

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

**CONSTITUTION**

**ARTICLE I - Name, Mission and Purpose**

**Section A:** The name of this Association shall be Montana Association of Family, Career and Community Leaders of America. Members are hereinafter referred to as Family, Career and Community Leaders of America. The letters FCCLA may be officially used to designate the association, the chapters or members thereof.

**Section B:** The sponsor of the Montana Association shall be the family and consumer sciences division of the State Office of Public Instruction, an integral part of the family and consumer sciences program, under the guidance of the FACS specialist, who shall serve as State Adviser.

**Section C:** The mission of the organization is to promote personal growth and leadership development through family and consumer sciences education. Focusing on multiple roles of family member, wage earner, and community leader, members develop skill for the life through - - -

- character development;
- creative and critical thinking;
- interpersonal communication;
- practical knowledge; and
- career preparation.

**Section D:** Organized instruction relating to the mission is a part of the family and consumer sciences education program in the schools. The purpose 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 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 careers and related occupations.

## **ARTICLE II – Organization**

- Section A:** The Montana Association is the state association for students studying family and consumer sciences in middle, junior and/or high schools. It shall consist of chapters in schools where family and consumer sciences education is offered.
- Section B:** Continued affiliation requires payment of dues and submission of a copy of current bylaws to the state organization. State, district, and chapter bylaws shall be consistent with those of the national organization.
- Section C:** A chapter may be affiliated in public and private schools in which family and consumer sciences instruction is offered. The chapter shall be composed of students possessing the qualifications for membership.
- Section D:** Teachers certified/endorsed in family and consumer sciences education, or approved by the State FCCLA Adviser shall serve as chapter advisers.
- Section E.** The emblem of the Montana Association of Family, Career and Community Leaders of America will be consistent with the emblem of the national organization.

## **ARTICLE III – Membership**

- Section A:** Membership in this state association shall be of three kinds: (1) active, (2) honorary, and (3) alumni & associates.
- Section B:** Active Members. Any student who is taking or has taken a course in family and consumer sciences and/or family and consumer sciences-related occupations through grade twelve shall be eligible for active membership in an organized chapter within the school.
- Section C:** Honorary Members. Any individual who has helped to advance the family and consumer sciences program or has rendered outstanding service to the Family, Career and Community Leaders of America may be elected to honorary membership by a majority vote of the officers present at any official meeting of the state executive council. Any chapter may recommend an individual for honorary membership. Honorary members shall not be eligible to vote or hold office, but they shall be entitled to wear the official FCCLA pin. The awarding of the honorary membership shall be limited to one for each chapter and four for the state association in any one year. The levels of honorary membership shall be denoted by symbols as follows: (1) Chapter Honorary Member - scroll, and (2) State Honorary Member – torch.

**Section D:** Alumni & Associate membership is open to former active members and other adults who share the goals and purposes of Family, Career and Community Leaders of America and its programs, and who wish to support the continuing development of FCCLA youth. Members of Alumni & Associates shall not be eligible to hold office, make motions, or vote.

#### **ARTICLE IV -- Dues, Fiscal Year and Budget**

**Section A:** The amount of state dues for active members shall be determined by a recommendation from the State Advisory Board, followed by a motion for acceptance from the State Executive Council with final approval of the voting delegates at a state meeting.

**Section B:** The State FCCLA Advisory Board shall determine the amount of dues for the Alumni & Associates member category.

**Section C:** In order for chapters and its members to participate at the state level, all district, state and national dues must be paid by February 1 of the current fiscal year.

**Section D:** State honorary members pay no dues.

**Section E:** The fiscal year shall be July 1 through June 30.

**Section F:** The budget shall be developed by the State Executive Secretary in coordination with the State Adviser, presented to the State Advisory Board, and then approved by the State FCCLA Executive Council.

**Section G:** The financial statement shall be reviewed every third year by a certified public accountant who has been approved by the State Advisory Board. The review results shall then be provided to the State Advisory Board.

#### **ARTICLE V – Officers**

**Section A:** The officers of the State Executive Council of Montana Association of Family, Career and Community Leaders of America shall be: President, Vice President, Secretary/Treasurer, State Officers of: Public Relations, Parliamentary Law, Programs, Membership, Competitive Events, Development, and Community Service. The President, Vice President, Secretary/Treasurer shall be elected by the incoming officers. Incoming officers will also decide how to designate the remaining offices: by appointment, mutual consensus, or election. Up to two National Officer Candidates (NOC) selected at the State Leadership Conference will serve as “at-large” officers on the Executive Council.

**Section B:** The state adviser shall be the administrative officer of the state association. The state specialist of family and consumer sciences education shall appoint the state adviser (or act in this capacity) and shall give general guidance to the program.

**Section C:** In the event that an at-large officer is elected to national office, the officer will resign from the State Executive Council. The position will remain vacant for the remainder of the term. The national officer will serve as a liaison to the SEC and participate in those meetings and activities whenever possible.

**Section D:** District presidents shall be installed as state officers at the following state conference for a one-year term. The State Executive Council shall consist of the ten state officers representing their districts, along with up to two state officers at-large.

**Section E:** Up to two NOC will be selected at the state conference according to the approved Montana National Officer Selection process to represent Montana at the next National Leadership Conference. The NOC will be selected and installed as state officers at-large during the installation ceremony at the State Leadership Conference. The guidelines for the NOC selection process are available from the state office.

#### **ARTICLE VI – Executive Council**

**Section A:** There shall be a State Executive Council composed of the state officers, including the state officers at-large, the state adviser, the state chapter parent and the state officers' chapter advisers. (Adults shall serve without voting privileges.)

**Section B:** The State Executive Council shall have the authority to conduct the business of the association in accordance with the constitution in a prudent and fiscally responsible manner.

**Section C:** The voting members of the State Executive Council shall have regular meetings, as outlined by the state office. Special meetings may be called if needed by the president and the state adviser. It is recommended that advisers of state officers attend all meetings held at the state office.

#### **ARTICLE VII – Advisory Board**

**Section A:** There shall be a State Advisory Board of the Montana Association of FCCLA composed of: (1) the family and consumer sciences teacher educator in each of the post-secondary institutions, (2) six FCCLA chapter advisers, (3) one school administrator, (4) ex-officio members including the FCCLA state adviser, the FCCLA state chapter parent, and (5) a current FCCLA state officer.

- Section B:** Two chapter advisers will be selected each year to serve a three-year term on the advisory board. Candidates will apply by written request to the Advisory Board Chair or State Adviser. Applicants will be selected by lottery method at the SLC. Terms begin and end with the summer meeting.
- Section C:** An administrator representative will be selected to serve a 3-year term on the State Advisory Board. A written application will be submitted to the advisory board by the winter meeting. The representative will be announced at the SLC. Term begins and ends with the summer meeting.
- Section D:** The Advisory Board shall meet a minimum of twice a year; the state adviser and board chairperson may call special meetings. Meetings will be held in conjunction with the State Executive Council meetings, whenever possible.
- Section E:** The election of vice-chair and secretary will be held annually at the summer meeting. The board member elected as vice-chair shall hold the position for one year and become the board chair during their second year of board membership. The past-chair will serve as a consultant for the Chair.

#### **ARTICLE VIII – Conferences**

- Section A:** The state conference of the Montana Association of Family, Career and Community Leaders of America shall be held annually, except in cases of extreme emergency when it may be canceled by the state advisory board with the approval of the State Executive Council.
- Section B:** Before a chapter is eligible to attend the FCCLA State Leadership Conference, the chapter must be in “good standing” at the district level with regard to financial obligations and be affiliated at the state and national levels by February 1. The adviser of the District President will notify the state adviser of any chapters not in good financial standing at the district level.
- Section C:** The state adviser, in consultation with the state advisory board shall determine the time and location of SLC. The purpose of the conference shall be to transact the business of the organization.
- Section D:** Affiliated chapters attending the state conference shall each have two members designated as voting delegates. The privilege of making motions, debating and voting shall be limited to the designated voting delegates. Proxy voting is not allowed. Voting delegates from a majority of the state’s affiliated chapters shall constitute a quorum.

## **ARTICLE IX – Amendments**

**Section A:** Proposed amendments or bylaws to the state constitution of the Montana Association of Family, Career and Community Leaders of America may be submitted in writing to the State Executive Council by any chapter.

**Section B:** The State Executive Council shall review and assemble the proposed amendments and bylaws from all chapters in the state and shall submit them to the state adviser at least sixty (60) days prior to the state association meeting. The state adviser shall review the proposed changes and return them to the chapters for a study at least thirty (30) days prior to the state meeting. Voting delegates will vote on the proposed changes to constitution and/or bylaws at the state conference; two-thirds majority of the quorum is required for any proposal to pass.

**Section C:** Amendments and revisions made in the national bylaws will be reported to the delegates at the state meeting. If the national revisions change the state constitution, these revisions will become automatic.

**Updated by student vote March 2011**

**Montana Association  
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**BYLAWS**

**ARTICLE I – Duties of State Officers and State Adviser**

- Section A:** President. It shall be the duty of the president to preside over the state association meetings of the FCCLA and over meetings of the State Executive Council. The president shall appoint all committees and may serve as an ex-officio member of the committees.
- Section B:** Vice President. In the event the state president is unable to attend an Executive Council meeting or state meeting, the state vice president shall assume the president's duties.
- Section C:** Secretary/Treasurer. It shall be the duty of the secretary/treasurer to keep accurate records of the sessions at the FCCLA state meeting and at meetings of the State Executive Council. The secretary/treasurer shall review receipts and disbursements based upon the records submitted by the state adviser and make a report, which has been approved by the State Executive Council, to the delegates assembled at the state meeting on the financial status of the association.
- Section D:** State Adviser. The state adviser shall be the administrative officer of the association. It shall be the duty of the state adviser to (1) direct the work of the association; (2) advise the State Executive Council, delegates, and committees on matters of policy; (3) keep permanent records of district and state proceedings; (4) serve as ex-officio member of all committees; (5) assist chapters in setting up their programs; (6) direct the national organization to forward state affiliations to the party contracted by the FCCLA State Advisory Board to perform bookkeeping for the State Association; and (7) perform other duties as necessary.
- Section E:** The State Officer of Public Relations shall provide leadership in planning and promoting the organization's public relations programs.
- Section F:** The State Officer of Parliamentary Law shall provide leadership in assuring that the business sessions for the state organization and the meetings of the State Executive Council are conducted in accordance with acceptable parliamentary law.
- Section G:** The State Officer of Programs shall provide leadership in planning and promoting the organization's individual recognition and peer education programs.

**Section H:** The State Officer of Membership shall provide leadership in planning and promoting programs for membership promotion and development.

**Section I:** The State Officer of Competitive Events shall provide leadership in planning and promoting the organization's Competitive Events.

**Section J:** The State Officer of Development shall provide leadership in seeking out and continuing sponsorships for the organization's programs and events.

**Section K:** The State Officer of Community Service shall provide leadership in planning and promoting the organization's community service programs.

**Section L:** State Officers At-Large shall provide leadership and assistance to the State Executive Council as needed.

### **ARTICLE II – Duties of the Executive Council**

**Section A:** The duties and responsibilities of the State Executive Council shall be as follows: (1) determine policies and procedures; (2) determine what business shall be brought before the assembled delegates; and (3) conduct such other business as is necessary to further the progress of the association.

### **ARTICLE III – Duties of the State Advisory Board**

**Section A:** The duties and responsibilities of the State Advisory Board shall be as follows: (1) serve in an advisory capacity to the State Executive Council; (2) determine what business shall be brought before the assembled delegates; (3) pass upon recommendations for honorary membership and other state awards as needed; and (4) conduct such other business as is necessary to further the progress of the association.

**Section B:** The chairman of the State Advisory Board and the person/firm designated by the Board to provide bookkeeping services for the organization shall be the two signatures on all State Association checks.

**Section C:** The chairperson in consultation with the state adviser shall determine the selection and order of business during board meetings. The Board shall consider agenda items submitted by any voting member of the Board.

**Section D:** The vice-chair shall be responsible for staying current on all issues addressed by the chair and Advisory Board so as to assure a seamless transfer of information from one chair to the next. The vice-chair will act as chair during temporary absences of the chair, and if due to necessity assumes the chairmanship prior to the annual succession; a new vice-chair will be elected by the board at its next bi-annual or special meeting.

**Section E:** Montana state law will be followed in regard to open meeting laws.

## **ARTICLE IV – Vacancies on Executive Council**

**Section A:** If the office of president shall become vacant, the vice president shall automatically assume the office and duties of the president. The president in consultation with the state adviser shall make appointments for vacancies of vice president, secretary or treasurer.

**Section B:** Each of the ten districts of the Montana Association shall elect a district president/chairperson by means of the state election process; this person shall also serve as a state officer for a one-year term following the installation ceremony at the state conference. In each district, the candidate running for the office of president/chairperson with the second most votes will be named the first vice president of that district. Each district will determine what additional officers will be elected (i.e. 2<sup>nd</sup> vice president, secretary, etc).

**Section C:** In the event any state officer (district chairperson) leaves school (including early graduation) or cannot serve the term of office (moves, illness, national officer candidate, etc.) the district 1<sup>st</sup> vice-chairperson will assume the office. If the district 1st vice-chairperson is not available, the district 2<sup>nd</sup> vice president will assume the office.

## **ARTICLE V – Districts of Montana Association of FCCLA**

**Section A:** There shall be ten (10) districts of the Montana Association composed of counties as follows:

- I. Glacier, Toole, Pondera, Liberty, Teton and northern part of Lewis & Clark.
- II. Park, Gallatin, Meagher, Broadwater, southern part of Lewis & Clark.
- III. Choteau (except town of Highwood), Hill, Blaine, Phillips.
- IV. Yellowstone (except town of Laurel), Treasure, Musselshell, Rosebud, Bighorn, Powder River, Custer (except town of Miles City).
- V. Richland, McCone, Garfield, Prairie, Dawson, Wilboux, Fallon, Custer, and town of Miles City.
- VI/VII. Powell, Mineral, Ravalli, Missoula, Sanders, Granite, Deer Lodge, Lake, Lincoln, Flathead.
- VIII. Valley, Daniels, Sheridan, Roosevelt.
- IX. Cascade, Judith Basin, Fergus, Petroleum, and town of Highwood.
- X. Sweet Grass, Stillwater, Carbon, Wheatland, Golden Valley, and town of Laurel.
- XI. Madison, Beaverhead, Jefferson, Silver Bow.

**Section B:** A chapter may request a transfer to a neighboring district only if it is to the benefit of both districts. Requests shall be made in writing to the State Adviser, the Advisory Board, and the district presidents of the districts affected; requests for transfer are due sixty (60) days prior the winter advisory board meeting. Transfers shall not be implemented until the fall of the following year.

## **ARTICLE VI – Endowments, Gifts and Investments**

### **Section A: Receipt of Endowments, Gifts, and Investments**

The Board of Family, Careers and Community Leaders of America (FCCLA), a non-profit student vocational organization, may accept gifts, endowments, legacies, and devises subject to the lawful conditions imposed by the donor. Endowments received by FCCLA will be deposited to an endowment fund as an expendable or non-expendable trust. Neither the Board nor the State advisor will approve any gifts that are inappropriate. Unless the conditions of the endowment instrument require immediate disbursement, money deposited to the endowment fund shall be invested by the Board according to the provisions of the Uniform Management of Institutional Funds Act (Title 72, chapter 30, MCA.).

The board authorizes the State Advisor to establish procedures for determining the suitability or appropriateness of all gifts to be received and accepted by the State FCCLA.

Educational foundations, organizations, or individuals, that seek to promote, enhance and enable educational opportunities and improvement activities for Montana FCCLA may make donations to the endowment fund.

Educational foundations, organizations and individuals may be sanctioned by the FCCLA State Board, but the Board may not manage or direct those foundations, organizations or individuals. The management of endowment funds will be directed by the Endowment Committee.

### **Section B: Creation of the Endowment Committee**

The FCCLA Advisory Board will appoint three (3) members to the Endowment Committee, if the by-laws of the endowment permit such action. Membership of the Endowment Committee will consist of a current or past SEC officer; a current Advisory Board Member; and a Chapter Adviser.

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