

Board

Policy and Procedure Handbook

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 **Board of Directors**

1 Purpose

The Board of Directors shall serve as an advisory board for the New Mexico FCCLA Association. They will develop policy and procedures.

 A.The essential function of the State Board of Directors shall be policy making and responsibility for sound management. It shall formulate and determine the general program deemed necessary for the administration and development of the organization in accordance with its stated goals and purposes.

 B They shall determine and review the objectives of the State Association. Authorize the establishment and discontinuance of programs, projects, and activities. To set policies that relate to the program and membership of the organization. Evaluate periodically the effective implementation of the program. Approve a budget. Interpret and advocate the goals and policies and program activities of the State Association to groups and individuals within and outside the organization.

2. Membership

The membership on NM FCCLA Board of Directors is intended to reflect in its membership and leadership the diversity among members of the profession. Diversity is defined to be the inclusion of all qualified persons whose differences may include but are not limited to age, ethnicity, physical ability, gender, race or religion.

The Board of Directors may be composed of the Board Chairman, an adviser representing each of the regions in the state, Alumni and Associates, Middle/Junior high adviser, Business/Industry representative, the State Executive Council (SEC) President, VP of Finance, and Jr. officer member. The State Adviser and State Officer Coordinator(s) will serve in non-voting positions on the board.

 A. Representation. Members of the Board shall serve as advisers to the New Mexico Family, Career, and Community Leaders of America as a whole and not as representatives of any other body, while taking into consideration the views and interests of others.

 B. Assumption of Office. Persons selected and/or elected to the Board of Directors shall

 assume their office at the June board meeting.

C. A Board of Director member must be present at a minimum of seventy-five (75%) of the Board meetings, or the Board member will be asked to resign from the Board.

3. Terms of Office

Members shall serve two years. Half of the board will rotate off every year with the exception of the state executive council/state officers and state officer coordinator who shall serve for one year. The chairman shall serve a two-year term.

A. Vacancies. The Board may fill vacancies at any meeting and will fulfill the original term of office as their predecessor.

4. Officers of the Board

Officers of the Board shall consist of a chairperson, a vice-chairperson, and a secretary. The officers shall consist of the Chairman who will be appointed by the Board of Directors to serve a two-year term at the will of the Board. The Chairman will appoint a Finance, Program, and Policy Chair. The Board Chairman will appoint a member of the Board to serve as recording secretary for meetings.

A. Election, Terms and Vacancies of Officers

The above officers shall be elected by the members of the Board from among members of the Board. The chairperson shall serve a term of two (2) years and the vice-chairperson and secretary shall serve one (1) year or until their successors shall have been elected and assume office. Officers may be eligible for re-election; however, no director shall serve in the same office more than two (2) consecutive terms. Any vacancy among the officers shall be filled at the following duly constituted meeting of the Board.

B. Duties of Board Members

 Chairperson and Vice-Chairperson. The chairperson shall preside at all meetings of the Board and shall perform the duties customary to that office. The chairperson shall chair the Executive Committee and shall be a member ex officio of all committees of the Board. In the absence of the chairperson, the vice-chairperson shall preside at meetings of the Board and Executive Committee and perform all duties pertaining to the office of chairperson. The chairperson shall appoint all standing and ad hoc committees of the Board in consultation with the State Adviser.

Secretary. The secretary of the Board shall record all motions and actions, shall keep a record of all meetings, shall give due notice of all meetings of the Board; shall communicate actions of the Board to all proper persons, organizations and groups; shall prepare an agenda for meetings in collaboration with the chairperson of the Board and State Adviser. The secretary shall ensure that these policies and procedures are adhered to in all matters. The secretary’s report shall be kept in the office of the organization.

Committees of the Board - There shall be an Executive Committee and ad hoc committees of the Board. The Executive Committee shall exercise all powers of the Board at such times as the Board is not in session, except that it shall not have the power to alter or revoke any previous order, resolution or vote of a meeting of the Board, and it shall not have the power to elect or remove officers and members of the Board, elect or remove the State Adviser, or amend the charter or By-Laws of the corporation.

The Executive Committee shall report all its interim actions in writing at the next regular meeting of the Board for approval. The Executive Committee shall consist of all officers of the Board, the president of the State Executive Council and the State Adviser.

5 Meetings

The Board shall have annual regular and special meetings. Regular Meetings shall be at least two regular meetings of the board each year. Special Meetings of the Board may be called by the chairperson of the Board, by any three voting members of the Board or by the State Adviser and any two voting members of the Board. The secretary shall notify the Board of the meeting.

A. Location -All regular and special meetings of the Board shall be held at a site to be designated by the State Adviser.

B. Notice - The State Advisor and the Board shall establish a calendar of regular meetings at least twelve (12) months in advance. The calendar shall serve as a notice of regular meetings, starting date, time and location of these meetings. Written confirmation of regular meetings and the agenda and information relative to items of business shall be sent to directors, no less than ten (10) days in advance. The same shall apply to special meetings of the Board.

 C. Order and Nature of Business - The chairperson in consultation with the secretary and State Adviser shall determine the selection and order of business during Board meetings. Board meetings shall address themselves to important matters of policy and planning and priority issues and problems, giving minimal attention and time to administrative matters. At least once a year the Board shall consider the long-range plans of New Mexico Family, Career, and Community Leaders of America.

D. Attendance by Non-Directors - Non-directors may attend all board meetings except when the boards of directors are called into executive session. Executive Session. The board may hold an executive session in the course of any meeting in which only voting members shall participate.

E. Meetings of the Board shall be held at the call of the chairperson of the Board at such date, time and location as the chair may designate. At least seven (7) days before each meeting, the secretary shall send to each member of the committee a notice of date, time and location of the meeting. The agenda and information relative to items of business shall be sent whenever possible.

 F. Conference telephone meetings and electronic means shall be permissible when deemed necessary, but the Board of Directors at the next stated meeting shall be ratified and put into record.

6 Expenses

Board members may be reimbursed for actual expenses (mileage and housing) for meetings upon board/finance approval and provided that monies are available.

7 Voting

A majority of the voting members present at the meeting (provided there is a quorum) shall carry all motions, resolutions or proposals brought before the Board and its committees for action accept where otherwise provided. A quorum is reached when ¾ of the board members are present.

A. When necessary, the Board Chairman may poll Board members by electronic means. This shall be considered a proper means for the Board to conduct business.

B. All members of the board will have voting rights with the exception of the State Adviser and the State Officer Coordinator.

C. In order for a Board member to vote by proxy, the absent Board member must have provided a written notification of the proxy to the Board Chair prior to the start of the meeting (without sending a proxy), that member will be replaced.

D. The Board Chairman may break ties when necessary.