Little Axe FCCLA

Chapter Bylaws

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**Little Axe Local Chapter**

**Family, Career and Community Leaders of America**

**Constitution, By - Laws, and Policies and Procedures**

**Article I**

Section 1 Name-Sponsor-Mission-Purpose

The organization shall be known as Little Axe Family, Career and Community Leaders of America and have the same sponsors, mission and purpose as the Region, State and National Association of Family, Career and Community Leaders of America.

**Article II**

Section 1 Local Membership

Local membership shall consist of region, state and nationally affiliated members of the local assigned to the local by the Family and Consumer Sciences Division of the Oklahoma Department of Career and Technology Education.

Section 2 Chapter Membership

Membership in Family, Career and Community Leaders of America, Little Axe chapter shall consist of any student from Little Axe High School enrolled, or previously enrolled, in a family and consumer sciences program as approved by the state of Oklahoma. The member must pay dues as established by the local, state, and national association; and will be eligible to hold office, participate in awards programs, serve as a delegate to state and national meetings, or to otherwise represent their chapter in state and/or national Family, Career and Community Leaders of America affairs. The advisor has the right to revoke all privileges the student has obtained by becoming a member of FCCLA at any time.

Section 3 Advisors

The teacher(s)/coordinator(s) of each family and consumer sciences education program will serve as an advisor of his/her Family, Career and Community Leaders of America chapter. However, an alternative advisor may be appointed as deemed necessary by the school administration.

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**Article III**

Section 1 Local Fees

There will be annual chapter fee for yearly local activities. The fee is due prior to the first local event of the year. Students not in compliance will be unable to participate in all local activities.

Section 2 Fiscal Year

A fiscal year shall be June 1 through May 31.

Section 3 Budget

The estimated budget shall be prepared by the local FCCLA advisor.

Section 4 Audit

The financial statement of all income and expenditures shall be prepared by the local FCCLA advisor. It shall be made available to the activity account advisor and may be subject to audit.

Section 5 Dissolution or Liquidation

Upon final dissolution of FCCLA Little Axe Chapter and after discharge of satisfaction of all outstanding obligations and liabilities, the remaining assets shall be divided proportionately among the other student led organizations at Little Axe High School.

**Article IV**

Section 1 Amendments

The by - laws shall be amended by a 2/3 vote of the local chapter. Each chapter shall have one (1) vote. (See attached Policies and Procedures)

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**Little Axe Local Chapter**

**Family, Career and Community Leaders of America**

**Policies and Procedures**

**(Revised April 2015)**

**Article I**

Section 1 Local Officers

1. The following officers will be elected: High School – President, Vice-President, Secretary, and two representatives and Middle School – President, Vice-President, Secretary, and two representatives.
2. Local officers will be elected no later than LEAD.
3. Officers are expected to attend all local, district, and state activities.

-Failure to meet responsibilities may result in dismissal of office. Emergencies do occur, however, officers are expected to contact the FCCLA Advisor/Counselor (immediately).

D. If the circumstance arises where a local member is designated or elected to a district office, that student will automatically be appointed as the local chapter president.

Section 2 Duties

A. The President shall preside at local meetings using an agenda approved by the local advisor.

B. The Vice-President shall assume the duties of president in the president’s absence and assist the president as needed.

C. The Secretary keeps an accurate, complete record of all appropriate local activities and will attend to all correspondence at local activities.

1. The Public Relations officer is responsible for keeping the local activities visible among the Little Axe community.

\*\* All officers shall have a working knowledge of parliamentary procedure. Officers may represent the local chapter at special events. Each officer shall cooperate with all other local officers and advisor in planning local activities.

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**Policies and Procedures**

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\*\* All officers shall have a working knowledge of parliamentary procedure. Officers may represent the local chapter at special events. Each officer shall cooperate with all other local officers and advisor in planning local activities.

Section 3 Qualifications: Candidates for local office shall have the following qualifications:

A. Shall be an active paid member in the local chapter during the time of nomination.

1. Must be in good standing in school with a “C” average or above.
2. Must be affiliated with state and national FCCLA.
3. Must be enrolled in a Family and Consumer Science class for the current year serving.

Section 4 Nomination and Selection: Candidates for local officer shall be nominated by the local chapter according to the following guidelines:

1. Candidates will turn in an application that may be picked up from the advisor. This application needs to be turned in on or before the specified date to be considered for candidacy. (25%)
2. The entire student membership will vote on the candidates using a pro con pro approach. (25%)
3. The candidate will prepare a 200 word hand written essay entitled, “What FCCLA Means to Me,” to be returned with the application for evaluation by a panel of educators. (50%)

Section 5 Terms of office/Vacancies/Resignations

1. The term of office shall be for one year, August 1 to May 31.
2. In the event a vacancy occurs in the office of president, the vice-president will assume the office and all other officers will move up. Alternates will be assigned at the discretion of the local FCCLA advisor. Alternate is defined as a student who applied for the local office but was not selected.
3. All officers will be given the opportunity to resign, if they feel they cannot fulfill the duties of the office. All resignations should be in writing and submitted to their respective local FCCLA advisor. Upon resignation the office will be filled using the vacancy procedure.

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Section 6 Supervision/Suspension/Removal of officers

1. Officers who are in violation of school rules (which includes in school detention and suspension), the law, or is not participating/contributing to the organization in a positive way will be removed from their office. They will remain a member, but will not be an officer.
2. The advisor has the final say in whether a student can continue their office. If an event arises that a student is acting in an inappropriate manner whether on or off campus, the advisor has the authority to revoke his/her title. In conjunction the advisor also has the right to revoke all privileges the student has obtained by becoming a member of FCCLA.

**Article II**

Section 1 Activities

1. Activities consist of: local, district, and state meetings, fundraisers, and volunteer work.
2. Students planning on attending State Convention are required to participate in seventy percent of the activities for the school year up til the date of State Convention.
3. The student will be given a refund only when the trip has been paid with by personal check. All other funds will be seen as donations and will not be refunded in the case a student is unable to attend State Convention.

Section 2 Senior Cords

1. Seniors will receive red and white honor cords when graduating with seventy percent attendance of all activities for the entire year and are in good standing with the local, state, and national organization.

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