postmark deadline. The State Executive Council shall present to the voting delegates a person for national officer candidate.
- b. A national officer candidate shall meet the qualifications set forth in the current National Bylaws.

Section 4. Officer Duties

- A. 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. They 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 their year of service.
- B. The first vice president shall assume the duties of the president in their 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.
- C. 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.

- D. 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.
- E. 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.
- F. 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.
- G. 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.
- H. 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.
- I. In the event a national officer candidate does not become a national officer, they 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.
- J. A national officer from Virginia shall serve as a liaison between the state and the national Associations.

Section 5. State Executive Council Duties

The essential function of the council shall be program development, program implementation, and public relations.

Section 6. Advisers

- A. The Virginia FCCLA State Adviser/s shall serve as official adviser/s to the State Executive Council.
- B. 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. 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.
- C. 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 (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.

Section 7. 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. Officers may not be elected to two consecutive terms. The vice president of development is not an elected officer and may serve consecutive terms.

Section 8. 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 9. Dismissal of Officer

Should an officer fail to fulfill their 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 VII

State Board of Directors

Section 1. Authority and Powers

- A. 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.

- B. 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 2. 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. 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. 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. 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. 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. 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. 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. 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. Persons elected to the board shall assume their offices as directors immediately following the State Leadership and Recognition Conference.

Section 3. 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 4. Meetings of the Board

The board shall have regular and special meetings as follows:

- A. There shall be at least one regular meeting of the board each year.
- B. 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. All Board of Directors meetings are open to interested persons. The Board of Directors always reserves the right to move into executive session.
- D. 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. 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 5. 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 6. 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 7. Channel to the Board

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

ARTICLE VIII

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 IX

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.

Section 2. Voting Delegates

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 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 or the Board of Directors 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 X

State Staff

Section 1. State Staff

The state staff shall consist of the Program Specialist, Family and Consumer Sciences and Related Clusters and Virginia 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:

- A. Insure that the mission and purposes of the Virginia Association are being achieved;
- B. Advise the state FCCLA adviser(s) and Board of Directors regarding the development of the association and matters of policy; and
- C. Advise the State Executive Council in regular and special meetings.

Section 3. State FCCLA Adviser(s)

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

Section 4. Duties of the State FCCLA Adviser(s)

The duties of the State FCCLA Adviser(s) shall be described in the memorandum of understanding between the Virginia Department of Education and the institution managing the Virginia CTSO (FCCLA) state appropriation.

ARTICLE XI

Ethics

Section 1. Code of Ethics

All staff, volunteers, and board members shall follow a code of ethics developed by the Board and found in the Operating Policy manual.

Section 2. Conflict of Interest

The Virginia Association has a conflict of interest policy found in the Operating Policy manual. It is reviewed periodically by the Board of Directors. All staff, volunteers, and board members must agree to adhere to the policy.

Section 3. Compensation

Members of the State Board of Directors, State Executive Council, or Board Committees shall receive no monetary compensation for serving in such capacity for the State Organization.

ARTICLE XII

State Student Committees

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

ARTICLE XIII

Chapters

Section 1. Chapter Advisers

- A. Each chapter should work cooperatively with their family and consumer sciences education leadership.
- B. The chapter adviser shall be an individual who serves as the administrative officer of the chapter association.
- C. Teachers certified in family and consumer sciences education, as determined by the Virginia Department of Education, Office of Career and Technical Education.
- D. FCCLA must be integrated into a family and consumer sciences course or program, as determined by the Virginia Department of Education, Office of Career and Technical Education.

Section 2. Chapter Dues

The chapter may determine local membership dues. Such dues shall be in addition to the national and state dues.

Section 3. Bylaws

Chapter bylaws may be adopted to govern the transaction of the chapter's business. Such bylaws must be in accord with the State Association and the National Organization.

ARTICLE XIV

Policies and Procedures

Virginia FCCLA shall have a policies and procedures manual. Policies in the manual will be approved by the Board.

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 State Association as a member of the State Board of Directors, State Executive Council, Board Committee, state staff, 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 at least not opposed to the best interests of the organization; and in the case of any criminal proceeding, had no reasonable cause to believe their conduct was unlawful;
- C. But no such persons shall be indemnified:
 - 1) 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,
 - 2) In connection with any 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 or not involving action in an official capacity.

Section 2. Process of Indemnification

Indemnification decisions or advance of expenses shall be done in accordance with the current procedures in the Code of Virginia statute 13.1-870.

ARTICLE XVI

State Bylaws 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.

- A. Proposed bylaws amendments must be approved by the Board of Directors.
- B. 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 XVII

Parliamentary Authority

Section 1. Parliamentary Procedure

The most recent edition of Robert's Rules of Order, Newly Revised shall govern the business of the State Association of Family, Career and Community Leaders of America in all cases in which they are applicable and in which they are consistent with these 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 2. Parliamentarian

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