

**FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA
REGION III BYLAWS**

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**Article I
Name and Sponsors**

Section 1. Name

The name of the organization shall be Region III of the Missouri Association of Family, Career and Community Leaders of America, Inc. The name shall only be used by the National Organization, State Association, Regions, and affiliated chapters.

Section 2. Sponsor

The national sponsors of the organization are the United States Department of Education and the American Association Family & Consumer Sciences. The state sponsor shall be the Family & Consumer Sciences Education Section of the State Department of Elementary and Secondary Education.

**Article II
Mission Statement and Purposes**

Section 1. Mission Statement

The mission statement of Family, Career and Community Leaders of America is to promote personal growth and leadership development through family & 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 & consumer sciences education program in schools. The purposes 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 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 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

Section 1. Regional Organization

- A. Region III shall be composed of local chapters in the following counties: Adair, Chariton, Clark, Knox, Lewis, Linn, Macon, Marion, Monroe, Putnam, Randolph, Schuyler, Scotland, Shelby, and Sullivan. This is subject to yearly revision by the state supervisory staff as necessary. It is composed of local chapters chartered by the state and national Associations and affiliated for the current year through payments of dues (refer to dues deadlines, Article VI, Section 1), and meeting other requirements of the bylaws.

Section 2. Chapters

- A. Affiliated Chapters. A chapter may be affiliated in public and private schools in which family & consumer sciences instruction is offered. The chapter be composed of students possessing the qualifications for membership.
- B. Organization. A chapter may be organized whenever, in the judgment of the teachers, students and administrators, it would be advantageous to do so.

Section 3. Newly Affiliated Chapters

- A. New chapters in middle schools and junior and/or senior high schools may become members of the regional, state and national association Family, Career and Community Leaders of America by submitting an official affiliation form and the appropriate state, national, and regional dues. Regional, state and national dues are submitted to state headquarters. Newly affiliated chapters shall submit a copy of chapter bylaws, names of chapter officers and the name of the advisor to the regional parliamentarian for review of compliance with regional, state, and national bylaws. (Refer to dues deadline, Article 7, Section 1).

Section 4. Membership Qualifications

- A. Active Membership. Any student who is taking or has taken a course in comprehensive or occupational family and consumer sciences through grade 12 shall be eligible for active membership in an organized chapter within the school. Active members shall be eligible to hold office, make motions, and vote.
- B. Alumni & Associate Membership. 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 shall be eligible for Alumni & Associate membership. Members of Alumni & Associates shall not be eligible to hold office, make motions, or vote.
- C. Honorary Membership. Any individuals whose professional responsibilities are not directly related to Family, Career and Community Leaders of America, who have made outstanding contributions and who are giving continued service to the regional organization by advancing its purposes, are eligible for honorary membership in the organization by a majority vote of the executive council. Honorary members have the privilege of attending all meetings of the organization, but have no vote. Nominations for honorary membership in the Region III association may be submitted by any local advisor or chapter member on an official application form which may be secured from the Regional Advisor.

Article IV Officers, Qualifications, and Duties

Section I. National Officers

- A. Region III may elect one national candidate. The national candidate shall seek the position of national officer candidate or national network member. The national candidate must be a member of an affiliated chapter. The final election will be conducted at the annual State Leadership Conference by the assembly of voting delegates.

Section 2. National Officer Qualifications

- A. Currently an active member in an affiliated chapter and has been an active member in good standing for at least one year.
- B. Have completed a minimum of one year of comprehensive or occupational family and consumer sciences classes.
- C. Have completed a Power of One unit.
- D. Have a scholastic rating above average.
- E. Have shown leadership ability in responsibilities above the chapter level.
- F. Have the approval and support of parents or guardians, local chapter, local advisor, and local school administration.
- G. Have approval of the state association.
- H. Is not a present or former member of the National Council. (See National Bylaws Article IV, Section 2, *D*, Revised, 1999).

Section 3. State Officers

- A. Region III must elect one state officer. The State Executive Council of the Missouri Association Family, Career and Community Leaders of America shall be composed of the elected state officers, an occupational representative appointed by the president in consultation with the state advisor, national officer candidate(s), and national network member. Such officers shall be members of the State Executive Council.

*This procedure for assuring an occupational representative on the State Executive Council will be used until there are enough occupational members to take part in the general election process at which time this provision will be deleted.

Section 4. State Officer Qualifications

- A. Be an active member of an FCCLA chapter, affiliated at the regional, state, and national levels. (Refer to Article 5, Section 4).
- B. Have completed a minimum of one year of comprehensive or occupational family and consumer sciences classes.
- C. Have held a responsible position at the time at chapter level (for example: chapter officer, committee chairperson).
- D. Must have completed a Power of One unit.
- E. Be vitally interested in comprehensive and occupational family and consumer sciences education.
- F. Demonstrate outstanding qualities of leadership.
- G. Be familiar with and follow correct parliamentary procedures.
- H. Show evidence of ability to work well with a group or with individuals.
- I. Have the approval and support of parents or guardians, local chapter, local advisor, and local school administration.
- J. Have a scholastic rating above average.

Section 5. Duties of the State Officer at the Regional Level

- A. The state officer shall be the liaison person between the state and regional organizations. The state officer is expected to attend two annual State Leadership Conferences, Leadership Unlimited, National Leadership Meeting and two State Executive Council Meetings (summer and winter). The state officer is responsible for leadership development activities within his/her region.
- B. The state officer shall represent his/her region at the State Executive Council Meetings and participate at state meetings and State Leadership Conferences. The positions will depend on activities needed for the year.

Section 6. Regional Officers

- A. The Regional Officers shall be:
 - 1. President, required
 - 2. First Vice President, required
 - 3. Second Vice President, discretionary
 - 4. Secretary, required
 - 5. Treasurer, required
 - 6. Parliamentarian, required
 - 7. Reporter, required
 - 8. Recreation Leader, discretionary
 - 9. Jr. High Representative, discretionary
 - 10. State Officer, required
 - 11. National Candidate, interest-based
- B. The Regional Executive Council may have up to twelve (12) regional officers as elected by the voting delegates. According to State Bylaws, Article V, Section 6A, each region shall have six (6) required officers. Item 7 under this same section allows for other regional officers as deemed necessary by the regional association. Up to six (6) discretionary officers may be elected.
- C. The Regional Executive Council shall invite all affiliated chapters to send one representative to the Regional Executive Council Planning Meetings. Representatives may make suggestions to the council; however, voting privileges will be limited to the elected regional officers.

Section 7. Regional Officer Qualifications

- A. **Regional president, first vice president, second vice president, secretary, and treasurer:** have completed at the time of candidacy at least one semester of family and consumer sciences instruction at the 7th grade level or above and be currently enrolled or have completed at the time of candidacy at least one year of family and consumer sciences at the 7th grade level or above.
- B. **Regional reporter, parliamentarian and other officers as deemed necessary by the regional association:** have completed at the time of candidacy at least 1 quarter (9 weeks) of family and consumer sciences instruction.
- C. Be an active member of a FCCLA chapter affiliated at regional, state, and national levels (Refer to Article V, Section 7).
- D. Have held a responsible position at one time at the chapter level. (For example: chapter officer or committee chairperson).
- E. Be presently working toward the completion of or have completed a Power of One unit.
- F. Have the approval and support of parents or guardians, local chapter, local advisor, and local administration.
- G. Have a scholastic rating above average.

Section 8. Duties of Regional Officers

- A. The regional president shall preside at all meetings of the region, appoint the committees in consultation with the regional advisor and serve as ex-officio member of the committees. The regional president is expected to attend State Leadership Conference, Leadership Unlimited and National Leadership Conference.
- B. The regional first vice president shall preside in the absence of the regional president, promote and keep records of Power of One, coordinate regional STAR Events, assist with state STAR Events, and other duties as determined by the region.
- C. The regional second vice president shall serve as chairperson of the regional projects committee, scholarship committee, serve as chair of the regional awards committee, and serve as devotion leader.
- D. The regional secretary shall keep a record of the proceedings at all regional meetings and be responsible for all necessary correspondence. Copies of all correspondence and minutes must be sent to the state advisor. Copies of the minutes must be sent to members of the Regional Executive Council and to the regional advisor within one week after each meeting.
- E. The regional treasurer shall keep an accurate account of the regional finances and keep a record of chapter members who have paid regional dues. All disbursements are to be approved by the Regional Executive Council of the region and payments authorized by the regional advisor. The financial statement shall be submitted to all chapters in the region and to the state advisor no later than the Spring Planning Meeting. It shall also be the duty of the treasurer to be in charge of attendance and membership contests at the annual regional meeting.
- F. The regional parliamentarian shall chair the Regional Bylaws Committee, rule on points in question concerning parliamentary procedures during business meetings and review bylaws of newly affiliated chapters for compliance with regional, state and national bylaws (Article 3, Section 3).
- G. The regional reporter shall be responsible for gathering and submitting news and pictures to Teen Times and local newspapers and to develop and distribute the regional newsletter. The reports of regional workshops and meetings shall be sent to the state advisor. The reporter shall prepare and distribute news releases of Regional Workshop, Regional Meeting, Regional Officer Interviews, and STAR Events for chapter use. It shall also be the duty of the reporter to be in charge of regional contests at the annual regional meeting.
- H. The regional recreation leader shall provide relaxers at regional meetings.
- I. The regional middle school/junior high representative shall ensure that all activities of the region are of interest to this age level. The middle school/junior high representative will conduct a workshop at Regional Officer Workshop to encourage middle school/junior high enrollment and participation.
- J. The Regional Advisor (advisor to the regional president) shall give leadership to regional officers and advisors, consult with the state advisor in the administration of the regional association, authorize payments of bills according to the approved yearly budget and perform other duties designated by the state advisor. The regional advisor with the assistance of the advisor to the regional first vice president shall ascertain that candidates for regional and state officers are fully qualified. The regional advisor shall send the state advisor a copy of the regional bylaws and keep the state advisor duly informed of all regional activities. The regional advisor shall serve a term of one year beginning and ending her duties with consecutive regional installations.
- K. The Advisor to the Regional First Vice President shall assist the First Vice President to coordinate Regional STAR Events and shall assist with the State STAR Events immediately following regional officer elections.
- L. The Assistant Regional Advisor (advisor to the immediate past regional president) shall assist the Regional Advisor in the administration of the regional association. The assistant regional advisor shall serve a term of one year beginning and ending duties at consecutive regional installations.

- M. It shall be the duty and responsibility of the Regional Executive Council to:
- (1) determine policies and procedures;
 - (2) determine what business shall be brought before the regional meetings;
 - (3) make plans for the regional meeting;
 - (4) lead the regional members in the development of indepth and meaningful activities;
 - (5) plan the year's budget and approve disbursement of regional funds;
 - (6) provide leadership training activities for the regional members;
 - (7) fill any vacancies occurring among the officers until the time of the next annual election; and
 - (8) conduct other necessary business.
- The regional executive council is expected to assist the first vice-president with STAR Events. The Regional Executive Council shall have the authority over the region, subject to such regulations and bylaws as may be adopted by the region in accordance with the bylaws of the state association. Members of the Regional Executive Council shall serve a term of one year beginning and ending their duties with consecutive regional installations. If a regional officer misses more than three regional meetings and/or activities, he/she will forfeit his/her office.
- N. The retiring officers and regional advisor will bring all books and records and will present them to the newly installed officers at Regional Office Installation/STAR Events Recognition. The treasurer will have 30 days to complete the auditing of books and deliver such to the succeeding officer.

Section 9. Local Officers

- A. The officers of the local chapter shall consist of president, vice president, secretary, treasurer, reporter, parliamentarian, and any others deemed necessary by the local chapter.
- B. The Chapter Executive Council shall be composed of the chapter officers and the regional, state, and national officer and/or candidate (s), should there be any within the chapter.
- C. It shall be the duty and responsibility of the Chapter Executive Council to: (1) recommend policies and procedures necessary to carry out the business of the chapter meeting; (2) determine what business shall be brought before the chapter meetings; (3) lead the chapter members in the development of indepth plans for the chapter; (4) plan the year's budget and approve disbursement of chapter funds; (5) promote Power of One; (6) fill any vacancies occurring among the officers until the time of the next annual election; and (7) conduct other necessary business.

Article V Elections

Section 1. Election of Officers--General Information for All Officer Levels

- A. Election of regional and state officers and national candidate shall be conducted annually by a date determined by the State Executive Council with approval of the state advisor. Any active member of a chapter affiliated with the regional, state and national associations is eligible to be a candidate for a regional, state and national office if the qualifications are met as stated in the bylaws.
- B. Each chapter will be eligible to present three (3) candidates for election. These three candidates may seek regional, state or national candidate offices. Any combination of candidates would be possible for a chapter as long as the total number of candidates presented by the chapter does not exceed three (3).
- C. A member may run for regional office as long as he/she is eligible and meets the qualifications and guidelines as set forth in the state bylaws. A member may serve more than one term of office on either the regional or state executive council, provided he/she is elected each year through the regional process. National Bylaws prohibit national officers serving more than one term of office.
- D. If a region cannot fill the required offices as called for by state bylaws or by the election procedures approved by the State Executive Council, the regional president may request a waiver of the procedures from the state advisor. This request may be submitted in writing or in person (via telephone if needed) and should be done prior to the regional elections if at all possible.
- E. Officer Qualification Forms must be typed single spaced. Use only the front and back of these forms. **DO NOT ATTACH ADDITIONAL INFORMATION. FAILURE TO FOLLOW THIS WILL RESULT IN DISQUALIFICATION.** Since Officer Qualification Forms may be reproduced for the use of the voting delegates, be sure all words are spelled correctly and the form is neat in appearance.
- F. The regional president and regional advisor will be responsible for planning and conducting the election to follow the plan set forth in the bylaws as follows:
 1. Each affiliated chapter (a chapter which has paid dues to the region, state and national FCCLA organization) is entitled to vote as follows:

1 to 49 members -	1 vote
50 to 99 members -	2 votes
100 to 199 members-	3 votes
200 or more members-	4 votes

No chapter may cast more than four votes.
 2. Voting delegates are chosen from affiliated members of local chapter membership by the provision of their local chapter bylaws. Each chapter shall bring a delegate for each vote. The delegate cannot be a regional officer or candidate.

Section 2. National Officers

- A. Region III may elect one national candidate. The national candidate shall seek the position of national officer candidate or national network member.
- B. The Region III national officer candidate must be prepared to be interviewed by a screening committee if more than five candidates are elected across the state by the thirteen regions. The two candidates at the State FCCLA Leadership Conference receiving the highest number of votes shall be Missouri's national officer candidates.
- C. The state advisor shall appoint a committee to work with the 2 elected national officer candidates to determine who will be Missouri's At-Large Candidate and Missouri's regional candidate at the National Leadership Conference. The decision will be made immediately following the announcement of the two National Officer Candidates during the State Leadership Conference.

- D. The Region III national network member candidate must be prepared to be interviewed by a screening committee if more than three candidates are elected across the state by the thirteen regions. The one candidate at the State FCCLA Leadership Conference receiving the highest number of votes shall be Missouri's national network member.
- E. In the event that only one candidate is seeking the position of Missouri's national officer candidate and/or one candidate for national network member, the candidate(s) would be voted on with a "yes" or "no" vote. If the candidate(s) do not receive a simple majority of "yes" votes, the position(s) will remain vacant.
- F. National officers shall serve for one year on the National Executive Council or until their successors are elected.

Section 3. State Officers.

- A. Region III shall be represented on the State Executive Council every year by an officer provided there is an interested and qualified member within the region to fill the vacancy.
- B. Region III shall elect a state officer designated as vice president. Any elected state vice president may be a candidate for State President.
- C. The president and first vice president shall be elected by the voting delegates at the annual State FCCLA Leadership Conference. The Region III state president candidate must be prepared to be interviewed by a screening committee if more than five candidates are elected across the state by the thirteen regions. The candidate receiving the highest number of votes shall be President. The candidate receiving the second highest number of votes shall be the first vice president.
- D. State Executive Council Members shall serve a term of one year beginning and ending their duties at consecutive State Leadership Conferences.

Section 4. Regional Officers.

- A. A copy of the qualifications of the candidate and a copy of the chapter affiliation form will be submitted to the regional advisor. Failure to submit both by the postmarked deadline will result in disqualification. The regional advisor and advisor to the first vice president shall together certify that the candidates meet the required qualifications.
- B. Each candidate is responsible for 30 copies of his/her qualification form to be given to all voting delegates. **FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION.**
- C. The chapter advisor will check to see that the candidate meets all qualifications set forth in these bylaws. Failure to meet all qualifications will result in candidate disqualification.
- D. Chapters shall not hold the office of president for two consecutive years. The president and first vice president shall not come from the same school in any one year.

- E. The conduction of the election will be as follows:
1. The meeting shall be open to chapter advisors, present regional officers, Region III state officer, Region III national officer candidate, candidates, voting delegates, interested guests, and members.
 2. The regional treasurer shall take financial and membership records to the meeting and cooperate with the regional parliamentarian to register voting delegates as they arrive. Voting delegates will be given a badge of identification by the parliamentarian after proof is established that chapter dues have been paid to the regional, state and national organizations for each delegate.
 3. No campaigning or props will be allowed. The distribution of campaign materials shall be forbidden. ***FAILURE TO COMPLY WILL RESULT IN DISQUALIFICATION.***
 4. The election process will be conducted in the following order: state, national, and regional offices. A candidate not elected as a state officer may be presented as a candidate for the national candidate position. Candidates not elected as a national candidate may be presented as a candidate for regional officer. Only candidates who have submitted the appropriate Officer Qualification Forms may participate in this option. National and state offices cannot be filled after regional offices have been elected.
 5. Candidates who drop down to another level will not have to present his/her speech again, but must answer the questions of the level office for which he/she dropped down. Voting delegates will be instructed to transfer points for speech, and test score to the new tally sheet.
 6. All voting shall be done by secret ballot, with votes counted by the regional parliamentarian, Region III state officer, assistant regional advisor, and the advisors of the regional parliamentarian, first and second vice presidents. If one of these officers is running for an office, the president shall appoint an outgoing regional officer to help. Tally sheets must be kept for one year in case of office vacancies.
 7. Each regional officer will be responsible for submitting a fact and situation question, excluding regional officers running again. These questions will be considered for use as the questions to ask the jr high representative candidates.
 8. Questions will be screened by the assistant regional advisor and the advisors to the first and second vice presidents before the screening process begins. Questions for state, national, and regional shall come from the state advisor.
 9. The national candidate, state officer, and regional president will ask the questions to the officer candidates. If one of these officers is running for an office, he/she cannot ask questions. The regional president will appoint a regional officer to ask the questions.
 10. A room will be provided for candidates to wait in before being interviewed and another will be provided for candidates after being interviewed. This is to be done to eliminate the discussion of interview questions. If a candidate is going to drop down to another level, he/she will return to the pre-interview room after that level is completed. All candidates must stay in the post-interview room until **all** elections are completed. They may not watch or participate in any part of the elections. Regional officers, not running for an office, will act as hosts for these two rooms.
 11. The regional parliamentarian and/or advisor to the regional parliamentarian will lead a training session for the voting delegates while the officer candidates are taking the FCCLA Knowledge Test. Voting delegates will receive instructions on how to use the candidates' qualifications sheets, scoring, procedures of the election process, and reasons for point deductions.
 12. For each candidate, the voting delegate will use a tally sheet to record points for: interview--poise and confidence, speech, fact question, situation question, participation and offices held in FCCLA, working with others, fulfilling obligations, leading discussions, and test score.

13. Each voting delegate has the right to assign points on the tally sheets. Partial points are not allowed. He/she may give zero points to any candidate that he/she feels is not qualified for the office sought. The tally sheet will be kept by each voting delegate until all candidates have been interviewed for each level. Tally sheets will then be turned in for the official counting. This will allow voting delegates to make changes, if necessary.
 14. The tally sheet will be designed like the one attached.
- F. The election process will be as follows:
1. Any affiliated member that desires to run for a Region III office MUST complete officer candidate forms provided by the state office. Candidates have the option of submitting national candidate, state officer, and regional officer qualification forms. Candidates who have chosen this option by submitting all the qualification forms may continue in the order of elections if desired.
 2. Each candidate must furnish each voting delegate a copy of his/her officer candidate form as specified in Article V, Section 4 B.
 3. Each candidate will take a FCCLA Knowledge Test. The test questions will be taken from the Member's Handbook, bylaws from the region and state, Teen Times, and State and National Program manuals.
 4. The FCCLA Knowledge Test will be administered and scored by the assistant regional advisor and the first and second vice presidents' advisors. The test will be given as soon as registration is over.
 5. The regional advisor will appoint a committee of advisors, alumni members, and parents to write the Knowledge Test and prepare answer sheets and keys. The test will be revised as necessary by a committee appointed by the regional president in consultation with the regional advisor.
 6. The Knowledge tests will be scored as follows:

30-25 points	5 points
24-20 points	4 points
19-15 points	3 points
14-10 points	2 points
9-5 points	1 point
0-4 points	0 point
 7. A candidate will be allowed to review his/her test after being scored, but must remain on file for one year and then destroyed.
 8. Each candidate's Knowledge Test score will be announced in points to the voting delegates for entry on the tally sheet.
 9. At each level candidates will draw numbers to determine order of interviews. Any candidate dropping down a level will be interviewed following all other candidates at that level.
 10. Each candidate will give a speech. The speech topic will be determined by the regional executive council and shall not exceed 2 minutes. Note cards may be used, but the only information on either side of each card shall be the candidate's speech.
 11. Each candidate will be asked a fact and a situation question. For each level, all candidates will be asked the same fact and situation question.
 12. Points will be deducted according to the following guidelines:

use of props -	5 points per violation
name of school identified -	5 points per violation
gimmicks or rap (rap with syncopated rhythms) used in speech -	5 points per violation
campaigning (vote for me, elect me, I appreciate your vote) -	5 points per violation
- The regional advisor will appoint two or three impartial individuals to assess penalties.

13. Scores for candidates will be averaged by the regional parliamentarian, Region III state officer, assistant regional advisor, and the advisors of the regional parliamentarian, and first and second vice presidents. Should one of these officers be a candidate, the regional president will appoint another regional officer to help with this.
14. All scores, except test scores, are to be confidential. A candidate's total points will not be released.
15. Each level's election results will be revealed to the respective candidates prior to announcing them to the voting delegates.
16. The regional president candidate receiving the highest number of votes is elected as regional president. The regional president candidate receiving the second highest number of votes is elected as regional first vice president. Should there be only one candidate for regional president, the regional officer candidate receiving the most votes is elected the regional vice president.
17. The candidates with the next 7 highest scores will be the regional officers for the following school year. In the event of a tie for the seventh position, the duties of the Executive Council will be shared.
18. The newly elected officers will meet with the current regional advisor and president to determine specific offices.
19. Each newly elected officer will state his/her name and school and introduce his/her chapter advisor.
20. Each officer will state his/her office preference on a secret ballot. The current regional president will list preferences on a board/paper for all to see.
21. Offices requested by only one person will be filled by those persons respectively.
22. In any contested office, each candidate will make a statement of his/her qualifications and state why he/she desires that office. The newly elected executive council will then vote by secret ballot to determine who receives the office. The remaining candidate will fill any vacant regional office (he/she may not choose an office where another name is already listed).
23. Any office not filled will be appointed by the Executive Council from the newly elected council.

Article VI Meetings

Section 1. Regional Summer Planning Meetings

- A. Region III shall hold a summer planning meeting at the discretion of the Regional Executive Council. All chapters within the region will be notified to allow them to have a representative present.

Section 2. Regional Officer Training Workshop

- A. Region III Executive Council will determine Officer Training Workshops will be held in the fall to provide chapter officer training. The time and place of the meeting shall be determined by the Regional Executive Council with the approval of the regional advisor.

Section 3. Annual Regional Member Meeting

- A. Region III shall hold an annual member meeting in the fall. The time and place of the meeting shall be determined by the Regional Executive Council with the approval of the regional advisor.

Section 4. Regional Officer Interviews

- A. Region III shall hold Regional Officer Interviews after January 1 and before February 15. The time and place of the meeting shall be determined by the Regional Executive Council with the approval of the regional advisor.

Section 5. Regional STAR Events

- A. Region III shall hold Regional STAR Events at the school of the first vice president. If the facilities are not adequate, the Regional Executive Council with the approval of the regional advisor will select another location.

Section 6. Regional Officer Installation and STAR Events Recognition

- A. Region III shall hold annually after STAR Events, Regional Officer Installation and STAR Events Recognition for those participants receiving the highest score in their events. The time and place of the meeting shall be determined by the outgoing and incoming Regional Executive Councils with the approval of the current regional advisor.

Section 7. Other Regional Meetings

- A. The time and location of all other regional meetings shall be determined by the Regional Executive Council with the approval of the regional advisor.

Section 8. Governing Rules

- A. The rules found in *Robert's Rules of Order*, Revised Edition, shall govern the association in all cases to which they are applicable and in which they are in agreement with the bylaws.
- B. Suspension of bylaws may only be done by two-thirds (2/3) vote of affiliated chapters. Items to be suspended must be submitted in writing a minimum of 30 days in advance of the vote.

Article VII Dues and Finances

Section 1. Regional Dues

- A. The dues of the region shall be fixed by the Regional Executive Council on the basis of a budget submitted and approved by the majority present at the Regional Executive Council Meeting. Change in regional dues is subject to a majority vote of delegates at the annual regular business meeting. The fiscal year for the regional association shall be June 1 to May 31. Membership dues must be paid to the regional treasurer prior to or at the regional meeting. A copy of the national affiliation form for paid members MUST accompany regional dues. Any chapters submitting candidates for regional, state, and national officers must affiliate in accordance to the date stated in the state fall mailing. Any chapters submitting entries for regional, state, and national STAR Events must affiliate in accordance to the date stated in the state fall mailing.
- B. Twenty-five cents of regional members' dues will be placed in the scholarship fund as stated in Article VIII, Section 2 A-2.

Section 3. Annual Regional Member Meeting Registration

- A. The registration fee for the annual Regional Member Meeting shall be fixed by the Regional Executive Council on the basis of a budget submitted and approved by the majority present at the Regional Executive Council Meeting.

Section 4. Regional STAR Events Entry Fees

- A. The Regional STAR Events Entry Fee (individual and team) will be fixed by the first vice president and advisor to the first vice president on the basis of a budget prepared for Regional STAR Events.

Section 5. Regional Funds

- A. Regional funds shall be placed within a bank in the region and the regional treasurer and the local advisor of the regional treasurer shall jointly assume responsibility of handling the money. Both the names of the regional treasurer and the local advisor of the regional treasurer shall be required on the checking account.

Section 6. Financial Statement

- A. The financial state of the regional association showing all income and expenditures shall be prepared by the regional treasurer and local advisor to the regional treasurer, audited annually by a qualified person, and submitted at the business meeting at Spring Planning Meeting.

Section 7. National Meeting Reimbursements

- A. Partial expense of travel and meeting registration may be approved for a delegate to attend national meeting: because the number of National Leadership Conference delegates with regional responsibility and the actual meeting cost based on the least expensive (quad) housing and transportation costs (least expensive plane ticket or mileage) may vary from year to year, the following percentages will be used to determine regional financial support. (To figure the actual dollar amount, the percentage to be received will be taken times the estimated National Leadership Conference cost.) The total money to be used for National Leadership Conference expenses will not exceed 75% of the April 1 balance of that fiscal year. Regional president receives more financial support because he/she receives no funds from the state treasury.

National Candidate (Only if he/she wins at state level and will represent Missouri)	10%
State Officer	10%
Regional President	20%
Advisor to:	
Regional President	10%
State Officer	10%
National Candidate (Same stipulation as student stated above)	10%
STAR Events Participants representing MO at National Leadership Conference	10%

If stated amounts total more than 75% of April 1 balance, amounts will be calculated as follows: Divide 75% of April 1 balance by the total cost to region as figured above. Multiply this factor by the original stated percentage. This new percentage will then be multiplied by the original money allotment for National Leadership Conference cost to determine each delegate's travel allotment. Request for Payment Forms may not be submitted until after a delegate returns from National Leadership Conference. Regional payments will be made by September 30.

Advisors, if serving in more than one official capacity, will receive only one travel expense payment from the region.

If any delegate or advisor receiving financial support to attend national meeting does not attend, he/she must repay the region.

Section 8. Reimbursement for Regional Expenses

- A. In order to receive reimbursement for expenses incurred for the region a Request for Payment form MUST be completed and submitted to the regional treasurer. This includes payments for National Leadership Conference.

Section 10. Delinquent Dues and Fees

- A. Any chapter who has not paid dues for all of the members in the chapter shall not be allowed to participate in regional activities the following year.
- B. Any chapter who has not paid Regional STAR Events entry fees by March 31 of the participating year will not be allowed to participate in Regional STAR Events the following year.

Article VIII Regional Scholarship

Section 1. Scholarship

- A. The purpose of the Region III Scholarship shall be to:
 - 1. develop interest in family & consumer sciences, family & consumer sciences education or related careers in health, environment, or early childhood.
 - 2. give financial aid to worthy family & consumer sciences students who have been active in Region III Family, Career and Community Leaders of America.
- B. Region III shall award two scholarships annually to outstanding FCCLA members of Region III who meets specific scholarship criteria and plans to enroll in an accredited institution of higher education. Scholarships are awarded in the following categories:
 - 1. One Leadership Scholarship awarded to general membership. (candidate must demonstrate outstanding leadership and participation in regional FCCLA programs and activities).
 - 2. One Leadership Scholarship awarded to a past or present Regional Officer (candidate must demonstrate outstanding leadership and participation in regional FCCLA programs and activities).

Section 2. Financial Support

- A. Scholarship Financing shall be as follows:
 - 1. Funds to finance the scholarship first began by a donation to Region III by Dora May Craven, who had served the region in many ways during her career as a home economics teacher. She was selected as an honorary member of Region III in 1985.
 - 2. Further funds shall be obtained by an assessment of twenty-five cents (\$0.25) for each member of an affiliated chapter and other additional contributions annually.
 - 3. Funds shall be deposited in an interest bearing account.
 - 4. Two \$200.00 scholarships shall be awarded yearly provided there are qualified applicants for the scholarship and available funds.

Section 3. Policies

- A. Scholarship policies shall be as follows:
 - 1. There is no limit to the number of scholarship applications submitted by a chapter.
 - 2. The award shall be paid when a copy of the transcript (indicating an appropriate degree) is received by the regional second vice president. The award shall be paid to the college or university financial aids officer.
 - 3. The scholarship committee shall be determined by the regional second vice president, and advisor to the regional second vice president. They shall attempt to include former state and national officers of the Family, Career and Community Leaders of America who live within Region III as committee members.
 - 4. If a recipient is unable to accept the award, notification must be made to the regional advisor prior to the opening of the fall semester. The award shall then be given to the first alternate.
 - 5. Scholarship criteria shall be formulated by a scholarship committee with consultation and approval of the Regional Executive Council and Regional Advisor. The committee shall review and update the scholarship criteria periodically.

Section 4. Qualifications

- A. Qualifications for Applicants shall be as follows:
1. The candidate shall be a member of an affiliated chapter of the Missouri Association of the Family, Career and Community Leaders of America and shall have been an affiliated member of Region III for a minimum of three years.
 2. The candidate shall be a senior in an accredited high school expecting to graduate at the end of the school year and shall have earned a cumulative grade point average of at least 2.0 on a 4.0 scale by the end of the first semester of the senior year.
 3. The candidate shall have been enrolled in family & consumer sciences for at least one (1) full year at the senior high level (9-12).
 4. The candidate shall be planning to major in family & consumer sciences, family & consumer sciences education or related occupations in health, environment or early childhood in an accredited two or four year college or university or
 5. The candidate shall be planning to enroll in a two-year or four-year degree program, and shall have exhibited outstanding leadership and participation in regional FCCLA programs and activities if applying for the Outstanding FCCLA Leadership Scholarship.

Section 5. Procedures

- A. Procedures of applicants shall be as follows:
1. The typed and completed Scholarship Application Form form are due to the regional second vice president by a date set by the regional second vice president and the advisor to the second vice president.
 2. The Scholarship Application Form must be submitted by the candidate and approved by the local FCCLA advisor.

Article IX Regional Awards

Section 1. Power of One

- A. Participation in Power of One is available. Participation in Power of One is optional at the local level. The units of Power of One are outlined in the official guide, and they are:
 - 1. A Better You
 - 2. Family Ties
 - 3. Working on Working
 - 4. Take the Lead
 - 5. Speak Out for Family, Career and Community Leaders of America
- B. Recognition of accomplishment of all five units will be given on the regional level.
- C. The first vice president shall be responsible for recognizing each member who submits the correct forms and has completed all five units at the Annual Regional Member Meeting or the Regional Officer Installation/STAR Events Recognition.

Section 2. Distinguished Service Award

- A. Any individual whose primary responsibilities are directly related to the Family, Career and Community Leaders of America program who has given outstanding contributions and continuing service to the region is eligible for this award by a majority vote of the Regional Executive Council.
- B. The Distinguished Service Award may be awarded at the regional and chapter levels.
- C. Nominations for Distinguished Service Award in the Region III Association may be submitted by any local advisor, or chapter member on an official application form which may be secured from the regional advisor.
- D. The recipient will receive an appropriate plaque.

Section 3. Outstanding Member Award

- A. The candidate shall be a member of an affiliated chapter of the Missouri Association of the Family, Career and Community Leaders of America and shall be an affiliated member of Region III.
- B. Applications must be typed, completed and submitted by advisors only. The advisor shall obtain an official application form from the regional advisor and submit it by the required postmarked deadline.
- C. The applicant must have made significant contributions to their chapter and to the region.
- D. There is no limit to the number of applications submitted by a chapter advisor.
- E. No applicants may currently be serving as a regional officer.
- F. The Regional Executive Council or a committee made of up Regional Executive Council members will review the applications and a majority vote will determine the recipient.
- G. The recipient will receive an appropriate plaque.

Section 4. Retiring Advisor Recognition

- A. A chapter may submit a retiring teacher's name the fall after the teacher retires.
- B. A Recognition of Retiring Teachers Form must be completed by the nominating chapter and returned to the Region III second vice president by the postmarked deadline date.
- C. The nominating chapter is responsible for the retiring teacher's attendance at the regional meeting. If the retiring teacher is not in attendance, she will not be recognized.
- D. Retirees will receive a gift not to exceed the amount of twenty-five dollars.
- E. From the nomination form, the Region III second vice president will write and read the biographical sketch to recognize the retiring teacher.
- F. Local chapter officers from the retiree's school will dress appropriately to be on stage and will make the actual gift presentation.

Section 5. Other Awards

- A. Other awards shall be determined by the Regional Executive Council with the approval of the Regional Advisor.

Article X Memorials

- A. If a FCCLA member or advisor should become deceased during his/her high school membership/advising, the Region III FCCLA organization may make a monetary donation to that member's FCCLA chapter after following these guidelines:
 - 1. The regional advisor must be notified by the local chapter within three months of the death so that action may be taken. If the region does not receive notification within that time span, then no action will be taken.
 - 2. The Region III FCCLA advisor will notify the Executive Council for approval of expenses. Upon approval the Region III FCCLA treasurer will write a check and send a card on behalf of the region to the deceased's chapter. The chapter may then determine how to manage the memorial.
 - 3. Memorial gifts should be in the amount of \$25.00.
 - 4. If a chapter desires the deceased's member's name to be placed on the Regional Meeting program, the chapter must notify, in writing, the regional president.

Article XI Disbursement

- A. Expenses for meetings of the Regional Executive Council and other necessary regional association expenses shall be paid from the Region III treasury on approval of the regional advisor based on sound fiscal policies.

Article XII Dissolution of Liquidation

- A. Upon final dissolution or liquidation of Region III Missouri Association Family, Career and Community Leaders of America, and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets of the regional association shall be used by the State's Board of Directors in accordance with the purposes of the national organization or be transferred to a qualified exempt organization within the meaning of section 501 (c) 93) of the Internal Revenue Code of 1954.

Article XIII
Amendments

- A. These bylaws may be amended by a majority vote of the affiliated chapters returning their ballot under the following rules:
 - 1. Amendments may be submitted in writing to the regional advisor by any chapter or regional committee for review by the Regional Executive Council.
 - 2. The Regional Executive Council shall review and assemble the proposed changes and submit them to a committee appointed by the regional president to make a further study and to recommend action.
 - 3. Recommendations of the committee shall be presented to the Regional Executive Council and the regional advisor.
 - 4. The Regional Executive Council, regional advisor, and state advisor may propose further amendments.
 - 5. The regional parliamentarian shall submit the proposed amendments to each chapter in the region at least 30 days prior to the official vote.
 - 6. Voting on the bylaws may be conducted by mail or at the assembly of delegates at any regional meeting.