

Nevada Family, Career and Community Leaders of America Corporate Bylaws

Article I: Purpose

- Section 1.1** The purpose of Nevada Association Family, Career and Community Leaders of America, hereinafter referred to as “Nevada FCCLA”, shall be to assist the official Family, Career and Community Leaders of America charter holder, as identified by the constitution and bylaws of Family, Career and Community Leaders of America, Inc., a Virginia incorporated nonprofit corporation, and to promote personal growth and leadership development through Family and Consumer Sciences education.
- Section 1.2** Nevada FCCLA shall be the official organizing and managing body of all divisions of FCCLA granted under the Charter.
- Section 1.3** Nevada FCCLA shall operate through a Board of Directors who will make fiduciary, legal and policy decisions with all stakeholders. The purpose of the Board of Directors is to provide a representative system of governance to establish policy and support the purposes of the Nevada FCCLA. The various duties are to be carried out in a manner most expedient in the Board’s judgment with all due consideration given to the democratic processes found in the latest edition of Robert’s Rules of Order Newly Revised.
- Section 1.4** Nevada FCCLA shall be organized and operated exclusively for charitable and educational purposes subject to the limitations stated in the Articles of Incorporation, the purpose of this Corporation shall be to engage in any lawful activities, none of which are for profit, and for which corporations may be organized under Nevada State Law and 501(c)(3) of the Internal Revenue Code of 1954 or its corresponding future provisions.

Article II: Responsibilities

- Section 2.1** The Board of Directors shall establish policies to ensure the state association fulfills its mission of serving students enrolled in career and technical education programs serviced by FCCLA, and that all financial records are maintained in accordance with generally accepted accounting principles.

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Article III: Membership

Section 3.1 Composition: The Board of Directors, hereafter referred to as the Board, shall consist of up to twenty (20) persons. The Board shall include the following membership:

1. Family and Consumer Sciences Program Professional from the Nevada Department of Education (ex-officio, voting);
2. Nevada FCCLA Executive Director/State Director (ex-officio, voting);
3. Three Nevada FCCLA Advisers as selected by the Nevada FCCLA Advisers to serve a two year term to represent their respective FCCLA Districts.
4. Two student state officer as appointed by the State Adviser or their designee from the elected team of state student officers for the duration of their respective term;
5. The Vice President of the Family and Consumer Sciences Education division of the Nevada Association for Career Technical Education (ex-officio, voting).
6. The President of the Nevada Association of Family and Consumer Sciences Education (ex-officio, voting)
7. Director of the Office of Career, Technical & Adult Education from the Nevada Department of Education (ex-officio, nonvoting)
8. And up to ten (10) other persons from education, administration, alumni, and industry representing a diverse spectrum of stakeholders committed to the mission of FCCLA.

Section 3.2 Qualifications and Terms of Office: The Family and Consumer Sciences Education Program Professional, Executive Director/State Director, and Director of the Office of Career, Technical & Adult Education shall be perpetual members of the Board as long as he/she holds such appointment by the Nevada Department of Education or the Nevada FCCLA Board of Directors respectively.

The Family and Consumer Sciences Education Program Professional will serve as the State Adviser. Three FCCLA local Advisers shall be elected by local chapter advisers to serve a two year term representing their respective districts. Two student state officers shall be appointed by the State Adviser or their designee from the elected team of state officers. The education, alumni, industry and other representatives shall be nominated by the Board Chair, State Adviser, Executive Director/State Director, or Nominating Committee and elected to the Board by a majority vote of the current members of the Board of Directors and shall

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serve a two year term. All Board members must be Alumni or Associate Members in good standing of FCCLA.

A term of office shall consist of two years, beginning and ending with the dates of the fiscal year, unless otherwise defined above. Additional terms may be served but may not exceed three consecutive terms.

Members may be removed from the Board by a two-thirds (2/3) majority vote of the Board with the exception of perpetual members.

Section 3.3 Vacancies: In the case of a board vacancy, the State Adviser, Executive Director/State Director or Nominating Committee may nominate another qualified person to fulfill a term. Members filling a vacancy shall be elected to the Board by a majority vote of its members.

In the absence of the State Adviser, the Board of Directors Chair or the Executive Director/State Director may serve in this capacity.

Section 3.4 Board Officers: The officers of the Board shall consist of:

- State Adviser
- Chair
- Chair-Elect
- Secretary/Treasurer
- Executive Director/State Director

The Board Chair, Chair-Elect, and the Secretary/Treasurer shall be elected from the Board's membership.

The State Adviser will be selected by the Nevada Department of Education.

The Executive Director/State Adviser will be determined by the Nevada Department of Education and the Board of Directors.

The Executive Director/State Adviser shall be responsible for assisting with the organization of Board meetings, coordinating meeting agendas, developing and providing necessary reports, and ensuring compliance with Nevada nonprofit corporation requirements.

The Board Chair shall work closely with the Executive Director/State Adviser in setting meeting agendas and shall preside over each meeting.

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The Chair-Elect shall preside over meetings in the absence of the Chair.

The Secretary/Treasurer shall be responsible for maintenance of records, providing a yearly financial report, and recording of meeting minutes.

Article IV: Meetings

- Section 4.1** Quorum: At all meetings of the Board, it shall take no less than four of the existing board membership to constitute a quorum to conduct business. Any matter, excepting amendments to these bylaws, may be adopted by vote of a majority present at a meeting at which a quorum is present and where either the State Adviser, Executive Director/State Director, or the Director of the Office of Career, Technical & Adult Education are part of the quorum. The act of a majority of the Board where a quorum is present shall represent an act of the Board of Directors provided that any actions that are inconsistent with the policies of the Nevada Department of Education or FCCLA, may be vetoed by the Nevada Department of Education's superintendent's office.
- Section 4.2** Voting: Subject to the provisions in Section 3.1, at all official business meetings each member of the Board shall have one vote. The Board Chair may vote to make a tie or break a tie. Votes may be cast by written approval of proxy, by mail, by electronic means or directly at a business meeting of the Board. The State Adviser and Executive Director/State Director shall vote when required to make or break a tie.
- Section 4.3** Record of Proceedings: Minutes shall be recorded for all Board meetings and shall be submitted to the next succeeding meeting of the Board for approval, but failure to submit or to receive the minutes shall not invalidate any action taken or decision made during such meeting.
- Section 4.4** Committees: The Board, by resolution, may establish any standing committee or ad-hoc committee to study and make recommendations concerning the matters delegated to it, but no committee shall have the power to set policy or act in an official capacity in lieu of the Board. Committees shall include two or more persons. The designated leader of the committee will provide a verbal and/or written report to the Board at a scheduled business meeting.

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The Nevada FCCLA State Officers shall be selected consistent with the Nevada FCCLA Student Bylaws. The Nevada FCCLA State Officers shall serve as a perpetual standing committee of the Nevada FCCLA Board of Directors.

Section 4.5 Scheduled Meetings: The Board shall meet a minimum of one time per fiscal year either in person or by electronic means.

Article V: Amendments

Section 5.1 These bylaws may be amended or revised by the affirmative vote of no less than two-thirds (2/3) of the members of the Board of Directors.

*Amendment Approved by the Nevada FCCLA Board of Directors
July 24, 2012*

*Drafted and Presented to the Nevada FCCLA Board of Directors, Advisers, and Voting Delegates
March 1, 2012*