



SECTION 10 - BYLAWS

COLORADO ASSOCIATION OF FAMILY, CAREER, AND COMMUNITY LEADERS OF AMERICA

B Y L A W S

June 9, 2003

Accepted at 2002 State Leadership Conference

ARTICLE VI accepted at 2003 State Leadership Conference

Amendments accepted at 2006 State Leadership Conference – include deleting references to Consumer and Family Studies and inserting Family and Consumer Sciences and adding G to Article VI Section 11

Amendment accepted at 2007 State Leadership Conference – include addition to Article IV, Section 3: The budget will be in accordance with Colorado Fiscal Rules.

Accepted at 2008 State Leadership Conference, insert Assistant Program Director before CTSO Specialist.

Amendments accepted at 2009 State Leadership Conference include: Addition to Article III, Section 4B, Letter

F “should a previously active member who has met membership requirements attend a school where the FACS program is suspended or terminated, the student has the option of joining a chapter in their FCCLA district as an active member. If the student is physically closer to a chapter outside their district, they may join the chapter with approval from the State Adviser.”

Article III, Section 4, Letter B, Number 2 insert “local” after each affiliate.

Article VI, Section 3, Letter D, Bullet 5 addition: Must have competed in a STAR Event (excluding State and Proficiency events)”.

Article VI, Section 9, Letter C, Bullet 1 delete “appointed...interviewing panel” and insert “on an alphabetical district rotation basis but not to be from the same FCCLA district as district consultant.”

Article VI, Section 11, Letter G delete “will become a state representative” and insert “will become eligible to become a state officer.”

ARTICLE I NAME

Section 1. State. The name of this organization shall be Colorado Association of Family, Career and Community Leaders of America, Incorporated (FCCLA). Only the State Association and affiliated chapters shall use the name; those chapters shall be chartered by the State and National Associations. The letters “FCCLA” may be officially used to designate the association, its affiliated chapters or members thereof.

ARTICLE II MISSION STATEMENT, PURPOSES, INSIGNIA, AND CREED

Section 1. Mission Statement. The mission of the FCCLA 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 vocational preparation.

Section 2. Purposes. Organized instruction relating to the mission is part of the Family and Consumer Sciences education program in schools. The purposes of the organization shall be as follows:

- A. To provide opportunities for personal development and preparation for adult life.
- B. To strengthen the function of the family as a basic unit of society.
- C. To encourage democracy through cooperative action in the home and community.
- D. To encourage individual and group involvement in helping achieve global cooperation and harmony.
- E. To promote greater understanding between youth and adults.
- F. To provide opportunities for making decisions and for assuming responsibilities.
- G. To prepare for the multiple roles of men and women in today's society.

H. To promote Family and Consumer Sciences and related occupations.

Section 3. Official Emblem. The emblem of the Colorado Association of FCCLA shall be the official emblem as designated by the National Association of Family, Career and Community Leaders of America.

Section 4. Official Colors. The official colors for the Colorado Association of FCCLA shall be the same as the National Association colors, which are red and white.

Section 5. Official Flower. The official flower for the Colorado Association of FCCLA shall be the same as the National Association flower, which is the red rose.

Section 6. Creed. The Creed for the Colorado Association of FCCLA shall be the same as the National Association Creed, which is:

We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.

For we have the clear consciousness of seeking
Old and precious values.
For we are the builders of homes.
Homes for America's future.
Homes where living will be the expression of everything
That is good and fair.
Homes where truth and love and security and faith
Will be realities, not dreams.

We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.

ARTICLE III **ORGANIZATIONAL STRUCTURE AND MEMBERSHIP**

Section 1. State. The Colorado Association of FCCLA is a state student leadership organization consisting of chartered chapters.

- A. This association accepts in full the provisions in the Bylaws of the National Organization of FCCLA, the parent organization.
- B. No part of these Bylaws nor any action of this organization shall be valid if it violates higher FCCLA Bylaws or policies of the state authorizing body for Colorado Community College System.
- C. The administration of Colorado FCCLA shall be vested in the State Executive Council comprised of the State Officer Team and the State Advisory Board.

Section 2. Districts. The State shall be divided into 12 geographic FCCLA districts. Each FCCLA district shall operate according to its own adopted bylaws and policies.

- A. The FCCLA districts shall be named as follows:
 - 1. Arkansas Valley
 - 2. Eastern Plains
 - 3. High Country
 - 4. Mountain Shadows
 - 5. Mountain View
 - 6. Northern
 - 7. Northeastern
 - 8. Pine Meadows

9. San Juan Basin
10. San Luis Valley
11. Scenic West
12. Spanish Peaks

- B. A local chapter wishing to change districts shall petition the Colorado Executive Council prior to the June meeting. A two-thirds vote of the Executive Council shall be required.

Section 3. Local Chapters.

- A. High school chapters shall be known as (name of school, Colorado) Chapter of Family, Career and Community Leaders (FCCLA); although alternative names may be used at the discretion of local and chapter advisers and chapter members. Documentation of name will be submitted to the Career and Technical Student Organization (CTSO) Specialist.
- B. The ninth grade students may participate in Junior Division of competitive events.
- C. Junior high/middle school chapters (sixth, seventh, or eighth) shall be known as (name of school, Colorado); junior/middle high school chapter of Family, Career and Community Leaders (FCCLA); although alternative names may be used at the discretion of local and chapter advisers and chapter members. Documentation of name will be submitted to the Assistant Program Director CTSO Specialist. They may pay state and national dues.

Section 4. Membership.

A. Member Chapters.

1. Local FCCLA chapters may be a member of the State Association of FCCLA in public or private schools in which Family and Consumer Sciences instruction is offered.
2. Newly formed chapters shall be issued an official chapter charter through the State Association upon submission of the chapter charter application and meeting the requirements of said application.
3. If at any time during the current school term the Family and Consumer Sciences program is terminated, said member chapter may continue to participate in state and district functions for the remainder of school term for which membership dues were paid.

B. Individual Membership.

1. Active: Any student in a junior high/middle school or senior high school which as a member chapter is entitled to active membership in FCCLA (comprehensive or occupational) based on the following:
 - a. Student has made payment of state and national dues.
 - b. Student is now enrolled or has been enrolled in a Family and Consumer Sciences program.
 - c. Individual membership cards shall be provided annually and distributed upon receipt of membership form and payment of dues.
 - d. Active high school members shall be eligible to hold office, make motions, vote, and participate in national, state, and district activities, except when currently and officially in violation of the Policies and Disciplinary Procedures for the Colorado Association of FCCLA members and/or State Officers.
 - e. Active junior high/middle school members shall be eligible to participate at the district and chapter levels only.
 - f. Should a previously active member who has met membership requirements attend a school where the FACS program is suspended or terminated, the student has the option of joining a chapter in their FCCLA district as an active member. If the student is physically closer to a chapter outside their district, they may join the chapter with approval from the State Adviser.
2. Affiliate: Any student in a junior high/middle school or senior high school which has a member chapter is eligible to be an affiliate local member based on the following:

- a. Affiliate local member shall not pay dues.
 - b. Student is enrolled or has been enrolled in a Family and Consumer Sciences program.
 - c. Affiliate local member shall not be eligible to hold office and participate in national, state, and district sponsored activities.
3. National Honorary Membership:
- a. Criteria for National Honorary membership shall be in accordance with National Bylaws.
 - b. Applications for National Honorary membership shall be obtained and returned to the Assistant Program Director CTSO Specialist.
 - c. National Honorary members have the privilege of attending all meetings of the organization without vote.
4. State Honorary Membership: Any person who has rendered outstanding service to the State Association of FCCLA or has helped to advance the Family and Consumer Sciences education programs in Colorado may be nominated for State Honorary Membership.
- a. Nominations for State Honorary membership may be made by the State Executive Council, FCCLA districts, and member chapters.
 - b. Applications for State Honorary membership shall be obtained from the current Chapter Handbook.
 - c. Applications for State Honorary membership shall be sent to the Assistant Program Director CTSO Specialist at least one month prior to the State Leadership Conference each year.
 - d. State Honorary memberships must be approved and awarded under the guidance of the State Executive Council.
 - e. State Honorary members have the privilege of attending all state meetings of the organization without vote.
 - f. An up-to-date record of State Honorary Members will be kept at the State Office.
5. Alumni and Associates Membership: Former active members and other adults who share the goals and purposes of FCCLA and its programs and who wish to support the continuing development of FCCLA youth shall be eligible for Alumni and Associates membership. Alumni members shall not vote nor hold office, but may attend meetings of the organization.

ARTICLE IV FISCAL

Section 1. Dues.

- A. National Dues: 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. State Dues: The amount of state dues for active members shall be determined by the State Executive Council subject to approval of the voting delegates at a State Conference. In addition, the dues will be increased to include the cost of mandatory liability insurance.
- C. Chapter Fee: A chapter fee may be assessed each year to cover cost of printing and other miscellaneous items not covered by the state dues.
- D. Alumni and Associates Dues: A donation of \$1 or more per year may be paid to the State Association.

Section 2. Fiscal Year. The fiscal year shall be July 1 through June 30.

Section 3. Budget. The budget of the Colorado FCCLA shall be developed by the Assistant Program Director CTSO Specialist with the approval the State Advisory Board in accordance with the Colorado FCCLA Financial Policies. The Budget will be in accordance with Colorado Fiscal Rules.

Section 4. Audit. An audit of the financial statements shall be conducted annually and presented to the State Advisory Board for review in accordance with the Colorado FCCLA Financial Policies. The Vice President of Finance shall give an Audit Review Report at the State Leadership Conference.

Section 5. Dissolution or Liquidation of Assets. Upon final dissolution or liquidation of the State Association, and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets shall be used by the State Executive Council for any purpose which is consistent with the purposes of the State Association or shall be transferred to a qualified exempt organization within the meaning of section 501(c) (3) of the Internal Revenue Code of 1954, as amended.

ARTICLE V

STATE EXECUTIVE COUNCIL

Section 1. Membership. The State Executive Council shall consist of:

- A. Assistant Program Director CTSO Specialist
- B. FCCLA State Officer Team
- C. Senior Officer
- D. Colorado National FCCLA Officer (for current year)
- E. Advisers to State Officer Team
- F. FCCLA State Advisory Board
- G. Additional members designated by the Assistant Program Director CTSO Specialist, but who shall not have a vote

Section 2. Responsibilities. The essential function of the Executive Council shall be program development, program implementation and public relations. The Colorado Executive Council shall have the following responsibilities:

- A. Review the aims and objectives of the State FCCLA program.
- B. Recommend the establishment of programs, projects, and activities.
- C. Plan the program for the State Leadership Conference and other meetings sponsored by the State Association.
- D. Conduct the official business of the organization at the State Leadership Conference.
- E. Interpret and advocate the goals and program activities of FCCLA to groups and individuals within and outside the organization.
- F. Develop, review, and approve the policies of the State Association.

Section 3. Meetings. The State Executive Council shall meet at the call of the Assistant Program Director CTSO Specialist.

- A. The State FCCLA President shall preside at the business sessions as designated by the Assistant Program Director CTSO Specialist.
- B. In order to have a free response on certain issues, the State Officer Team and the State Advisory Board may consider the same problem in separate sessions but shall make final decisions as the State Executive Council.
- C. A majority of the members of the State Executive Council shall constitute a quorum.
- D. Decisions shall be adopted by a majority vote.

Section 4. Committees. There shall be a representative of the State Officer Team and the State Advisory Board on all committees of the State Executive Council.

Section 5. State Advisory Board. The State Advisory Board shall consist of:

A. Membership.

1. Assistant Program Director CTSO Specialist
2. Program Manager for Family and Consumer Sciences
3. District Consultants representing the 12 geographic FCCLA districts
4. One Family and Consumer Sciences Teacher Educator representing Colorado State University
5. Additional persons designated by the Assistant Program Director CTSO Specialist but who shall not have a vote

B. Meetings.

1. The position of chairperson will be the Assistant Program Director CTSO Specialist for Colorado FCCLA. The chairperson shall be a non-voting member of the State Advisory Board.
2. The position of vice chairperson shall be designated by the Assistant Program Director CTSO Specialist.
3. The Secretary shall be selected yearly by State Advisory Board members. The duties of the Secretary shall be to take and prepare written minutes of all State Advisory Board meetings and collect all committee reports which shall be compiled into one State Advisory Board Report for the State Executive Council.
4. A majority of the members of the State Advisory Board will constitute a quorum.
5. Decisions will be adopted by a majority vote.

Section 6. Assistant Program Director CTSO Specialist.

A. Appointment. The management team for Community Colleges of Colorado shall appoint the Assistant Program Director CTSO Specialist for Colorado FCCLA.

B. Duties. The Assistant Program Director CTSO Specialist shall:

1. Have the authority to take immediate disciplinary action at all state-sponsored activities or functions.
2. Have the authority to call meetings of the State Executive Council, coordinate, and promote the plans for statewide activities.
3. Represent Colorado State FCCLA at national meetings and participate in national projects.
4. Assign responsibilities to delegates attending the National Leadership Meeting.
5. Select a Senior Officer.
6. Work cooperatively with the CTSO staff for the following items:
 - a. Forms and applications.
 - b. Reports and records.
 - c. Publications.
 - d. Financial status of the State Association.
7. Have the authority to disburse funds according to established financial policies and procedures.
8. Appoint committees as needed and serve an ex-officio member of these committees.
9. Maintain relations with the State Officers of FCCLA. The State Officers shall work directly under the guidance of the Assistant Program Director CTSO Specialist and State Officer Team Adviser(s), assisted by the District Consultant and the Chapter Adviser of each Officer.

10. With the help of the State Executive Council, develop plans for the annual meetings and implementation of policies.
11. Preside at all meetings of the State Advisory Board.

Section 7. District Consultants.

A. Selection.

1. District Consultants shall be selected by and from the Family and Consumer Sciences instructors/ advisers in each FCCLA district.
2. Each FCCLA district shall have only one voting District Consultant who shall serve on the State Advisory Board.

B. Term of Office. District Consultants shall be selected by their respective districts for a term consistent with the individual district policy.

C. Duties. The District Consultant shall:

1. Serve as a liaison between the Executive Council, the district organization, and member chapters within their district.
2. Cooperate with the District Adviser (the local Chapter Adviser of the District President) and the District Executive Council in planning and managing meetings and activities at the district level.
3. Assume responsibilities for the State Leadership Conference.
4. Assume responsibilities for the Summer Leadership Conference for District Officers.
5. Utilize the District Consultant Handbook. The Handbook and resource materials should be passed on to successor.
6. Attend the State Executive Council and State Advisory Board meetings.

Section 8. Family and Consumer Sciences Teacher Educator.

A. Selection.

1. Colorado State University shall select a representative to serve on the State Advisory Board.
2. The Representative shall be selected from and by the Family and Consumer Sciences Teacher Education Department at that institution.

B. Duties. The Representative shall:

1. Serve as a liaison between the Executive Council and the Family and Consumer Sciences Teacher Education Department.
2. Attend and participate at all State Executive Council Meetings with vote.

Section 9. Adviser(s) to State FCCLA Officer Team.

A. Selection. Adviser(s) to the FCCLA Officer Team shall be selected by the Assistant Program Director CTSO Specialist from local interested FCCLA Family and Consumer Sciences advisers.

B. Duties.

1. The adviser(s) to the FCCLA Officer Team shall serve on the State Executive Council with vote.
2. Shall attend designated meetings.
3. Shall advise the State Officer Team in assuming all responsibilities.

ARTICLE VI
STATE OFFICER TEAM

Proposed November 2002
and accepted at 2003 State Leadership Conference

Section 1. Membership of State Officer Team.

- A. The FCCLA State Officer Team shall consist of all FCCLA State Officers. The Officer Team shall be President, First Vice President, Second Vice President, Secretary, Vice President of Events, Vice President of Finance, Vice President of Membership, Vice President of Peer Education, Vice President of Programs, Vice President of Public Relations, Vice President of Publications, Vice President of Recognition, Senior Officer, State Representative(s) (as needed), and Occupational/Comprehensive Programs Representative(s) (as needed.)
- B. Current Colorado National Officer(s) shall serve as a member on the State Officer Team with vote.

Section 2. Meetings.

- A. The FCCLA State Officers are required to attend meetings as identified in the State Officer Handbook.
- B. A majority of the members of the State Officer Team shall constitute a quorum.
- C. Decisions shall be adopted by a majority vote.

Section 3. Duties.

- A. State FCCLA Officers shall carry out the responsibilities and their individual officer projects in accordance with the written policies and guidelines as stated in the Chapter Handbook and these Bylaws.
- B. State Officers shall be active members of their local chapters and act as liaisons with their respective FCCLA districts.
- C. The Assistant Program Director CTSO Specialist shall make decisions regarding the removal of any State Officer not fulfilling her/his responsibilities.
- D. Specific duties of the individual State Officers are as follows:
 - 1. **President** - Shall be chairperson of the FCCLA State Officer Team, and shall appoint special committees, with the advice and consent of the Assistant Program Director CTSO Specialist, and shall be an ex-officio member of all committees. Shall preside at State FCCLA meetings, FCCLA Officer Team meetings and at Executive Council meetings, as designated by the Assistant Program Director CTSO Specialist. Shall contact the State Office one week prior to meetings to review agenda items and specific responsibilities.
 - 2. **First Vice President** – Shall perform the duties of the President during the absence or disability or on the request of the President. Shall receive mid-year reports and final reports for the State Officer projects and prepare a summary sheet for the set of reports to be given at the Fall Planning Meeting and the State FCCLA Leadership Conference. Shall serve as Chairperson of the Bylaws Committee.
 - 3. **Second Vice President** – Shall assist the President, represent Colorado at the National Leadership Meeting as a voting delegate, promote membership in the National FCCLA Alumni and Associates Association and keep a record of the current Colorado Alumni and Associates, and shall assume the duties of any office other than President in the event of a resignation.
 - 4. **Secretary** – Shall take and prepare minutes of all Executive Council meetings and all official meetings; turn in rough draft of these minutes to State Office no later than two weeks after said meeting. At the end of the term of office, the Secretary shall be responsible for collecting copies of the minutes, financial reports, and other materials deemed necessary for historical purposes.
 - 5. **Vice President of Events** - Shall promote participation in STAR and State Events, work with the state coordinator of these events; provide input into revision of these events and attend meetings regarding these events, if possible. Shall also serve as a host/hostess at the State Leadership

Conference. Shall serve as Chairperson of the STAR and State Events Committee. Must have competed in a STAR Event (excluding State and Proficiency events).

6. **Vice President of Finance** - Shall keep a close communication with the State Office concerning financial records, report the financial status of the organization at all meetings, and attend the audit committee meeting. Shall keep financial records for historical purposes and promote any national financial program.
7. **Vice President of Membership** - Shall promote membership and report at all Executive Council meetings and to the national level on the status of the state's membership, promote national membership program and may serve as a voting delegate at the National Leadership Meeting. Shall also serve as National Committee Member at the National Leadership Meeting. Shall serve as Chairperson of the Chapter Handbook Committee.
8. **Vice President of Peer Education** - Shall provide leadership in planning and implementing the organization's peer education programs and training throughout the state.
9. **Vice President of Programs** - Shall serve as liaison between the Colorado State organization and the National Organization to promote national programs and projects as established by the National Office.
10. **Vice President of Public Relations** - Shall promote the Colorado Association and its Program of Work, prepare news releases relating to conferences and organize any necessary media presentations for the State Leadership Conference. Shall serve as media relations resource for chapters.
11. **Vice President of Publications** - Shall prepare the issues of the *Colorado Comments* and submit articles to *Teen Times*, assist in preparation of the state publications and request a summary from districts of activities to be reported on at the State Executive Council meetings.
12. **Vice President of Recognition** - Shall serve as a member of the screening committee for State Recognition Awards and Corporate Sponsor Recognition, recommend revisions for procedures, and assist with the recognition of national programs.
13. **State Representative(s)** - Shall act as a liaison from their respective district and assist the State Officer Team with all of their duties.
14. **Occupational/Comprehensive Programs Representative(s)** (if needed) - Shall act as liaison for the occupational/comprehensive students if an occupational/comprehensive officer does not exist and will assist the officer team with plans for the conference and with the promotion of the STAR and state events.
15. **Senior Officer** (as qualified) - Shall attend the meetings with vote as requested by the Assistant Program Director CTSO Specialist and in cooperation with the Assistant Program Director CTSO Specialist, the Senior Officer shall advise and assist the State Officer Team during Executive Council meetings and the State Conference.

Section 4. Term of Office.

- A. The term of office shall be from the installation at the annual State Leadership Conference until the next Conference, or until a successor has been installed.
- B. Term of office may be interrupted by the action of the Assistant Program Director CTSO Specialist for reasons of, but not limited to, officer violation of the Policies and Disciplinary Procedures in the Chapter Handbook, officer moving, or upon recommendation of an adviser and/or District Consultant. Due process will be adhered to.
- C. In the event a State Officer graduates before the end of the school year, the Officer shall complete the term and fulfill the responsibilities of the office.

Section 5. Vacancies. In the event of a vacancy prior to Fall Planning Meeting, a successor to a State Office shall be appointed according to the Bylaws and Policies and Procedures.

Section 6. Qualifications of State Officers.

- A. Candidates for FCCLA Office from a comprehensive chapter must be an active member of a chapter and must remain an active member throughout their term of office.
- B. Candidates for FCCLA Office from an occupational chapter must be either an active member of a member chapter or a prospective member submitting a promissory commitment to become an active member and fulfill the responsibilities as an active member.
- C. The State Executive Council shall determine the minimum quality standards for State Officer selection.

Section 7. Nominations.

- A. Candidates for FCCLA State Office shall be nominated on the official applications by member chapters and sent through the District Consultant to the District Interviewing Panel.
- B. The District Interviewing Panel shall screen the applicants by the established deadline date.
 - 1. A maximum of two nominations plus one alternate candidate from each district for FCCLA State Office shall be forwarded to the State Interviewing Panel Chairperson by the established deadline date.
 - 2. There shall be only one officer candidate from each member chapter. The alternate candidate may be from any member chapter including those with a candidate.
 - 3. Two nominations and alternate can be from any combination of comprehensive and occupational chapters.
 - 4. In the event of fewer than twenty-four State Officer Candidates, qualified alternates will be notified prior to the State Conference of their eligibility to be a State Officer Candidate.
- C. The State Interviewing Panel at the State Leadership Conference shall interview and determine State Officer positions.
- D. The State Executive Council shall formulate the policies to be used in the interview and selection process.
- E. Except for State Representative(s) and Occupational/Comprehensive Programs Representatives, the slate may be filled at the discretion of the State Interviewing Panel by selecting a candidate from any FCCLA district's officer candidates.

Section 8. Representatives.

- A. At the conclusion of the state interviewing process, those districts that are not represented by a newly-elected State Officer shall have a State Representative appointed from that district's State Officer Candidates by the State Interviewing Panel.
- B. At the conclusion of the state interviewing process, the State Interviewing Panel shall appoint up to two occupational/comprehensive State Officer Candidates to be a Occupational/Comprehensive Programs Representative(s) if on the newly-elected State Officer Team, there is not two representatives for the Occupational/Comprehensive Programs. The representatives must be selected from the current candidates' pool.
- C. The representatives shall be a member of the State Officer Team with voting privileges, official uniform, and State Officer project.

Section 9. State Interviewing Panel.

- A. A State FCCLA Interviewing Panel shall be established for the annual selection of FCCLA State Officers.
- B. The Assistant Program Director CTSO Specialist shall appoint the Chairperson of the State Interviewing Panel. The Chairperson shall organize, conduct, and evaluate the interviewing process. The Chairperson and Vice-Chairperson shall serve on the panel in a non-voting capacity.

- C. The State FCCLA Interviewing Panel shall consist of:
 - 1. Two adults: A District Consultant or co-consultant on an alphabetical district rotation basis and either an administrator, chapter parent, CSU teacher educator or other adult on an alphabetical district rotation basis but not to be from the same FCCLA district as district consultant.
 - 2. Youth members: Each district may have one Interviewing Panel Member. Any qualified member of a member chapter may make application to serve on the State FCCLA Division Interviewing Panel. After completing the official application contained in the Chapter Handbook, the applicant shall be screened and selected at the District meeting.
 - 3. One past State FCCLA Officer or National Officer.
- D. Duties of the State FCCLA Interviewing Panel:
 - 1. Receive and screen State Officer applications.
 - 2. Interview each officer candidate.
 - 3. Select the State Officer Team.

Section 10. Senior Officer.

- A. Only past FCCLA State Officers may make application for the position of Senior Officer. A letter of application shall be sent to the Assistant Program Director CTSO Specialist by established date.
- B. The Assistant Program Director CTSO Specialist may select a Senior Officer of FCCLA.

Section 11. National Officer.

- A. Nomination. Each State Association shall have the privilege of nominating a candidate(s) for National Office as either a regional candidate or an at-large candidate.
- B. Qualifications. The National Officer Candidates shall meet the minimum quality standards as stated in the state's National Officer selection policies.
- C. Application. Applications for National Office may be obtained from the Assistant Program Director CTSO Specialist and shall be submitted to the State Office by established deadline date. Applications are subject to approval by the Assistant Program Director CTSO Specialist. Candidates will be interviewed by the current State Interviewing Panel at the State Leadership Conference.
- D. Duties:
 - 1. National FCCLA Officer(s) from Colorado shall act as liaison between National and State levels and report to the State Executive Council following each National Meeting attended.
 - 2. Shall attend State Executive meetings as stated in State Officer's policies and State Leadership Conference.
- E. Ineligibility. The incoming FCCLA State Officers are ineligible to be considered for a National Office.
- F. National Officer Candidate(s) who do not receive a National Office may apply to Colorado State Officer Team and be selected at the discretion of the Assistant Program Director CTSO Specialist as Senior Officer or Representative.
- G. A national officer candidate NOT qualified to represent Colorado will become eligible to become a State Officer.

**ARTICLE VII
STATE MEETINGS**

Section 1. The annual meeting of the Colorado Association of FCCLA shall be held at a time and place designated by the Assistant Program Director CTSO Specialist.

Section 2. Attendance shall be limited to affiliated members in grades 9-12.

Section 3. Each chapter is entitled to two voting delegates.

Section 4. Adherence to Policies and Disciplinary Procedures for the Colorado Association of FCCLA (Officers) (Members) while in attendance at state, regional, and national activities is mandatory.

Section 5. Two-thirds of the voting delegates who have registered at the State Leadership Conference shall constitute a quorum at scheduled business meetings.

ARTICLE VIII POLICIES AND PROCEDURES

A Policies and Procedures Manual shall be maintained and updated as needed. The Colorado FCCLA Executive Council will approve policies in the manual. Procedures may be developed or revised by the Assistant Program Director CTSO Specialist.

ARTICLE IX PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, 10th Edition, shall govern the business of the State Organization of Colorado FCCLA in all cases in which they are applicable and in which they are not inconsistent with these Bylaws, the National Bylaws, or with the laws of the State of Colorado.

ARTICLE X AMENDMENTS

Section 1. These Bylaws may be amended by a two-thirds vote at the State Leadership Conference.

Section 2. Amendments to be considered shall be mailed to all member chapters at least 30 days prior to the scheduled business meeting.

