

Section 4. AUDIT

The financial statement of all income and expenditures prepared by the State Office shall be audited annually by a committee appointed by the Board of Directors.

**ARTICLE IV.
ASSETS**

Section 1. DISSOLUTION OR LIQUIDATION

Upon dissolution or liquidation of the State Association of the Family, Career and Community Leaders of America, Inc. and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets of the State Association shall be used by the State Advisory Board in accordance with the purpose of the State Association or be transferred to a qualified, exempt organization within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954.

**ARTICLE V.
OFFICERS**

Section 1. OFFICERS

The state association may have the following officers: President; First Vice-President; Vice-President of Programs; Vice-President of Membership; Vice-President of Public Relations; Vice-President of Recognition; and Junior High/Middle School Representative.

Section 2. QUALIFICATIONS

Any chapter which was affiliated the previous year may run a candidate for state office. Candidates for state office shall have the following qualifications:

- A. Active membership in an affiliated chapter for one year and currently a member.
- B. A minimum of one semester of family and consumer sciences except for the Junior High Representative who may be from grades 6-8 and have had a class of family and consumer sciences..
- C. An above average scholastic rating.
- D. Has shown leadership ability in responsibilities at the local and/or region level.
- E. A freshman, sophomore, or junior rank in high school except for the Junior High Representative who is in grades 6-8.
- F. Approval of the local chapter, adviser, and administration.
- G. Members may serve as region chairperson for one term.

Section 3. RESPONSIBILITIES

- A. Attend the National Leadership Meeting and participate in the State Meeting and in any meeting assigned by the State Adviser.
- B. Attend the State Executive Council meetings for the purpose of decision making and planning.
- C. Be familiar with the state association and national organization bylaws.
- D. Plan and preside at the Region Meeting, work with the local adviser and the region officers.

- E. Attend and participate in the state FCCLA activities.
- F. Assist local chapters to promote the program of work.
- G. Serve as president at the Region Meeting.

Section 4. DUTIES

- A. The President shall preside at all business meetings of the Association and the Executive Council; shall appoint, after consultation with the State Adviser, the chairpersons of special committees; shall consult with the State First Vice-President and the State Adviser in determining meeting agendas; represent the Executive Council in an official capacity in activities assigned by the State Adviser; and serve as a member of the FCCLA Board of Directors.
- B. The First Vice-President shall preside at meetings in the absence of the president and shall assume special responsibilities as designated by the president and the State Adviser; shall consult with the State President and the State Adviser in determining meeting agendas; be responsible for the bylaws of the association; and serve as a member of the FCCLA Board of Directors. The First Vice-President shall keep the minutes of all state meetings and Executive Council sessions and disseminate such minutes to the State Adviser and the Executive Council members; shall report the financial status of the association to delegates at the State Meeting; and be responsible for keeping records and exhibiting historic information of the state association.
- C. The Vice-President of Membership will coordinate programs to increase membership in the organization by providing ideas for recruiting, retaining, and recognizing members and implementing state and national membership campaigns/projects; serve as parliamentarian at the business meetings of the organization.
- D. The Vice-President of Public Relations will develop, disseminate and implement public relations activities that utilize varied forms of media; develop press releases for statewide activities; develop and disseminate promotional materials and activities that can be utilized during National FCCLA Week and assist the State Adviser in the preparation and dissemination of statewide publications of the association.
- E. The Vice-President of Programs shall develop and disseminate information and materials that will assist chapters in providing service to the community and provide leadership in planning and implementing the state and national programs and outreach projects.
- F. The Vice-President of Recognition shall provide leadership for the planning and implementation of individual and chapter projects that warrant recognition at the state level and shall serve as the committee chair for the state level award selection committee.
- G. The Junior High/Middle School Representative shall promote activities that are appropriate for students in grades 6 through 9.

**ARTICLE VI.
OFFICER SELECTION PROCESS**

Section 1. NOMINATIONS

Local chapters shall submit an application if they choose to have a candidate for state office. Chapters may also submit an application for Junior High Representative who is elected at the State Meeting.

Section 2. OFFICER SELECTION

There shall be one officer selected from each region annually by the combined scores of a test, application, voting delegate evaluation, and interview. Officer's positions shall be designated at the succeeding State Meeting.

- A. Each chapter who is in good standing shall have the privilege of nominating a candidate for state office. The region chairperson shall present at least one candidate for office at the region meeting. No candidates shall be nominated from the floor and the candidate must be present.
- B. Chapter members of freshman, sophomore, or junior rank in high school are eligible for nomination to state office except for Junior High Representative.
- C. The Junior High Representative should be in the 7th, 8th, or 9th grade in the year in which they serve. The Junior High Representative is selected at the annual State Meeting. The Junior High Representative is selected by the combined scores of a test, interview, application, and voting delegate scores. If there is only one candidate, the candidate must receive a simple majority of the chapters in attendance at State Meeting.
- D. A national officer candidate(s) shall be selected by performance on a written evaluation of knowledge of the organization, an interviewing process, and a vote by the voting delegates of the chapters in the state at the annual state meeting.
- E. National officer candidates will run for a national officer position to represent South Dakota at the national meeting.

**ARTICLE VII.
STATE MEETING**

Section 1. ANNUAL STATE MEETING

The annual State Meeting shall be held at such time and place as the State Executive Council shall determine. The purpose shall be to install the state officers, to hear the reports of state officers and committee chairpersons, to promote the national and state program of work, to transact other business and activities of the association, and to recognize chapters and members for their accomplishments.

Region meetings shall be held each year to elect the state officers, promote the national and state program, select the region officers, promote national/state projects and conduct proficiency events.

Section 2. DELEGATES

Voting Delegates. Each chapter that is affiliated with the state association and national organization shall be entitled to one voting delegate.

Section 3. VOTING

The privilege of making motions, debating, and voting shall be limited to the qualified delegates. The privilege of discussion may be extended to the non-voting representatives upon the consent of the delegates.

Section 4. SPECIAL MEETINGS

Special meetings may be called by the State Adviser and/or the Board of Directors when the need arises.

Section 5. QUORUM

Voting delegates from three-fourths (3/4) of the affiliated chapters shall constitute a quorum.

**ARTICLE VIII.
STATE BOARD OF DIRECTORS**

Section 1. AUTHORITY AND POWERS.

The governing body of the South Dakota Family, Career and Community Leaders of America shall be the South Dakota State Board of Directors. The primary functions of the board shall be to set policy related to programs, fiscal matters and sound management.

Section 2. MEMBERSHIP

The State Board of Directors shall consist of members elected by related organizations and groups, members ex officio, youth members, and members elected by the board. Members with Voting Privileges:

The following board members will have full voting privileges and will consist of the following:

- 1-2. Current State President and State President Adviser
- 3-4. Current State Vice-President and State Vice-President Adviser
- 5-7. Three Advisers elected by Advisers In Action
8. One School Administrator
9. One Past State or National FCCLA Officer from South Dakota
- 10-11. Two Individuals from Business and Industry
12. SDATFACS President (or representative as designated by the SDATFACS President if unable to attend)
13. One State Leadership Team Coordinator
14. Current National Executive Council (NEC) member
15. One post-secondary educator/teacher educator in any field related to one of the three cluster areas: Hospitality and Tourism, Human Services, Education and Training.

A. Members without Voting Privileges

1. South Dakota Department of Education Representative
2. State FCCLA Adviser
3. National Board of Directors member, not currently serving on NEC

B. Terms of Directors. The following members will serve a one year term - State President and State President Adviser, State Vice President and State Vice-President Adviser, State Leadership Team Coordinator and SDATFACS President. The following members will serve three-year terms- Advisers elected by Advisers in Action, Business and Industry Representatives, School Administrator, Post-secondary Educator/Teacher Educator and Past State or National FCCLA Officer from South Dakota. The following members will serve on the board of directors until the time the individual vacates their respective positions- State FCCLA Adviser and South Dakota Department of Education Career and Technical Representative. At the

completion of (1) three year term, the following members may be reelected for a second three-year term- Business and Industry Representatives, school administrator and past State or National FCCLA Officer from South Dakota. At least 12 months must have elapsed before any such director having served two consecutive terms may be elected for another term.

- C. Vacancies. The board may fill vacancies at any stated meeting by taking nominations and through special election by the State Board of Directors.
- D. Representation. Members of the board shall serve as directors of Family, Career and Community Leaders of America as a whole and not solely as a representative of any other body, while taking into consideration the views and interests of others.
- E. Assumption of Office. Persons elected to the board shall ordinarily assume their office as director immediately following the annual State Leadership Convention.

Section 3. OFFICES OF THE BOARD

The offices of the board shall consist of a chairperson, a vice-chairperson, a secretary, and immediate past chairperson.

ARTICLE IX. THE STATE EXECUTIVE COUNCIL

Section 1. STATE EXECUTIVE COUNCIL MEMBERSHIP

The six elected state officers and the Junior High Representative shall compose the State Executive Council. The State Adviser shall serve as official adviser to the council. A State Education Representative for family and consumer sciences, the State Chapter Adviser and advisers of state elected officers shall serve as consultants.

Section 2. MEETINGS

The State Executive Council shall hold at least three annual executive council meetings – one early in the school year, one prior to the state meeting and one following the state meeting.

Section 3. STATE CHAPTER ADVISER

The State Chapter Adviser for the next year will be chosen through an application process from those applicants who have had state officers.

Section 4. DUTIES

- A. Consider long-term procedures as they effect the annual national and state action program and decide upon the short-term procedures as recommended by the Board of Directors.
- B. Determine the business to be brought before the delegates at the annual meeting.
- C. Conduct such other business as shall be necessary to facilitate the progress of the association.
- D. Plan the program for the annual state meeting.
- F. Be responsible for planning and promoting the national and state program of work in our state.

Section 5. NATIONAL COMMITTEE MEMBER

A state officer shall represent the state as a National Committee Member. This appointment will be made by the State Adviser.

**ARTICLE X.
STATE COMMITTEES**

Section 1. STATE COMMITTEES

State committees shall be appointed annually. The function of these committees shall be determined by the State Adviser and Executive Council.

- A. The chairperson of each of the state committees shall be appointed by the President after consultation with the State Adviser.
- B. The committee chairpersons shall submit a report of the work of the committee to the state office.

ARTICLE XI. REGIONS

Section 1. REGIONS

There shall be as many regions as there are elected state officers with the exception of the Junior High Representative.

Section 2. BYLAWS

Region bylaws shall be adopted by each region to govern the transaction of business, provided such bylaws are in accord with those of the state association.

Section 3. STATE OFFICERS

State officers will serve as region president.

Section 4. MEETINGS

Region meetings shall be held before the annual state meeting for the purpose of electing the state officer, to promote the national and state program, and to carry out the purposes of the organization.

Section 5. SPECIAL MEETINGS

Special meetings may be called by the region president with the approval of the Region Executive Council.

Section 6. QUORUM

Voting delegates from three-fourths (3/4) of the chapters within the region shall constitute a quorum.

Section 7. REGION CHANGE

Chapters wanting to change regions need to submit a completed Change of Region application. The application needs to be sent to the chapter's current region and to the region they are requesting to join. The new region will vote to approve or deny addition to their region. If approved, the request will proceed to Adviser in Action for a vote. If approved, request will proceed to State Executive Council for final approval.

Chapters or regions may appeal a decision by submitting a formal request to the State FCCLA Headquarters prior to state meeting.

**ARTICLE XII.
CHAPTERS**

Section 1. CHAPTERS

- A. The family and consumer sciences teacher in the school in which the chapter is established shall be the adviser of the local chapter. However, an alternative adviser may be considered and approved by the State Adviser on a case-by-case basis.
- B. Chapter delegates to the state association meeting shall be determined by the chapters in accordance with the bylaws and/or policies of the state association.

Section 2. BYLAWS

Chapter bylaws shall be adopted by the respective group to govern the transaction of business, provided such bylaws are in harmony with those of the state association.

Section 3. HONORARY MEMBERSHIP/DISTINGUISHED SERVICE

Honorary membership/distinguished service awards in chapter associations shall be determined by the respective groups.

Section 4. CHAPTER DUES

The chapter may determine local membership dues subject to approval by the members of the chapter. They shall be in addition to national and state dues.

**ARTICLE XIII.
PROFESSIONAL STAFF**

Section 1. PROFESSIONAL STAFF

The professional staff shall be the State Adviser, State Education Representative, and the State Chapter Adviser. A State Consultant may be appointed by the State Adviser after consultation with the Board of Directors.

Section 2. DUTIES

The State Adviser shall be the administrative officer of the state association. She/he shall be an ex-officio member of the State Executive Council and Board of Directors. She/He shall give guidance and direction to the State Executive Council in planning and carrying out the region and state meetings, in development and promotion of the national and state program, and in carrying out the duties of their offices. She/He shall give leadership to development of Family, Career and Community Leaders of America as an integral part of the family and consumer sciences education programs in the state. She/He shall evaluate the state program of Family, Career and Community Leaders of America and make plans for program improvement.

A State Adviser may appoint a State Consultant. She/He shall serve on the Board of Directors. She/He shall cooperate with the State Adviser to provide in-service training programs for local advisers and assist them in developing Family, Career and Community Leaders of America as an integral part of the local family and consumer sciences programs. She/He shall act as consultant to the Executive council and assist in carrying out yearly plans.

The State Chapter Adviser is the liaison between the past and present Executive Councils. She/He is to attend Executive Council meetings and shall serve in an advisory capacity for the Executive Council. She/He shall be the consultant for parliamentary procedure practices.