



## **SECTION 10 – COLORADO FCCLA BYLAWS**

## ARTICLE I: NAME

**Section 1. State.** The name of this organization shall be Colorado Association of Family, Career and Community Leaders of America, Incorporated (FCCLA). Only the State Association and associated chapters shall use the name; those chapters shall be chartered by the State and National Associations. The letters "FCCLA" may be officially used to designate the association, its associated chapters or members thereof.

## ARTICLE II: MISSION STATEMENT, PURPOSES, INSIGNIA, AND CREED

**Section 1. Mission Statement.** The mission of the 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 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 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.

**Section 4. Official Colors.** The official colors for the Colorado Association of FCCLA shall be the same as the National Association colors, which are red and white.

**Section 5. Official Flower.** The official flower for the Colorado Association of FCCLA shall be the same as the National Association flower, which is the red rose.

**Section 6. Creed.** The Creed for the Colorado Association of FCCLA shall be the same as the National Association Creed, which is:

We are the Family, Career and Community Leaders of America.  
We face the future with warm courage and high hope.  
For we have the clear consciousness of seeking old and precious values.  
For we are the builders of homes. Homes for America's future.  
Homes where living will be the expression of everything that is good and fair.  
Homes where truth and love and security and faith will be realities, not dreams.  
We are the Family, Career and Community Leaders of America.  
We face the future with warm courage and high hope.

## **ARTICLE III: ORGANIZATIONAL STRUCTURE AND MEMBERSHIP**

**Section 1. State.** The Colorado Association of FCCLA is a state student leadership organization consisting of chartered chapters.

- A. This association accepts in full the provisions in the Bylaws of the National Organization of FCCLA, the parent organization.
- B. No part of these Bylaws nor any action of this organization shall be valid if it violates higher FCCLA Bylaws or policies of the state authorizing body for Colorado Community College System.
- C. The administration of Colorado FCCLA shall be vested in the Colorado FCCLA Board of Directors.

**Section 2. Districts.** The State shall be divided into 10 geographic FCCLA districts. Each FCCLA district shall operate according to its own adopted bylaws and policies.

- A. The FCCLA districts shall be named as follows
  - 1. Arkansas Valley
  - 2. Mountain Shadows
  - 3. Mountain View
  - 4. Northeastern Plains
  - 5. Northern
  - 6. Pine Meadows
  - 7. San Juan Basin
  - 8. San Luis Valley
  - 9. Scenic Country
  - 10. Spanish Peaks
- B. A local chapter wishing to change districts shall petition the FCCLA Board of Directors prior to the June meetings. A two-thirds vote of the board shall be required.

### **Section 3. Local Chapters.**

- A. High school chapters shall be known as (name of school, Colorado) Chapter of Family, Career and Community Leaders (FCCLA); although alternative names may be used at the discretion of local and chapter advisers and chapter members. Documentation of name will be submitted to the Colorado FCCLA State Adviser.
- B. The ninth grade students will participate in Junior Division of competitive events.
- C. Junior high/middle school chapters (sixth, seventh, or eighth) shall be known as (name of school, Colorado); junior/middle high school chapter of Family, Career and Community Leaders (FCCLA); although alternative names may be used at the discretion of local and chapter advisers and chapter members. Documentation of name will be submitted to the Colorado FCCLA State Adviser.

### **Section 4. Membership.**

- A. Member Chapters
  - 1. Local FCCLA chapters may be a member of the State Association of FCCLA in public or private schools in which the school must have at least one approved Family and Consumer Sciences programs through the Colorado Community College System.

2. Newly formed chapters shall be issued an official chapter charter through the State Association upon submission of the chapter charter application and meeting the requirements of said application.
  3. If at any time during the current school term the Family and Consumer Sciences program is terminated, said member chapter may continue to participate in state and district functions for the remainder of school term for which membership dues were paid.
- B. Individual Membership.
1. Active: Any student in middle school, high school, or post-secondary school which as a member chapter is entitled to active membership in FCCLA based on the following:
    - a. Student has made payment of state and national dues.
    - b. Student is now enrolled or has been enrolled in a Family and Consumer Sciences program.
    - c. Individual membership cards shall be provided annually and distributed upon receipt of membership form and payment of dues.
    - d. Active high school members shall be eligible to hold office, make motions, vote, and participate in national, state, and district activities, except when currently and officially in violation of the Policies and Disciplinary Procedures for the Colorado Association of FCCLA members and/or State Officers.
    - e. Should a student who has met membership requirements attend a school where the FACS program is suspended or terminated, the student has the option of joining a chapter in their FCCLA district as an active member. If the student is physically closer to a chapter outside their district, they may join the chapter with approval from the Colorado FCCLA State Adviser.
    - f. A student's membership is good for the current school year. However, if a student graduates early, the school district will have the authority to set eligibility policies for participation in local, district, and state events. Upon eligibility determination, any nationally affiliated member may participate in FCCLA Competitive events based upon individual event eligibility criteria or continue with district, state, or national leadership positions.
    - g. A home schooled or charter school student can participate in FCCLA if they have been enrolled in an approved Family and Consumer Sciences program (6-12). Discretion will be that of the current local FCCLA advisor/school.
  2. Associate: Any student in a junior high/middle school or senior high school which has a member chapter is eligible to be an associate local member based on the following:
    - a. Associate local member shall not pay dues.
    - b. Student is enrolled or has been enrolled in a Family and Consumer Sciences program.
    - c. Associate local member shall not be eligible to hold office and participate in national, state, and district sponsored activities.
  3. National Honorary Membership:
    - a. Criteria for National Honorary membership shall be in accordance with National Bylaws.
    - b. Applications for National Honorary membership shall be obtained and returned to the Colorado FCCLA State Adviser.

- c. National Honorary members have the privilege of attending all meetings of the organization without vote.
- 4. State Honorary Membership: Any person who has rendered outstanding service to the State Association of FCCLA or has helped to advance the Family and Consumer Sciences education programs in Colorado may be nominated for State Honorary Membership.
  - a. Nominations for State Honorary membership may be made by the State Executive Council, FCCLA districts, and member chapters.
  - b. Applications for State Honorary membership shall be obtained from the current Chapter Handbook.
  - c. Applications for State Honorary membership shall be sent to the Colorado FCCLA State Adviser at least one month prior to the State Leadership Conference each year.
  - d. State Honorary memberships must be approved and awarded under the guidance of the State Advisory Board.
  - e. State Honorary members have the privilege of attending all state meetings of the organization without vote.
  - f. An up-to-date record of State Honorary Members will be kept at the State Office.
- 5. Alumni and Associates Membership: Former active members and other adults who share the goals and purposes of FCCLA and its programs and who wish to support the continuing development of FCCLA youth shall be eligible for Alumni and Associates membership. Alumni members shall not vote nor hold office, but may attend meetings of the organization.

## ARTICLE IV: FISCAL

### Section 1. Dues.

- A. National Dues: 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. State Dues: The amount of state dues for active members shall be determined by the Colorado FCCLA Board of Directors subject to approval of the voting delegates at a State Conference. In addition, the dues will be increased to include the cost of mandatory liability insurance.
- C. Chapter Fee: A chapter fee may be assessed each year to cover cost of printing and other miscellaneous items not covered by the state dues.

**Section 2. Fiscal Year.** The fiscal year shall be July 1 through June 30.

**Section 3. Budget.** The budget of Colorado FCCLA shall be developed by the Colorado FCCLA State Adviser with the approval the Colorado FCCLA Board of Directors in accordance with the Colorado FCCLA Financial Policies. The Budget will be in accordance with Colorado Fiscal Rules.

**Section 4. Audit.** An audit of the financial statements shall be conducted annually and presented to the Colorado FCCLA Board of Directors for review in accordance with the Colorado FCCLA Financial Policies. The Vice President of Finance shall give an Audit Review Report at the State Leadership Conference.

**Section 5. Dissolution or Liquidation of Assets.** Upon final dissolution or liquidation of the State Association, and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets shall be used by the Colorado FCCLA Board of Directors for any purpose which is consistent with the purposes of the State Association 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 V: COLORADO FCCLA BOARD OF DIRECTORS**

**Section 1. Membership.** The Colorado FCCLA Board of Directors shall consist of the following members not to exceed 11: local chapter advisers, Alumni & Associates member, ex officio members, State Executive Council members, and members at-large.

- A. Local Chapter Advisers. Two directors shall be local FCCLA chapter advisers elected in alternating years to serve a three year term. One director shall be a local FCCLA chapter adviser who is a member of the Family and Consumer Sciences division of the Association of Career Technical Education that elected by the Colorado Association Teachers of Family and Consumer Sciences. One director shall be a local chapter adviser elected by the chapter advisers at the annual FCCLA State Leadership Conference and is not required to be a member of any other professional organization.
- B. Alumni & Associates Member. One director shall be elected from eligible Colorado Alumni & Associates members to serve a three year term.
- C. Members Ex Officio. There shall be three ex officio directors as follows: Family and Consumer Sciences teacher educator employed by Colorado State University; Colorado FCS Program Director employed by the Colorado Community College System; and the Colorado FCCLA State Adviser employed by the Colorado Community College System.
- D. State Executive Council Members. There shall be three directors from the current State Executive Council to be elected by the current State Executive Council.
- E. Members At-Large. There shall be two directors elected by the board in alternating years to serve a three year term as follows: one business and industry representative who is a member of the American Association of Family and Consumer Sciences; and one local secondary school administrator.
- F. Term of Office. Directors shall serve their designated years. All elected members may be reelected for another term. At least 12 months must have elapsed before such director having served two consecutive terms may be elected for another term. Ex-officio members shall serve on the board until the time they vacate their respective roles.
- G. Voting Privileges. Each member of the board (except the Colorado FCCLA State Adviser) shall have the power to cast one vote on any issue to be determined by the board.
- H. Vacancies. The board may fill vacancies at any state meeting upon special elections of the respective groups and/or State Executive Council. 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 in these bylaws.
- I. Representation. Members of the board shall serve as directors the Colorado FCCLA Board of Directors as a whole and not solely as a representative of any other body, while taking into consideration the views and interests of others.
- J. Assumption of Office. Person elected to the board shall ordinarily assume their office as director immediately following the State Leadership Conference.

**Section 2. Responsibilities.** The essential function of the Colorado FCCLA Board of Directors shall be program development, program implementation and public relations. The Colorado FCCLA Board of Directors shall have the following responsibilities:

- A. Determine the aims and objectives of the State FCCLA program.
- B. Recommend the establishment of programs, projects, and activities.
- C. Conduct the official business of the organization at the State Leadership Conference.
- D. Interpret and advocate the goals and program activities of FCCLA to groups and individuals within and outside the organization.

- E. Review and approve the policies of the State Association.

**Section 3. Officers of the Board.** The officers of the board shall consist of the chairperson, vice chairperson, treasurer, and secretary.

- A. Election, Terms and Vacancies of Officers. The above officers shall be elected by the members of the board from among the voting members of the board that are 18 years of age or older. They shall serve for a term of one year or until their successor shall be elected and assume office. Officers may be eligible for reelection. No director, however, shall serve in the same office for more than two consecutive terms. Any vacancy among the officers may be filled at any duly constituted meeting of the board.
- B. Chairperson and Vice Chairperson. The chairperson shall preside at all meetings of the board, shall perform the duties customary to that office, and shall be a member of all committees of the board. In the absence of the chairperson, the vice chairperson shall perform all duties pertaining to the office of the chairperson. The vice chairperson shall serve as chair-elect and succeed the to the position of chairperson at the next election of officers. The chair person shall appoint all standing and ad hoc committees of the board annually.
- C. Treasurer. The treasurer of the board shall serve as chair of the Finance Committee; shall have authority to sign any official documents duly prepared and requiring signature of the treasurer of the board.
- D. Secretary. The secretary of the board shall record all motions and actions and keep record of all meetings. The official minutes of the board will be posted on the Colorado FCCLA website upon their approval by the board.

**Section 3. Meetings.** The Colorado FCCLA Board of Directors shall have regular and special meetings.

- A. Regular Meetings. There shall be two regular meeting of the board each year. One regular meeting shall be the same week of the annual State Leadership Conference at the same facility as the conference and the other regular meeting shall be in the fall.
- B. Quorum. A majority of the members of the board shall constitute a quorum.
- C. Voting. Decisions shall be adopted by a majority vote.
- D. Special Meetings. A current conferencing technology meeting will take place for a special session. A majority of members of the board shall constitute a quorum. Family and Consumer Sciences Program Director, Colorado FCCLA State Adviser, and/or Chairperson may call a special session.
- E. Notice. The board shall be notified at least 30 days in advance of a meeting.
- F. Order and Nature of Business. The selection and order of the business during board meetings shall be determined by the chairperson in consultation with the Colorado FCCLA State Adviser. Agenda items submitted by any voting members of the board shall be considered.
- G. Attendance by Non-Directors. Non-directors may attend all board meetings except when the board is called into executive session.
- H. Executive Session. The board may hold executive session in the course of any meeting in which only voting members shall participate.

**Section 4. Committees.** There shall be an executive committee, standing committees, and ad hoc committees of the board. Standing committees shall include: Finance Committee, Programs Committee, and Bylaws and Policies Committee. Ad hoc and task forces may be appointed by the Chairperson of the board with the approval of the board, and they shall report to the board through the appropriate standing committee.



- A. Standing Committee: Following the State Leadership Conference and upon recommendation of the incoming officers of the board, the chairpersons and members of the standing committees shall be appointed by the chairperson of the board. The chairpersons of the standing committees shall be directors. Non-board members may serve as voting members of the committees, except the Finance Committee. The vice president of finance shall serve as a member ex officio of the Finance Committee. There shall be one member of the State Executive Council on each standing committee. Each committee shall meet at least two times a year.

**Section 5. 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 Colorado FCCLA Board of Directors shall be indemnified by Colorado Family, Career and Community Leaders of America against expenses actually incurred by the person in defense of such action.

## ARTICLE VI: STATE ADVISORY BOARD

The State Advisory Board and the Colorado FCCLA Board of Directors are interdependent in matters of program development, program implementation and public relations. The State Advisory Board and the Colorado FCCLA Board of Directors are recognized in these bylaws as the two key decision making bodies of the state organization. The State Advisory Board and the Colorado FCCLA Board of Directors shall meet jointly to discuss matters of common interest. Official business to be presented to delegates at the State Leadership Conference shall be discussed jointly by the State Advisory Board and the Colorado FCCLA Board of Directors prior to Colorado FCCLA Board of Directors' approval.

**Section 1. Membership.** The State Advisory Board shall consist of:

- A. Colorado FCCLA State Adviser
- B. State Executive Council
- C. Senior Officer
- D. Colorado National FCCLA Officer (for current year)
- E. Advisers to the State Executive Council
- F. District Consultants representing the 10 geographic FCCLA districts
- G. Postsecondary Member Representative
- H. One Family and Consumer Sciences middle school adviser
- I. One Culinary Food Events Committee representative
- J. Additional members designated by the Colorado FCCLA State Adviser, but who shall not have a vote

**Section 2. Responsibilities.** The essential function of the State Advisory Board shall be program development, program implementation and public relations. The State Advisory Board shall have the following responsibilities:

- A. Review the aims and objectives of the State FCCLA program.
- B. Recommend the establishment of programs, projects, and activities.
- C. Conduct the official business of the organization at the State Leadership Conference.
- D. Interpret and advocate the goals and program activities of FCCLA to groups and individuals within and outside the organization.

**Section 3. Meetings.** The State Advisory Board shall meet at the call of the Colorado FCCLA State Adviser.

- A. The State FCCLA President shall preside at the business sessions as designated by the Colorado FCCLA State Adviser.
- B. In order to have a free response on certain issues, the State Executive Council and the remaining State Advisory Board members may consider the same problem in separate sessions but shall make final decisions as the State Advisory Board.
- C. A majority of the members of the State Advisory Board shall constitute a quorum.
- D. Decisions shall be adopted by a majority vote.
- E. A current conferencing technology meeting will take place for a special session. A majority of members of the State Advisory Board shall constitute a quorum. The Family & Consumer Sciences Program Director, Colorado FCCLA State Adviser, State FCCLA President, and/ or Secretary of the State Advisory Board may call a special session.

**Section 4. Committees.** There shall be a representative of the State Executive Council on all committees of the State Advisory Board.

**Section 5. District Consultants.**

- A. Selection.
  - 1. District Consultants shall be selected by and from the Family and Consumer Sciences instructors/ advisers in each FCCLA district.
  - 2. Each FCCLA district shall have only one voting District Consultant who shall serve on the State Advisory Board.
- B. Term of Office. District Consultants shall be selected by their respective districts for a term consistent with the individual district policy.
- C. Duties. The District Consultant shall:
  - 1. Serve as a liaison between the State Advisory Board, the district organization, and member chapters within their district.
  - 2. Cooperate with the District Adviser (the local Chapter Adviser of the District President) and the District Executive Council in planning and managing meetings and activities at the district level.
  - 3. Assume responsibilities for the State Leadership Conference.
  - 4. Assume responsibilities for the Summer Leadership Conference for District Officers.
  - 5. Utilize the District Consultant Handbook. The Handbook and resource materials should be passed on to successor.
  - 6. Attend the State Advisory Board meetings.

**Section 6. Adviser(s) to the State Executive Council.**

- A. Selection. Adviser(s) to the State Executive Council shall be selected by the Colorado FCCLA State Adviser from local interested FCCLA Family and Consumer Sciences advisers.
- B. Duties.
  - 1. The adviser(s) to the State Executive Council shall serve on the State Advisory Board with vote.
  - 2. Shall attend designated meetings.
  - 3. Shall advise the State Executive Council in assuming all responsibilities.

**Section 7. Postsecondary Member Representative.**

- A. Selection: Shall be selected by a committee of two district consultants and the Colorado FCCLA State Adviser for interested postsecondary members who have submitted and application.
- B. Duties.
  - 1. Serve as a liaison between the State Advisory Board and postsecondary members.
  - 2. Serve on the State Advisory Board with vote.
  - 3. Shall attend designated meetings.
  - 4. Complete duties assigned by the State Advisory Board.

## **ARTICLE VII: COLORADO FCCLA STATE ADVISER**

- A. Appointment. The management team for Colorado Community College System shall appoint the Colorado FCCLA State Adviser for Colorado FCCLA.
- B. Duties. The Colorado FCCLA State Adviser shall:
  - 1. Have the authority to take immediate disciplinary action at all state-sponsored activities or functions.
  - 2. Have the authority to call meetings of the State Executive Council, State Advisory Board, and Board of Directors; and coordinate and promote the plans for statewide activities.
  - 3. Represent Colorado FCCLA at national meetings and participate in national projects.
  - 4. Assign responsibilities to delegates attending the National Leadership Meeting.
  - 1. Select a Senior Officer.
  - 2. Work cooperatively with the CTSO staff for the following items:
    - a. Forms and applications.
    - b. Reports and records.
    - c. Publications.
    - d. Financial status of the State Association.
  - 3. Have the authority to disburse funds according to established financial policies and procedures.
  - 4. Maintain relations with the State Officers of FCCLA. The State Officers shall work directly under the guidance of the Colorado FCCLA State Adviser and State Executive Council Adviser(s), assisted by the District Consultant and the Chapter Adviser of each Officer.
  - 5. With the help of the State Advisory Board, develop plans for the annual meetings and implementation of policies.

## **ARTICLE VIII: STATE EXECUTIVE COUNCIL**

### **Section 1. Membership of State Executive Council**

- A. The State Executive Council shall consist of all FCCLA State Officers. The State Executive Council shall be President, First Vice President, Second Vice President, Secretary, Vice President of Events, Vice President of Finance, Vice President of Membership, Vice President of Peer Education, Vice President of Programs, Vice President of Public Relations, Vice President of Publications, Vice President of Recognition, Senior Officer, State Representative(s) (as needed), and Occupational/Comprehensive Programs Representative(s) (as needed).
- B. Current Colorado National Officer(s) shall serve as a member on the State Executive Council with vote.

### **Section 2. Meetings.**

- A. The State Executive Council is required to attend meetings as identified in the State Executive Council Handbook.
- B. A majority of the members of the State Executive Council shall constitute a quorum.
- C. Decisions shall be adopted by a majority vote.

### **Section 3. Duties.**

- A. The State Executive Council shall carry out the responsibilities and their individual officer projects in accordance with the written policies and guidelines as stated in the Chapter Handbook and these Bylaws.
- B. The State Executive Council shall be active members of their local chapters and act as liaisons with their respective FCCLA districts.
- C. The Colorado FCCLA State Adviser shall make decisions regarding the removal of any State Officer not fulfilling her/his responsibilities.
- D. Specific duties of the individual State Officers are as follows:
  - 1. **President** - Shall be chairperson of the State Executive Council, and shall appoint special committees, with the advice and consent of the Colorado FCCLA State Adviser, and shall be an ex-officio member of all committees. Shall preside at State FCCLA meetings, FCCLA Officer Team meetings and at Executive Council and State Advisory Board meetings, as designated by the Colorado FCCLA State Adviser. Shall contact the State Office one week prior to meetings to review agenda items and specific responsibilities.
  - 2. **First Vice President** – Shall perform the duties of the President during the absence or disability or on the request of the President. Shall serve as Parliamentarian and shall receive final reports for the State Officer projects and prepare a summary sheet for the set of reports to be given at the Fall Planning Meeting and the State FCCLA Leadership Conference. Shall serve as Chairperson of the Bylaws Committee.
  - 3. **Second Vice President** – Shall assist the President, represent Colorado at the National Leadership Meeting as a voting delegate, promote membership in the National FCCLA Alumni & Associates Association and keep a record of the current Colorado Alumni and Associates, serve as a liaison on the Colorado Alumni and Associates Board, and shall assume the duties of any office other than President in the event of a resignation.
  - 4. **Secretary** – Shall take and prepare minutes of all Executive Council meetings and all official meetings; turn in rough draft of these minutes to State Office no later than two weeks after said meeting. At the end of the term of office, the Secretary shall be responsible for collecting copies of the minutes, financial reports, and other materials deemed necessary for historical purposes. Shall serve as third voting delegate

member at National Leadership Meeting. Shall serve as Chairperson of the Minutes Review Committee.

5. **Vice President of Events** - Shall promote participation in STAR and State Events work with the state coordinator of these events; provide input into revision of these events and attend meetings regarding these events, if possible. Shall also serve as a host/hostess at the State Leadership Conference. Shall serve as Chairperson of the STAR and State Events Committee. Must have competed in a STAR Event (excluding State and Proficiency events).
6. **Vice President of Finance** - Shall keep a close communication with the State Office concerning financial records, report the financial status of the organization at all meetings, and attend the audit committee meeting. Shall keep financial records for historical purposes and promote any national financial program.
7. **Vice President of Membership** - Shall promote membership and report at all Executive Council and State Advisory Board meetings and to the national level on the status of the state's membership, promote national membership program and may serve as a voting delegate at the National Leadership Meeting. Shall also serve as National Committee Member at the National Leadership Meeting. Shall serve as Chairperson of the Chapter Handbook Committee.
8. **Vice President of Peer Education** - Shall provide leadership in planning and implementing the organization's peer education programs and training throughout the state. Shall serve as Chairperson of the Youth Expo Committee. Shall serve on the National Programs Committee.
9. **Vice President of Programs** - Shall serve as liaison between the Colorado State organization and the National Organization to promote national programs and projects as established by the National Office. Shall serve as Chairperson of the National Programs Committee.
10. **Vice President of Public Relations** - Shall coordinate the state service project, promote the Colorado Association and its Program of Work, prepare news releases relating to conferences and organize any necessary media presentations for the State Leadership Conference. Shall serve as media relations resource for chapters. Shall serve as Chairperson of the State Service Committee.
11. **Vice President of Publications** - Shall prepare the issues of the *Colorado Comments* and submit articles to *Teen Times*, assist in preparation of the state publications and request a summary from districts of activities to be reported on at the State Executive Council meetings. Shall serve as Chairperson of the Middle School Committee.
12. **Vice President of Recognition** - Shall serve as a member of the screening committee for State Recognition Awards and Corporate Sponsor Recognition, recommend revisions for procedures, and assist with the recognition of national programs. Shall serve as Chairperson of the Recognition Committee.
13. **State Representative(s)** - Shall act as a liaison from their respective district and assist the State Executive Council with all of their duties.
14. **Senior Officer** (as qualified) - Shall attend the meetings with vote as requested by the Colorado FCCLA State Adviser and in cooperation with the Colorado FCCLA State Adviser, the Senior Officer shall advise and assist the State Executive Council during meetings and the State Conference.

#### **Section 4. Term of Office.**

- A. The term of office shall be from the installation at the annual State Leadership Conference until the next conference, or until a successor has been installed.

- B. Term of office may be interrupted by the action of the Colorado FCCLA State Adviser for reasons of, but not limited to, officer violation of the Policies and Disciplinary Procedures in the Chapter Handbook, officer moving, or upon recommendation of an adviser and/or District Consultant. Due process will be adhered to.
- C. In the event a State Officer graduates before the end of the school year, the officer shall complete the term and fulfill the responsibilities of the office.

**Section 5. Vacancies.** In the event of a vacancy prior to Fall Planning Meeting, a successor to a State Office shall be appointed according to the Bylaws and Policies and Procedures.

**Section 6. Qualifications of State Officers.**

- A. Candidates for the FCCLA Office from a comprehensive chapter must be an active member of a chapter and must remain an active member throughout their term of office.
- B. Candidates for the FCCLA Office from an occupational chapter must be either an active member of a member chapter or a prospective member submitting a promissory commitment to become an active member and fulfill the responsibilities as an active member.
- C. The State Advisory Board shall determine the minimum quality standards for State Officer selection.

**Section 7. Nominations.**

- A. Candidates for the State Executive Council shall be nominated on the official applications by member chapters and sent through the District Consultant to the District Interviewing Panel.
- B. The District Interviewing Panel shall screen the applicants by the established deadline date.
  - 1. A maximum of three nominations plus one alternate candidate from each district for the State Executive Council shall be forwarded to the CCCS State FCCLA Office by the established deadline date.
  - 2. There may be two officer candidates from each member chapter.
  - 3. Three nominations and alternate can be from any combination of comprehensive and occupational chapters per district.
  - 4. In the event of fewer than thirty State Officer Candidates, qualified alternates will be notified prior to the State Conference of their eligibility to be a State Officer Candidate.
- C. The State Interviewing Panel at the State Leadership Conference shall interview and determine State Officer positions.
- D. The State Advisory Board shall formulate the policies to be used in the interview and selection process.
- E. Except for State Representative(s) and Occupational/Comprehensive Programs Representatives, the slate may be filled at the discretion of the State Interviewing Panel by selecting a candidate from any FCCLA district's officer candidates.

**Section 8. Representatives.**

- A. At the conclusion of the state interviewing process, those districts that are not represented by a newly-elected State Officer shall have a State Representative appointed from that district's State Officer Candidates by the State Interviewing Panel.
- B. At the conclusion of the state interviewing process, the State Interviewing Panel shall appoint up to two occupational/comprehensive State Officer Candidates to be an Occupational/Comprehensive Programs Representative(s) if on the newly-elected State

Officer Team, there is not two representatives for the Occupational/Comprehensive Programs. The representatives must be selected from the current candidates' pool.

- C. The representatives shall be a member of the State Executive Council with voting privileges, official uniform, and State Officer project.

**Section 9. State Interviewing Panel.**

- A. A State FCCLA Interviewing Panel shall be established for the annual selection of FCCLA State Officers.
- B. The Chairperson of the State Interviewing Panel shall be the Colorado Family and Consumer Sciences Program Director. The Vice-Chairperson shall be one individual appointed by the Colorado FCCLA State Adviser. The Chairperson shall organize, conduct, and evaluate the interviewing process. The Chairperson and Vice-Chairperson shall serve on the panel in a non-voting capacity.
- C. The State FCCLA Interviewing Panel shall consist of:
  - 1. Two adults: A District Consultant or co-consultant on an alphabetical district rotation basis and either an administrator, chapter parent, CSU teacher educator or other adult on an alphabetical district rotation basis but not to be from the same FCCLA district as district consultant.
  - 2. Youth members: Each district may have one Interviewing Panel Member. Any qualified member from a chapter except a former state officer who is less than two years removed from his or her office may make application to serve on the State FCCLA Division Interviewing Panel. After completing the official application contained in the Chapter Handbook, the applicant shall be screened and selected at the District meeting.
  - 3. One past State FCCLA Officer or National Officer who is two years or more removed from his/her position "after" one past state FCCLA officer or national officer.
- D. Duties of the State FCCLA Interviewing Panel:
  - 1. Receive and screen State Officer applications.
  - 2. Interview each officer candidate.
  - 3. Select the State Officer Team.

**Section 10. Senior Officer.**

- A. Only past FCCLA State Officers members may make application for the position of Senior Officer. A letter of application shall be sent to the Colorado FCCLA State Adviser by established date.
- B. The Colorado FCCLA State Adviser may select a Senior Officer of FCCLA.

**Section 11. National Officer.**

- A. Nomination. Each State Association shall have the privilege of nominating a candidate(s) for National Office as either a regional candidate or an at-large candidate.
- B. Qualifications. The National Officer Candidates shall meet the minimum quality standards as stated in the state's National Officer selection policies.
- C. Application. Applications for National Office may be obtained from the Colorado FCCLA State Adviser and shall be submitted to the State Office by established deadline date. Applications are subject to approval by the Colorado FCCLA State Adviser. Candidates will be interviewed by the current State Interviewing Panel at the State Leadership Conference.
- D. Duties:



1. National FCCLA Officer(s) from Colorado shall act as liaison between National and State levels and report to the State Executive Council following each National Meeting attended.
  2. Shall attend State Executive meetings as stated in State Officer's policies and State Leadership Conference.
- E. Ineligibility. The incoming State Executive Council is ineligible to be considered for a National Office.
- F. National Officer Candidate(s) who do not receive a National Office may apply to Colorado State Executive Council and be selected at the discretion of the Colorado FCCLA State Adviser as Senior Officer or Representative.
- G. A national officer candidate NOT qualified to represent Colorado will become eligible to become a State Officer.

## **ARTICLE IX: STATE MEETINGS**

**Section 1.** The annual meeting of the Colorado Association of FCCLA shall be held at a time and place designated by the Colorado FCCLA State Adviser.

**Section 2.** Attendance shall be limited to Affiliated members in grades 6-12 and postsecondary members.

**Section 3.** Each chapter is entitled to two voting delegates.

**Section 4.** Adherence to Policies and Disciplinary Procedures for the Colorado Association of FCCLA (Officers) (Members) while in attendance at state, regional, and national activities is mandatory.

**Section 5.** Two-thirds of the voting delegates who have registered at the State Leadership Conference shall constitute a quorum at scheduled business meetings.

## **ARTICLE X: POLICIES AND PROCEDURES**

A Policies and Procedures Manual shall be maintained and updated as needed. The State Advisory Board will approve policies in the manual. Procedures may be developed or revised by the Colorado FCCLA State Adviser.

## **ARTICLE XI: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised, shall govern the business of the State Organization of Colorado FCCLA in all cases in which they are applicable and in which they are not inconsistent with these Bylaws, the National Bylaws, or with the laws of the State of Colorado.

## **ARTICLE XII: AMENDMENTS**

**Section 1.** These Bylaws may be amended by a two-thirds vote at the State Leadership Conference.

**Section 2.** Amendments to be considered shall be delivered to all affiliated chapters at least 30 days prior to the scheduled business meeting.