Family, Career and Community Leaders of America, Inc.
Montana Association

District 4 Operating Guidelines

Revised Fall 2025

Article I – Name	
Section 1: Name	A. The name of this organization shall be Family, Career and Community Leaders of America, Inc. Montana Association (Montana FCCLA) an affiliate of the Family, Career and Community Leaders of America, Inc., District 4. Members are hereinafter referred to as Family, Career and Community Leaders of America. The letters FCCLA may be officially used to designate the association, the chapters or members thereof.
Article II – Mission Statement, Purposes, and Creed	
Section 1: Mission Statement	A. The mission of the organization 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 ▪ career preparation.
Section 2: Purpose	A. 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: 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 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 and related occupations.
Section 3: Creed	A. The creed of this association shall be as follows:

	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: Emblem, Flowers, and Colors	
Section 1: Emblem	The emblem of Montana Association of Family Career and Community Leaders of America shall be a futuristic logo showing that FCCLA is a dynamic, active organization bound for the future. The dominant collegiate lettering articulates a focus on education and student leadership. The logo will be red, the color of the rose, as a sign of strength. The ellipse portrays the dynamic and all-encompassing strength and presence of Family, Career and Community Leaders of America.
Section 2: Flowers	The flower of the organization is the red rose, which symbolizes a desire for joy in everyday life.
Section 3: Colors	The colors are red and white. Red, an intense color, suggests strength. White symbolizes sincerity of purpose and integrity of action.
Article IV: Organizational Structure	
Section 1: Districts	A. District 4 shall be comprised of 8 counties as follows: Yellowstone (except town of Laurel), Treasure, Musselshell, Rosebud, Bighorn, Powder River, Custer (except town of Miles City).
Section 2: Chapters	A. A chapter shall be affiliated with public and private schools in which Family and Consumer Sciences instruction is offered, as determined by the Montana Office of Public Instruction. B. Each chapter must have an affiliated Chapter Adviser. A chapter adviser is a teacher certified/endorsed in Family and Consumer Sciences education of a chapter within the school district they are employed. Exceptions to this must receive annual Board of Directors approval. C. To be eligible for Montana FCCLA membership, chapters must be composed affiliated members whose dues are paid in full with no outstanding debts to the organization. Continued affiliation requires payment of National and State dues and the State Chapter Fee by May 31 annually. D. Each chapter must have chapter operating guidelines which are consistent with Montana FCCLA State Bylaws and District 4 Operating Guidelines. E. Suspension and reinstatement of a chapter:

	a. Any chapter failing to meet the requirements for continued affiliation may be suspended from the organization by Montana FCCLA State Association's Board of Directors. b. Upon meeting the requirements for affiliation and with the approval of the Board of Directors, the chapter may be reinstated to the state association and therefore the respective district.
Article V – Membership Categories & Dues	
Section 1: Active Members	A. **Student:** Any student who is taking or has taken a course in comprehensive or occupational Family and Consumer Sciences through grade twelve shall be eligible for active membership in an organized chapter within the school. B. **Adviser:** Each chapter is required to have a chapter adviser as defined in Article IV, Section 2. C. Active members shall pay national, state and chapter dues.
Section 2: Active Member Dues	A. The amount of state dues for active student and adviser members shall be determined by Montana FCCLA State Association's Board of Directors. B. The State Chapter Fee will be paid in addition to current National and State affiliation membership dues. This fee is required for a chapter to be in good standing and will be paid at the time of affiliation in the National FCCLA Portal. The fee will be used to provide financial support to the State Executive Council members* representing Montana FCCLA. The chapter of each State Executive Council member will receive the funds at the completion of their term. The award amount will be determined by the State Executive Council member's participation level, as outlined in the State Officer Handbook. *This excludes National Officer Candidates.
Section 3: Alumni & Associates	A. Former active members and 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 & Associates membership. B. Alumni & Associates members shall not be eligible to hold office, make motions or vote. C. Alumni & Associates members shall pay national and state dues.
Section 4: Honorary	A. Any individuals whose professional responsibilities are not directly related to FCCLA who have made outstanding contributions and who are giving continued service to the organization by advancing its purposes are eligible for honorary membership. B. Honorary members have the privilege of attending all meetings of the organization but have no vote. C. Honorary members shall not pay dues.

Article VI – Membership Classes and Powers	
Section 1: Eligibility	A. In order for a chapter to participate in voting or district meeting attendance, the chapter must have affiliated members in the previous membership year.
Section 2: Member Vote	A. Each Chapter will have two votes. The voting delegates will be two members that meet the eligibility requirements as defined in Article VI, Section 2. Voting delegates are entitled to all rights, privileges, and responsibilities granted by Montana law, Montana FCCLA State Association's Bylaws, or by these operating guidelines. These rights include electing district officers or the amendment of these district operating guidelines. B. At any meeting of the members, a Chapter entitled to vote may do so by proxy in accordance with Montana law or by other reasonable means allowed by Montana law established in Board policy.
Article VII – District Meetings	
Section 1: Location & Planning	A. The District 4 Meeting of the Montana State Association of Family, Career and Community Leaders of America shall be held annually each fall, except in cases of extreme emergency, when it may be cancelled by the District Advisers, State Director, and/or the Montana FCCLA State Association's Board of Directors. B. Include information regarding the location of the district meeting, if applicable. C. A pre-planning meeting may occur for the purpose of planning the District 4 Meeting. District Officers from each chapter are encouraged to attend.
Section 2: Nomination & Election of District Officers	A. The officers of the District II Montana Association of Family Career and Community Leaders of America shall be: a. President b. Vice President c. Secretary d. Parliamentarian e. Public Relations Coordinator f. Member Engagement Coordinator B. The District Adviser shall be the administration officer of the district association. The District Adviser is the adviser from the chapter who has the district president. C. Each chapter may submit a full slate of officers, or one candidate for each office.

	Eligibility must be met as outlined in the Montana FCCLA Statewide District Election Process. D. Seniors may not run for any office. E. Election of Officers will occur in accordance with the policy set forth in the Montana FCCLA Statewide District Election Process as outlined in the District Election Paperwork document. F. Voting delegates shall not be candidates running for any district office.
Section 3: Quorum	A. Fifty percent (50%) of Chapters in good standing present in person or by proxy shall constitute a quorum for the transaction of any business. If at any meeting of the Chapters there is less than a quorum present, a majority of those present may adjourn the meeting, without further notice, until a quorum is obtained.
Section 4: Vote	A. The act of the majority of the voting members present at a meeting at which a quorum is present shall be the act of the Members, unless otherwise specified in these operating guidelines or required by law.
Article VIII – Officers	
Section 1: Duties	A. The officers of the District 4 Montana Association of the Family, Career and Community Leaders of America shall be: President, Vice-President, Secretary, Parliamentarian, Public Relations Coordinator, and Member Engagement Coordinator. The duties of these officers shall be: a. <u>President</u>: It shall be the duty of the president to preside over meetings of District 4 of the Montana State Association of Family, Career and Community Leaders of America. The president shall appoint all committees and may serve as an ex-officio member of these committees. The president serves as a member of the State Executive Council and may run for designated state offices. b. <u>Vice- President:</u> To assist the president in all their services, in their absence succeed them, and to know all their duties and responsibilities. c. <u>Secretary:</u> To keep the minutes of all district meetings and to revise the district constitution after each meeting, if any changes have been made. d. <u>Public Relations Coordinator:</u> Documents district activities, making the theme banner for the district meeting according to the district guidelines and to write a brief news article (including pictures) of pertinent information to be sent to the state and national newsletters immediately after the district

	meeting. Additional duties include promoting the district activities through social media posts. e. Parliamentarian: To assist in conducting the meetings in a business-like manner, rule on all points in question concerning parliamentary procedure, and keep in possession and be familiar with the following items: standard publication of Roberts's Rules of Order, copy of official FCCLA guide, and an updated copy of the district constitution and bylaws. f. Member Engagement Coordinator: To organize and lead activities designed to increase student engagement while attending district meetings.
Section 2: Terms	A. All Officers will be elected to serve for one year. The district officers shall be installed at the close of the district association meeting at which she/he was elected. The term of office shall be for one year, extending from the close of the district meeting each year through the district meeting the following year.
Article XIII – Financial Policies	
Section 1: Meeting Fees	A. Fees associated with any district meeting are to be decided by the hosting chapter. B. District 4 of the Montana Association of the Family, Career and Community Leaders of America shall not keep any funds at the conclusion of any meeting. Remaining funds shall be redistributed back to participating chapters.
Article XV - Amendments	
Section 1: Changes	A. Proposed amendments to the District 4 of the Montana Association of Family, Career and Community Leaders of America operating guidelines may be submitted to the District 4 advisers by any chapter within the District at least sixty (60) days prior to the district meeting. The district adviser shall review the proposed changes and return them to the chapters for review at least thirty (30) days prior to the district meeting. B. Amendments and revisions made in the National FCCLA Bylaws or Montana FCCLA Bylaws will be reported to the delegates at the district meeting. If the national revisions change the state bylaws and the district operating guidelines, these revisions will become automatic.
Section 2: Acceptance of Amendments	A. Amendments must be voted upon by the voting delegates and requires approval by two-thirds (⅔) of the quorum.