



## CONSTITUTION OF WAIPAHU CHAPTER FCCLA ORGANIZATION

### Article 1. Name of the Organization

- The name of this organization is Family Career and Community Leaders of America, short for FCCLA.

### Article 2. General Purposes, Duties, and Responsibilities of Club

- “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 communication, practical knowledge, and career preparation.” (fclclainc.org)

### Article 3. Membership

#### 1. *Membership Dues*

- a. Members must pay club dues, shirt payments, etc. before participating in any club activities.
- b. Failure to pay dues without making arrangements with club officers or Mrs. Maeda may result in **office obligation**.

#### 2. *Membership Commitment*

- a. Members must attend all meetings unless they notified an officer at least two hours before the start. They have a maximum of three unexcused absences. Two tardies equal to one absence. For those who were not able to attend the meeting, they must refer to the secretary’s notes and type their initials on the bottom of the page.
- b. All members must attend at least two club bondings (at least one per quarter).
- c. All members must obtain a minimum of 2 credits of community service activities per quarter. (starting 2nd quarter)

- d. ***SIGN UP, AND SHOWUP!*** If you sign up for any FCCLA activity, you must attend the event.

#### **Article 4. Officers and Responsibilities**

##### *President:*

- In charge of creating agendas for both officer and general meetings
- Lead both officer and general meetings
- Make sure officers are on track with assignments
- Be prepared to help any officers when it comes to their assignments

##### *Vice-president:*

- When the President is unable to lead meetings, the Vice Presidents will take over
  - CTSO:
    - Create meetings with participants
    - Work with Secretary in charge of forms to work on paperwork
    - Work with Treasurer on fundraising
    - Inform participants on all events and activities
  - Service Activities:
    - Create service events for members to participate in
    - Work with Secretary in charge of forms for paperwork
    - Keep track of service credits
    - Communicate with members and participants on activities

##### *Secretary:*

- Communications
  - Send reminders and updates to members in general chat
  - Take notes at both officer and general meetings
  - Keep track of all forms (membership, CTSO, field trip forms, etc)
  - Create rosters for activities
- Advertising
  - Create flyers for events
  - Take care of the Instagram account (post updates, reminders, announcements)

##### *Treasurer:*

- In charge of writing receipts for club dues, shirts, etc.
- Responsible to keep track of the FCCLA student accounts
- Create fundraising events for members
- Keep track of obligations

- Work with Ms. Maeda to update Treasurer Binder

**Article 5. Meetings**

- Officer meetings will be held every other Monday at 3pm virtually and again after each general meeting to debrief.
- General meetings will be held **every other Friday** at 2:30pm virtually, the same week as the Monday officer meeting.
- Any additional meetings may be held to discuss upcoming events such as CTSO and service activities.

**Article 6. Election of Members**

- Members must be in the club for at least a year
- Have a cumulative GPA of 3.0+
- Answer questions inside Google Forms survey sent out

**Article 7. Committees**

- Volunteer Committee
- Membership Committee

**Article 8. N/A**

**Article 9. Adoption and Amendment Procedures**

- Before revising the constitution and bylaws, they must get it approved from previous officers and advisors with an appropriate explanation in revising the constitution and bylaws.