

Wyoming Association of Family, Career and Community Leaders of America

Bylaws

Revised March 2025



ARTICLE I

Name

Section 1: **Name**

As set forth in its Articles of Incorporation, the organization's name is: Wyoming Association of Family, Career and Community Leaders of America (referred to herein as "FCCLA," "Wyoming Association," or the "State Association"). The Wyoming Association is legally responsible for ensuring that its name is used only by its express authorization or permission. The Wyoming Association of FCCLA will affiliate with the National Association of FCCLA.

ARTICLE II

Mission Statement & Purposes

Section 1: **Mission Statement**

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

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

Organizational Structure & Administration

Section 1: **Board of Directors**

The Board of Directors shall serve as the legal governing body and shall develop policies in cooperation with the state executive council for the organization and provide for the administration of such policies including the general management and business of the organization.

Section 2: **State**

- A. The sponsor of the Wyoming Association shall be the family and consumer science division of the State Department, an integral part of the family and consumer science program, under the guidance of a coordinator, who shall serve as State Adviser.
- B. The state adviser shall give general guidance to the program in collaboration with the board of directors.
- C. The Wyoming Association of Family, Career, and Community Leaders of America shall be composed of all affiliated chapters within the state boundaries of Wyoming. As used herein, the term “State” shall be interpreted to apply to the Wyoming Association.

Section 3: **Districts**

There shall be one district in the state which includes all counties: Teton, Sublette, Lincoln, Uinta, Sweetwater, and Carbon Counties; Sheridan, Johnson, Campbell, Crook, Weston, and Niobrara Counties; Natrona, Converse, Albany, Platte, Goshen, and Laramie Counties; Horn, Washakie, Park, Hot Springs, and Fremont Counties.

Section 4: **Chapters**

- A. Any public or private school that is considered by its governing state agency to provide Family and Consumer Sciences education, and which has students possessing the qualifications for membership, may apply to become an FCCLA affiliated chapter. The chapter shall have an advisor, who shall serve as chapter administrative officer.
- B. Annual affiliation shall be made through the local chapters on forms provided by the National Organization. The application, together with the state and national affiliation dues for each chapter member, list of officers, and names of members, shall be sent to the National Office with a copy sent to the state office.
- C. Membership cards shall be provided annually by the National Organization for each member and shall be distributed through the local chapter.
- D. State and chapter bylaws shall be adopted by the respective groups to govern the transaction of business provided such bylaws shall be in harmony with those of the National organization.

ARTICLE IV

Membership Categories & Dues

Section 1: **Membership**

- A. **Student:** Students who are taking or have taken a course, determined by their governing state agency as pertaining to Family and Consumer Sciences shall be eligible for membership.
- B. **Adviser:** Each chapter is required to have an affiliated chapter adviser. A chapter adviser is a teacher that is certified/endorsed in family and consumer sciences education of a chapter within the school district they are employed.
- C. Active members shall pay all national, state and chapter dues.

Section 2: **Member Dues**

- A. The amount of national dues for active members shall be determined by the National Executive Council and the National Board of Directors, subject to approval of the voting delegates at a national meeting.

- B. The amount of state dues for active members shall be determined by the State Executive Council and be subject to approval of the voting delegates at a state meeting. Such dues shall be made in addition to national dues.
- C. The amount of chapter dues shall be determined by chapter members. These shall be in addition to national and state dues.
- D. The state and national dues for each active member shall be forwarded annually by each chapter to the National Directors office. Chapters must be affiliated with the State Association by **March 1** to be eligible to attend the State Meeting.

Section 3: **Alumni & Associates Membership**

Former members and other adults who share the goals and purposes of the State Association and its programs and who wish to support the continuing development of FCCLA members shall be eligible for Alumni & Associates membership.

Section 4: **Honorary Membership**

- A. Individuals whose professional responsibilities are not directly related to the Wyoming Family, Career, and Community Leaders of America, who have made outstanding contributions and who are giving continued service to the Wyoming Association by advancing its purposes, are eligible for honorary membership. Honorary members shall be elected by a majority vote at a joint meeting of the State Executive Council.
- B. Local Honorary Membership. Honorary membership in local associations may be given by local chapters in accordance with their bylaws.

Section 5: **Non-Discrimination**

Membership in Family, Career, and Community leaders of America will not be denied to a student because of the student's race, sex, nationality or religion.

ARTICLE V

Finances

Section 1: **Fiscal Year**

The fiscal year shall be July 1 through June 30.

Section 2: **Budget**

The budget shall be prepared and submitted by the state adviser for the approval of the Board of Directors annually.

Section 3: **Audit**

The financial statement of income and expenditures shall be audited annually by the state accountant.

Section 4: **Non-profit Status**

The Wyoming Association of Family, Career, and Community Leaders of America shall be classified as a non-profit public benefit organization, recognized as tax exempt under section 501(c)(3) of the United States Internal Revenue Code.

Section 5: **Assets Upon Dissolution**

Consistent with the Articles of Incorporation and in accordance with applicable corporate and tax law, upon final dissolution or liquidation of the Wyoming Association and/or a Chapter of Family, Career, and Community Leaders of America, and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets of the Wyoming Association and/or the Chapter shall be used by their respective boards in accordance with the purposes of the Wyoming Association or be transferred to a qualified exempt organization within the meaning of Section 501(c)(3) of the Internal Revenue Service Code of 1986, as amended.

ARTICLE VI

State Executive Council

Section 1: **Composition**

The State Executive Council (SEC) shall be composed of:

- A. The State & District officer teams.
- B. The Advisers to the State & District officers.
- C. The Advisers to the State and National officers will serve as ex-officio members.
- D. Every three years, a member will be selected who will be either:
 - I. The head of a Family and Consumer Sciences department,
 - II. A Family and Consumer Sciences teacher,
 - III. Or, a FACS representative from the University of Wyoming
- E. Any other person deemed necessary by the SEC shall be appointed for a one-year term.
- F. The State Adviser will serve as staff for the SEC.

Section 2: **Roles of the SEC**

- A. Represent the members of the Wyoming association of Family, Career, and Community leaders of America to review the aims and objectives of the Organization.
- B. Work collaboratively with the Board of Directors to determine policies and procedures for the function of the Organization.
- C. Help determine the place, time, and kind of meetings above the chapter level and determine the business to be brought before the State Association.
- D. Meet a minimum of three times per year:
 - I. One for leadership training and yearlong planning,
 - II. One for Fall Conference and mid-year evaluation planning,
 - III. One for State Convention planning,
 - i. Note: If set items are being expedited and the set time is not needed, the SEC may move by a 2/3 vote to set a different schedule of meetings for that year only. The time, place, and agenda shall be determined by the SEC.
- E. Determine the procedure for selecting officers and for transacting necessary business in case of an emergency.
- F. Evaluate and select a maximum of four (4) national officer candidates to present to the voting delegates.

ARTICLE VII

District Officer Team

Section 1: Composition

The Wyoming Association shall elect **up to four (4)** candidates that will serve as a District Officer with no stated office and a member of the State Executive Council.

Section 2: Qualifications

- A. The candidate must currently be an active member in an affiliated chapter at the school where registered.
- B. The candidate must have completed a minimum of one Family and Consumer Sciences course.
- C. The candidate must have a scholarship rating of average or above.
- D. The candidate must have shown leadership ability in responsibilities at the chapter level.
- E. The candidate must receive the approval of the chapter.
- F. The candidate is required to abide by the Wyoming High School Athletic Associations standards of conduct.

Section 3: Roles of a District Officer

- A. Serve as a member of the State Executive Council.
- B. Plan and carry out the Activities of Fall Conference.
- C. Set up, clean up and maintain facilities of the convention.
- D. Assist the State Adviser, state officers, and other staff throughout any convention.
- E. Present the District Officer candidates to the voting delegates at State Convention.
- F. Build relationships with Wyoming FCCLA members.
- G. Provide information for state website and social media pages.
- H. Lead workshops.
- I. Encourage member participation.
- J. Promote FCCLA throughout the state of Wyoming.

ARTICLE VIII

State Officer Team

Section 1: Composition

The Wyoming association shall elect **up to six (6)** candidates who shall serve as state officers for Wyoming FCCLA and be members of the state executive council.

Section 2: Qualifications

- A. The candidate must currently be an active member in an affiliated chapter at the school where registered.
- B. The candidate must have completed a minimum of one family and consumer sciences course.
- C. The candidate must have a GPA of 2.5/4.0 or above.
- D. The candidate must have shown leadership ability in responsibilities at the chapter or district level.
- E. The candidate must receive approval of the chapter.
- F. The candidate is required to abide by the Wyoming High School Activities Association Code of Conduct.

Section 3: **Roles of a State Officer**

- A. Be responsible and represent the organization in a positive manner at all times.
- B. Communicate with advisers (State and Chapter) and other officers.
- C. Develop relationships with the new officer team.
- D. Attend and assist in the activities of Fall Conference.
- E. Develop and maintain a program of work for the organization.
- F. Provide student input on decisions affecting FCCLA members.
- G. Meet with legislators and government officials to represent FCCLA.
- H. Serve on the State Executive Council.
- I. Determine the business to be brought before the delegates at the state Meeting.
- J. Conduct other business as shall be necessary to facilitate the progress of the organization.
- K. Plan the program, direct, and preside over the state meeting.
- L. Present state officer candidates to the voting delegates at state convention.
- M. Build relationships with Wyoming FCCLA members.
- N. Provide information for state website and social media pages.
- O. Lead workshops.
- P. Encourage member participation.
- Q. Promote FCCLA throughout the state of Wyoming.
- R. Attend National convention.

Section 4: **Nominating Committee**

- A. The nominating committee shall determine which position newly elected state officers shall serve as during their term.
- B. A nominating committee shall be composed of no more than three (3) chapter advisers, the current members of the SEC, the State Adviser, and no more than two student members. One (1) chapter adviser will be the adviser of the current State President. In the year that the State President's adviser has a candidate running, the distinction shall go to the next state officer adviser in line that does not have a candidate running. If all current state officer advisers have candidates running, the State Adviser will choose a chapter adviser to fill that position.
- C. It is the responsibility of the State Adviser to organize this committee.
- D. In the year that less than six officers are elected by 2/3 majority vote, the nominating committee shall combine offices as they deem necessary.

Section 5: **Officer Positions and Responsibilities**

- A. President:
 - I. Preside over all business meetings of the organization and of the SEC.
 - II. Serve as a board of director during term with the option of serving an additional year as an ex-officio member.
 - III. Start meetings on time and keep them moving efficiently.
 - IV. Hold all officers accountable for their responsibilities.
 - V. Sponsor a NATIONAL PROGRAM as a statewide project.

- VI. Responsible for State Convention's Opening Session.
- VII. Appoint, after consultation with the state adviser, the chairperson and members of all SEC committees, and be a member ex-officio of all committees.
- B. Vice President of Membership
 - I. In the absence of the President, the Vice President of Membership will preside and perform duties deemed necessary by the SEC.
 - II. Shall assist president with state convention's opening session.
 - III. Serve as a national committee member.
 - IV. Represent Wyoming as a voting delegate at the National Leadership Convention.
 - i. In years where Wyoming is represented on the National Officer at-large Nominating Committee, the VP of membership will also serve as a committee member.
 - V. Sponsor a **Membership** statewide project.
 - VI. Shall provide leadership in planning and implementing programs for membership promotion and development.
- C. Vice President of Community Service:
 - I. Responsible for state convention's business session.
 - II. Sponsor the national **Community Service** program as a statewide project.
 - III. Shall provide leadership in planning and implementing the organization's community service programs.
- D. Vice President of National Programs:
 - I. Sponsor a **National Program** as a statewide project
 - II. Assist Vice-President of Community service with state convention's business session.
 - III. Shall provide leadership in planning and implementing the organization's individual recognition and peer education programs.
- E. Vice President of Competitive Events:
 - I. Responsible for state convention's awards session.
 - II. Sponsor a **National Program** as a statewide project.
 - III. Shall provide leadership in planning and implementing the organization's competitive events programs.
- F. Vice President of Public Relations:
 - I. Shall provide leadership in planning and implementing the organization's public relations programs.
 - II. Report the news of chapters and their members within the state through the state website/social media.
 - III. Update the state website and manage social media pages.
 - IV. Serve as a member of the National Connection Team and receive training at the National Leadership Conference.
 - V. Sponsor a **National Program** as a statewide project.
 - VI. Responsible for state convention's keynote and entertainment session.

Section 6: **Term Length**

State officers shall serve for one year, until their successors are elected and installed or until their resignation has been approved.

Section 7: **Vacancies**

Appointments for vacancies shall be made by the state executive council. If the members of the SEC decide that major accomplishments have been met (i.e., national meeting attended, regional meeting completed, etc.), the State Officer Team shall assume the responsibilities of the office.

ARTICLE IX

National Officer Candidates

Section 1: **Wyoming National Officer Candidates**

- A. Officer Candidate(s) must meet the following qualifications, as stated in the National Bylaws:
 - I. Currently an active member in an affiliated chapter and has been an active member in good standing for at least one year.
 - II. A minimum of one year of Family and Consumer Sciences classes.
 - III. Not a present or former member of the National Executive Council.
- B. Prospective candidates will first be evaluated by the State Executive Council.
 - I. The State Executive Council will select a maximum of four (4) individuals from the prospective candidates. These four individuals will then be presented to the state voting delegates, who will choose two (2) Wyoming National Officer Candidates.
- C. The Wyoming National Officer Candidate receiving the greater number of votes may run for the National Office of his or her own choice.
- D. The candidate chosen must be able to travel with the chapter adviser whenever or wherever requested by the State or National Offices.
- E. The Wyoming National Officer(s) will serve on the State Officer Team and the Wyoming State Executive Council.

ARTICLE X

Nominations & Elections

Section 1: **Nominations**

- A. District Officers
 - I. Each chapter shall have the privilege of nominating two (2) candidates; no chapter shall have more than two (2) district officers.
 - II. Nominations from chapters shall be mailed to the State Adviser by **March 1**.
 - III. A list of officer candidates, along with qualifications shall be made available by the state Association to the voting delegates prior to the State Meeting.
 - IV. Nomination forms shall be used exactly as sent from the State Adviser. Forms will be posted on state website.
- B. State Officers
 - I. Each chapter shall have the privilege of nominating two (2) candidates; no chapter shall have more than two (2) state officers.
 - II. Nominations from chapters shall be mailed to the State Adviser by **March 1**.
 - III. A list of officer candidates, along with qualifications shall be made available by the state Association to the voting delegates prior to the State Meeting.
 - IV. Nomination forms shall be used exactly as sent from the State Adviser. Forms will be posted on state website.

C. Write-In Candidates

- I. Write-in candidates must run at large and have completed the appropriate forms provided by the State Adviser.
- II. These forms shall be made available to voting delegates upon arrival to the State Meeting Registration. The State Officer Candidates must provide enough copies for each chapter attending the State Meeting.

Section 2: **Elections**

A. Voting Delegates

- I. Each chapter shall designate **two (2)** members to serve as voting delegates during the state convention.
- II. The privilege of making motions, debating, and voting shall be limited to the accredited voting delegates and the State Officers. The privilege of discussion may be extended to the non-voting representatives upon the consent of the voting delegates.
- III. Voting delegates from two thirds (2/3) of the chapters shall constitute a quorum unless in an emergency, when the Executive Council shall declare a smaller quorum.

B. Officer Elections

- I. The officers, state and district, shall be elected by secret ballot annually at state convention.
- II. **In order for a candidate to be elected as an officer, he/she must receive at least two- thirds (2/3) majority vote.**
- III. The candidates with the most votes over two-thirds (2/3) shall make up the officer team.
- IV. State adviser, state staff, and any present board member shall tally ballots.

ARTICLE XI

State Convention & Committees

Section 1: **State Convention**

- A. The time and place of the State Meetings shall be determined by the State Executive Council.
- B. The purpose of the meeting shall be to elect officers, to hear the reports of officers and committee chairpersons, to promote the program of work, and to transact other business of the organization.
- C. The State Executive Council may vote for district meetings in any one year in lieu of the State Meeting.

Section 2: **Committees**

- A. Special committees may be appointed. The function of these committees shall be determined by the state adviser and the state President to carry out the work of the organization and to develop materials to aid in strengthening the state, district, or chapter programs.
- B. There shall be up to six (6) standing committees every year to meet at the state convention and report back at the business sessions on findings.

- I. The purpose of these committees will be to organize and develop the strength of the Wyoming FCCLA program.
- II. Each State Officer will chair one committee of choice for a term of one year. Each chapter must have and is limited to one member on one committee per year.
- III. The five committees are to be:
 - i. Resolution/Bylaw
 - ii. Financial
 - iii. National Program
 - iv. Reach
 - v. Communication
 - vi. Program of Work and Activities

ARTICLE XII

Emblem

Section 1: Emblem

The emblem of the Wyoming Association of Family Career and Community Leaders of America shall be designated by the National Office.

ARTICLE XIII

Board of Directors

Section 1: Composition

- A. The Wyoming Association shall have a Board of Directors consisting of at least 7 directors and no more than 11 directors. The board shall include the state adviser and current state president. Vacancies in the Board shall be filled and approved by current board members with majority vote.
- B. The Board of Directors is dedicated to having a diversified group of active and engaged individuals who are willing to make the time to help set strategic goals, provide organizational leadership, promote Wyoming FCCLA, identify and approve policies, provide fiscal and fiduciary oversight, and to assist in raising funds for sustainable operation.

Section 2: Powers

Except as otherwise provided by law, all corporate powers are exercised by or under authority of the Board and the affairs of the association are managed under Board direction.

Section 3: Meetings

The Board of Directors shall meet on a quarterly basis and/or as needed. Meeting dates and times will be agreed upon by the board. Regular meetings of the board shall be conducted through video/conference calling. A majority shall constitute a quorum and shall be present in all cases where a vote is necessary.

Section 4: Board Officers & Responsibilities

- A. The Board Officers of the association shall be the Board chairman, vice-chairman, treasurer, public relations, and director of development.

I. *Board Chairman*

- i. The Board Chairman shall lead the Board of Directors in performing its duties and responsibilities.
- ii. Preside over all Board meetings if present.
- iii. Decide all votes ending in a tie.
- iv. Create an agenda for Board meetings in cooperation with State Adviser.
- v. Perform all other duties incident to the office.

II. *Vice-Chairman*

- i. In the absence or disability of the Board Chairman, the vice-chairman shall perform the duties of the Board Chairman.
- ii. Shall have such other powers and perform such other duties prescribed for them by the Board of Directors or requested by the state adviser.

III. *Business & Industry Liaison*

- i. Shall serve as the point of contact between advisers and the organization's sponsors/partners.
- ii. Assist the director of development in coordinating sponsor/partner recognition.
- iii. Shall perform other duties as requested by the state adviser.

IV. *Public Relations*

- i. Work cooperatively with the state public relations officer to ensure communication is performed throughout the state association.
- ii. Shall serve as an adviser to the state public relations officer to assist in updating social medias and state website.
- iii. Send out Board of Director updates to chapter advisers when needed.
- iv. Work with webpage designer to ensure information is up to date.

V. *Director of Development*

- i. The Director of Development shall oversee all partnerships and sponsorships
- ii. Reach out to communities across the state to build partner and sponsor relations.
- iii. Maintain a tracking spreadsheet of partner and sponsor information.
- iv. Work cooperatively with state adviser to ensure receipts and thank-you notes are sent to supporting partners and sponsors.
- v. Work cooperatively with state adviser to ensure all moneys are tracked and reported for annual budget.
- vi. Coordinate sponsor recognition for Fall Conference and/or State convention.

Section 5: **Removal and Resignation**

- A. The Board of Directors may remove any director at any time, with or without cause, with a majority vote.
- B. Any director may resign their position at any time by giving written notice to the Board of Directors. Resignation shall take effect at the date of the receipt of the notice or at any later time specified in the notice.

ARTICLE XIV

Parliamentary Authority

Section 1: Governance

- A. *Robert's Rules of Order, Newly Revised, 12th Edition* shall govern the business of the Wyoming 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.
- B. Our secondary resource of parliamentary authority shall be the National Association of Parliamentarians (NAP).

Section 2: Bylaw Amendments

- A. These bylaws may be amended at the annual State convention or Fall conference by a two-thirds (2/3) majority vote of the voting delegates present.
 - I. Amendments shall be proposed by:
 - i. Any Chapter of the Association,
 - ii. The State Executive Council,
 - iii. The Board of Directors.
 - II. Proposed amendments shall be received by the state adviser thirty (30) days prior to the annual meeting in which proposals will be voted upon.
 - III. Notice of the proposed amendments shall be sent to all chapters thirty (30) days prior to the annual meeting in which proposals will be voted upon.
 - IV. The proposed amendments shall be in accordance with National FCCLA bylaws.

ARTICLE XV

Behavior & Consequences

Section 1: Behavior

- A. All members, advisers, chaperones, and transportation experts participating in any Wyoming FCCLA activity must follow the code of conducts set forth by the state association or will be punished accordingly by the state executive council.
- B. There shall be a zero-tolerance policy of alcohol, drugs, sex and any other illegal substance use at any FCCLA sanctioned activity.
 - I. Any knowledge of such activity should be turned into first- the local adviser, second- the local authorities and third- the state executive council immediately.

Section 2: Consequences

- A. The state executive council has the right to allot any necessary punishment outside of local, state, and federal law up to revoking membership of the Wyoming Association of Family Career and Community Leaders of America.
- B. Members are entirely accountable for their own actions; no punishment shall be taken against the chapter, school or any other party.