



NEW MEXICO
STATE ASSOCIATION

Bylaws

ARTICLE 1 NAME

Section 1.1 The organization shall be known as the New Mexico Family, Career, and Community Leaders of America, hereinafter referred to as NM FCCLA. Only the chartered state association and affiliated chapters shall use the name NM FCCLA.

ARTICLE 2 MISSION STATEMENT AND PURPOSES

Section 2.1 The mission of FCCLA is to promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of a family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communications, practical knowledge, and career preparation.

Section 2.2 Organized instruction relating to the mission is a part of the Family and 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 for assuming responsibilities
7. to prepare for the multiple roles of men and women in today's society
8. to promote Family and Consumer Sciences careers and related occupations

ARTICLE 3 ORGANIZATIONAL STRUCTURE

Section 3.1 Charter Holder
NM FCCLA is chartered through the New Mexico Public Education Department as a chartered association of FCCLA, Inc., with the administration, policy, and governance entrusted to NM FCCLA, Inc.

- Section 3.2 Chartered Association
The state association shall be composed of all affiliated chapters within the boundaries of the state of New Mexico.
- Section 3.3 Regions
There shall be designated regions of the state association based on the general division agreed jointly by the NM FCCLA Board of Directors and the State Advisor and made known in writing to all affiliated schools in the state.
- Section 3.4 NM FCCLA shall be composed of four divisions, including Middle Level, Secondary, Post-Secondary, Alumni, and Associates. Student members of the Middle and Secondary levels shall be governed by a State Executive Council of elected officers.
- Section 3.5 Chapters
- A. Affiliated Chapters. A chapter may be affiliated with public and private schools in which Family and Consumer Sciences instructions are offered, as determined by the public education department. The chapter shall be composed of students possessing the qualifications of 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.
 - C. Chapter Bylaws. Chapter bylaws shall be adopted by the local chapters to govern the transaction of business. Bylaws shall be consistent with those of the national and state associations.
 - D. Charter. Upon approval by FCCLA Inc., a local chapter charter shall be issued. The local chapter shall then be recognized as an affiliate of NM FCCLA.
 - E. Good standing. Local chapters in good standing shall be those that maintain policies consistent with those of FCCLA Inc., and NM FCCLA, Inc., and which are annually sent to the National Office:
 - State and National dues for each participating student(s) by published deadlines each year.
 - F. Suspension. Any local chapter failing to meet the requirements for good standing may be suspended from membership for one year, as determined by the NM FCCLA Board of Directors.
 - G. Reinstatement. Upon meeting the requirements for good standing, the local chapter may be reinstated by the State Advisor or their designee.

Section 3.6

Membership

The membership of NM FCCLA shall be the chartered local chapters and their individual members. Members must pay both state and national dues. The membership year shall be from September 1 to August 31.

- A. Active Membership. Any student who is taking or has taken a course, determined by the public education department as pertaining to Family and Consumer Sciences, 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 and Associates Membership. Former active members and other adults who share the goals and purpose of Family, Career, and Community Leaders of America, or any interested individual wishing to support the continuing development of FCCLA youth, shall be eligible for Alumni & Associates membership. Members of Alumni & Associates shall not be eligible to hold office, make motions, or vote.
- C. State Honorary Membership. Any individuals who have rendered outstanding service to the New Mexico Family, Career, and Community Leaders of America by advancing its purposes shall be eligible for honorary membership in the State Association. Honorary members shall be selected by the NM FCCLA Board of Directors through nominations of local chapters. State honorary membership shall be limited to four people in any one year. Honorary members may attend all meetings of the organization but shall not be eligible to hold office, make motions, or vote.
- D. Post Secondary Membership. Any student enrolled in a Career and Technical Center (grades 13-16) and /or a post-secondary collegiate program within a state offering post-secondary membership.

ARTICLE 4 DUES, FISCAL YEAR, AND BUDGET

Section 4.1

State Dues. The amount of state dues for active members shall be determined by the State Executive Council and the NM FCCLA Board of Directors, subject to the approval of a majority vote of the membership as represented by voting delegates at any state conference.

- A. Initial dues/membership roster must be submitted online by November 1.
- B. Dues shall be paid before participation in any official activity of NM FCCLA. Any students participating in a District/Regional competition must have completed membership and paid.
- C. State honorary members pay no dues.
- D. The local chapter may determine local membership dues, subject to approval by the members of the chapter. They shall be in addition to national and state dues.

- Section 4.2 Fiscal Year
The fiscal year shall be from July 1 through June 30.
- Section 4.3 Budget
The budget shall be developed by the NM FCCLA Board of Directors and the state advisor.
- Section 4.4 Finances
Finances will be reviewed and approved quarterly, and a year-end review of finances will be conducted by the NM FCCLA Board of Directors.

ARTICLE 5 ASSETS

- Section 5.1 Dissolution or Liquidation. Upon final dissolution or liquidation of New Mexico Family, Career, and Community Leaders of America, and after satisfaction of all outstanding obligations or liabilities, the remaining assets shall be used by the NM FCCLA Board of Directors in accordance 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.

ARTICLE 6 STATE EXECUTIVE COUNCIL

- Section 6.1 The State Association shall have nine (9) officers consisting of seven (7) secondary school officers (grade 9-11) and two (2) middle-level officers (grade 7-8).
- Section 6.2 Such officers shall be members of the State Executive Council: a President, 1st Vice President/Parliamentary Law, Vice President of Community Service, Vice President of Public Relations, Vice President of Membership, Vice President of Programs, Vice President of Finance, Jr. Vice President of Membership, and Jr. Vice President of Programs. The duties of each officer shall be described as stated in the State Executive Council Handbook.
- Section 6.2.1 The specific officer positions shall be determined by the procedures outlined in the State Executive Council Handbook.
- Section 6.3 The term of office shall be for one year or until a successor is elected and installed. A State Executive Officer may hold a State Office for no more than 2 consecutive terms.

- Section 6.5 In the event the office of the President becomes vacant, the 1st Vice-President shall automatically assume the office and the duties of the President.
- Section 6.6 All officer candidate applications must be postmarked by the date outlined in the State Executive Council Handbook.
- Section 6.7 Only those candidates who have sent in a complete application will be eligible to complete the next step in the state officer candidate process.
- Section 6.8 Elections procedures are outlined in the State Executive Council Handbook.
- Section 6.9 Individuals elected as State Executive Council Officers shall assume their office at the close of the annual State Leadership Conference in which they were elected.
- Section 6.10 State officers are required to attend all meetings and functions as outlined in the State Executive Council Handbook.
- Section 6.11 The State Officer Coordinator(s) will be appointed by the State Advisor. The appointment is for a one-year term, beginning and ending with the state officer's terms. The officer coordinator(s) will provide directions to the state officers throughout the year, working closely with the state office.

ARTICLE 7 REMOVAL FROM OFFICE

- Section 7.1 Any executive council member who fails to adequately perform the duties of the office will be removed from office.
- Section 7.2 Any executive council member who fails to attend any announced executive council meeting without just cause (illness, death in immediate family, or an unforeseen emergency) shall be placed on probation for a period of time to be determined by the other state executive council members, State Executive Officer Coordinator, and the State Advisor.
- Section 7.3 Any executive council member whose behavior while in the performance of duties is contrary to announced rules of conduct or whose behavior is injurious to the image of this association shall be removed from office.
- Section 7.4 An executive council member who fails to maintain a 3.0-grade average or above shall be placed on probation for one grading period. Failure to bring up grades shall result in removal from office.

Section 7.5 Removal from office carries the obligation of repayment of the chapter, district, and state funds used to maintain the executive council member in the office.

Section 7.6 A review panel of three executive council members and two members of the Board of Directors, in consultation with the State Officer Coordinator, shall be convened to assess each case that may result in removal from office.

ARTICLE 8 VOTING

Section 8.1 All chapters that have paid their dues may vote through their voting delegate.

Section 8.2 Each chapter will have one (1) voting delegate.

Section 8.3 The privilege of making motions, debating and voting shall be limited to the designated voting delegates and the State Executive Council. The privilege of discussion may be extended to other representatives upon the consent of the delegates.

Section 8.4 Voting delegates from two-thirds (2/3) of the chapters attending the state conference shall constitute a quorum.

ARTICLE 9 NOMINATIONS AND ELECTIONS

Section 9.1 National Officer Candidates. NM is eligible to nominate two candidates each year. The candidates must have been enrolled in or have taken a Family and Consumer Sciences class. Students interested in running must complete the application by the date listed in the NM National Officer Handbook or on the NM FCCLA calendar. Qualifications of each eligible nominee will be supplied to each chapter delegation during the state leadership conference.

Section 9.2 The candidate(s) must be approved by the NM FCCLA Board of Directors.

Section 9.3 Election procedures are outlined in the NM National Officer Handbook.

ARTICLE 10 BOARD OF DIRECTORS

Section 10.1 The overall administration shall be vested by the Board of Directors, which shall be responsible for the general administration of NM FCCLA as outlined in the Policy Handbook.

Section 10.2 The Board of Directors consists of up to 13 members. Board Chair, an Advisor representing each of the Regions in the State (at least one of them a High School Advisor), Alumni & Associates representative, Middle School Advisor, up to five (5) Business/Industry Representatives, Post-Secondary/Collegiate representative, State Executive Council President, Vice President of Finance. The State Advisor, PED representative, and State Officer Coordinator will serve in non-voting positions on the Board.

Section 10.3 The NM FCCLA Board of Directors Executive Committee shall consist of the board chair, the committee chairs, and the state advisor. This committee shall have the authority to make decisions on behalf of the board of directors during the interim between regularly scheduled board meetings.

Section 10.4 The Board Chair shall appoint other committees, as needed throughout their term, as outlined in the NM Board Policies and Procedures.

ARTICLE 11 INDEMNIFICATION OF DIRECTORS

Section 11.1 Indemnification of Directors. Any persons made a party to any action, suit, or proceeding by reason of the fact that the person is or was a member of the NM FCCLA Board of Directors shall be indemnified by New Mexico Family, Career, and Community Leaders of America against expenses actually incurred by the person in the defense of such action through board insurance.

ARTICLE 12 RELATIONSHIP OF THE STATE BOARD OF DIRECTORS AND THE STATE EXECUTIVE COUNCIL

Section 12.1 The NM FCCLA Board and the State Executive Council are recognized in these bylaws as the two key decision-making bodies of the State Association. The State Executive Council shall have representation on the Board as provided in the bylaws, thus guaranteeing a youth perspective in the policy and decision-making of the Board.

Section 12.2 Since the State Executive Council is elected annually, the Board helps maintain the continuity of the program and assumes the legal responsibilities of the State Association. The Board and Council shall meet jointly at least two times a year to keep each other informed and to make joint decisions as needed.

Section 12.3 The Board shall assure that Council members are represented on committees of the Board and bring before the Council for joint action of the Board and Council the budget and major policies which affect the operation of the organization and the membership as a whole.

ARTICLE 13 CONFERENCES/MEETINGS

Section 13.1 State Leadership Conference. The time and place of the State Leadership Conference shall be determined by the State Advisor or designee, in accordance with the dates assigned by the New Mexico Activities Association, and upon consultation with the Board of Directors. The purpose of the conference shall be to elect the state executive council and national officer candidate(s), promote the program plan of work, transact other business of the organization, and conduct state competitions to determine the eligibility of those competing at the National Conference.

Section 13.2 Regional Conference. At least one meeting of all chapters constituting a Region shall be held annually. The place and date of the Regional Conference shall be determined by the Regional Advisor, and upon consultation with the advisors within that region. The purpose of the Regional Conference shall be to promote the program plan of work and to conduct district competitions to determine the eligibility of those competing at the State Leadership Conference.

Section 13.3 Chapter Meeting. Each school affiliated with the State Association shall determine the organizational structure of the chapter, frequency of meetings, and other activities. These meetings will follow the goals and purposes of the State and National Associations.

ARTICLE 14 STATE ASSOCIATION, REGIONS, AND CHAPTERS

Section 14.1 The State Advisor shall function as the administrative officer of the State Association.

Section 14.2 The State Advisor shall designate a Regional Advisor for the year following each state meeting. These Region Advisors shall have an active, affiliated chapter in the year they serve.

Section 14.3 State, district, and chapter bylaws shall be adopted to govern the transaction of business, provided such bylaws are in accord with those of the National Association.

ARTICLE 15 STATE OFFICE

Section 15.1 The location of the state headquarters shall be determined by the charter holder.

Section 15.2 The State Advisor or designee shall be the chief administrative officer of the New Mexico Association of Family, Career, and Community Leaders of America and its state headquarters and shall serve as an ex officio member of the NM FCCLA Board of Directors and of all committees of the Board, without a vote. The State Advisor's responsibilities shall include:

- implementation of resolutions, policies, rules, and regulations adopted by the Board, and performance of duties prescribed by the Board;
- recommendations to the Board regarding policies, programs, and plans for the development of the organization;
- recommendations to the committee on finance concerning the proposed budget for the ensuing fiscal year, seeing that the budget, when adopted, is enforced;
- spokesperson for and interpreter of the organization to its constituencies and taking leadership in obtaining the support of the organization.
- preparation and submission to the Board of annual and special reports as deemed desirable and as the Board may require.
- assignment of duties as needed for state executive council elections and national officer candidate nominations

Section 15.3 Selection or removal of the State Advisor shall be the responsibility of the Career Technical Leadership Project or designee, and they shall determine the terms and conditions of employment.

Section 15.4 Any official communication from individuals or groups within or outside the organization shall be presented in writing to the Board through the State Advisor or designee.

Section 15.5 The State Advisor shall not serve as a voting member, nor act as a parliamentarian of the State Executive Council.

ARTICLE 16 ETHICS

Section 16.1 Conflict of Interest. Any duality of interest or possible conflict of interest on the part of any director shall be disclosed to the Board chairperson and, through the chairperson, to the Board and appropriate committees and made a matter of record either through an annual procedure or when the interest becomes a matter of Board action. A situation involving conflict of interest in which a business arrangement to which a director may directly or indirectly by a party be subject to the following: full

disclosure to the Board duly reported in the minutes of the meetings, non-participation by any director in the decision affecting any relationship, the opportunity for free discussion for proposed or existing arrangements in Board and committee meetings with the consideration of alternative options and reports on services contracted.

ARTICLE 17 AMENDMENTS

- Section 17.1 State bylaws. Maybe amended at the state meeting by two-thirds (2/3) of the voting delegates present and voting, with the following provisions:
- A. The amendments shall be proposed in writing by chapter members, advisors, the State Advisor, State Executive Council, State Board of Directors, and/or a bylaws committee of the State Board of Directors and the State Executive Council.
 - B. Amendments shall be submitted to the State Advisor at least forty (40) days prior to the state conference. The proposed amendments shall be sent to chapters by the State Advisor one month prior to the state meeting for consideration.

ARTICLE 18 PARLIAMENTARY AUTHORITY

- Section 18.1 ROBERT'S RULES OF ORDER, newly revised, shall govern the business of the State Association of Family, Career, and Community Leaders of America in all cases in which they are not inconsistent with these bylaws.

Amended by the membership in March 2016
Amended by the membership in March 2021
Amended by the membership in March 2022
Amended by the membership in February 2025

Standing Rules
New Mexico FCCLA

Electronic Meetings

Procedures for electronic meetings:

- A. The chair, or upon the request of three executive board members, or a committee chair, may call for an electronic meeting.
- B. Electronic meeting minutes shall be approved at the next board meeting or by a minutes' approval committee before the next executive board meeting.
- C. The chair, secretary, or committee chair shall schedule a conference service line and provide all participants an electronic meeting notice that includes the time of the meeting and access information needed to participate.
- D. Members shall announce themselves at the first opportunity after joining the electronic meeting.
- E. Members who leave the electronic meeting prior to adjournment shall announce their departure before disconnecting.
- F. The presence of a quorum shall be established by roll call at the beginning of the electronic meeting and on the demand of any member.
- G. To obtain the floor, a member shall address the chair and state his or her name.
- H. Members are entitled to make motions orally during a meeting and are required to write the motion in the chat. Members may also submit motions in writing to the secretary at least 24 hours prior to the electronic meeting. The secretary shall send any such pre-submitted motions by e-mail to all members in advance of the electronic meeting.
- I. All votes taken during the electronic meeting shall be taken by roll call. The business may also be conducted by unanimous consent.
- J. Each member is responsible for his or her connection to the conference call; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented him or her from participating in the electronic meeting.
- K. The chair may disconnect or mute a member's connection if it is causing undue interference with the electronic meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.