

**FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA (FCCLA) AT UC SAN DIEGO
CONSTITUTION 2024-2025 ACADEMIC YEAR**

ARTICLE I. NAME OF ORGANIZATION

The organization shall be called Family, Career and Community Leaders of America (FCCLA) at UC San Diego.

ARTICLE II. STATEMENT OF PURPOSE

The purpose of Family, Career and Community Leaders of America (FCCLA) at UC San Diego is to promote personal growth and leadership development through Family and Consumer Sciences education. We aim to prepare students for the multiple roles of family member, wage earner, and community leader by fostering character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation. Our organization seeks to strengthen the family as a fundamental unit of society, encourage democratic participation through cooperative action, and promote global cooperation and harmony. We also strive to enhance understanding between youth and adults and prepare our members for various responsibilities in today's society.

ARTICLE III. NONPROFIT STATEMENT

Family, Career and Community Leaders of America (FCCLA) at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

Membership in Family, Career and Community Leaders of America (FCCLA) at UC San Diego is open to all UC San Diego students who are interested in promoting the values and goals of the organization, regardless of major or background. Membership requires an \$18 fee per person. Members are expected to actively participate in meetings, events, and activities. Family, Career and Community Leaders of America at UC San Diego adheres to the UC nondiscrimination policy, ensuring an inclusive environment for all members.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

Family, Career and Community Leaders of America (FCCLA) at UC San Diego will hold regular meetings bi-weekly. A minimum of four meetings per quarter will be required. Additional special meetings may be held if necessary. Minutes will be taken at each meeting and distributed to members who cannot attend.

ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

The officer positions are as follows:

- **President**
 1. Preside over chapter Executive Council meetings.
 2. Plan the agendas for chapter meetings.
 3. Appoint committees, after consultation with the advisor.
 4. Serve as an ex-officio member to all committees.
 5. Coordinate the chapter's program of work with region and state programs and activities.
- **Vice President**
 1. Assist the President in all duties.

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2. Preside over chapter meetings in the absence of the President.
 3. Work cooperatively with the Region Vice President to plan and lead quality programs and projects.
 4. Conduct chapter elections.
 5. Review chapter bylaws for necessary revisions.
- **Secretary**
 1. Keep accurate minutes of chapter and executive council meetings.
 2. Serve as chairperson of the membership committee.
 3. Maintain a current and accurate membership roster.
 4. Assist the advisor in preparing affiliation materials.
 5. Develop evaluation forms for chapter activities and compile results.
 6. Prepare nominations for deserving individuals to receive recognition.
 7. Assist with chapter elections.
 - **Treasurer**
 1. Prepare a budget in cooperation with the advisor.
 2. Maintain current and accurate financial records.
 3. Prepare a financial report for each meeting.
 4. Establish procedures to collect funds, issue receipts, deposit funds, and complete payment of chapter expenditures.
 5. Develop and conduct fundraising activities that provide learning experiences for chapter members.
 6. Plan and coordinate recreational activities.
 - **Historian**
 1. Keep an accurate written history of chapter activities.
 2. Maintain a scrapbook of chapter activities.
 3. Prepare exhibits for display at school and in the community.
 4. Coordinate activities to observe FCCLA Week during the second full week in February.
 - **Reporter**
 1. Submit articles and materials to the region reporter for the region newsletter.
 2. Work cooperatively with the region reporter to collect and submit articles for *Teen Times*.
 3. Prepare news releases and spot announcements to publicize chapter projects and activities through local newspapers and other media.

Officers will be elected annually in the first quarter. The term of office is one year. Officers assume their positions immediately following the election. In the event of a vacancy or removal of an officer, a special election will be held to fill the position.

ARTICLE VII. RISK MANAGEMENT

Family, Career and Community Leaders of America (FCCLA) at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Family, Career and Community Leaders of America (FCCLA) at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Family, Career and Community Leaders of America (FCCLA) at UC San Diego recognizes that the organization will work with minors and engage in activities that involve travel outside of San Diego and California but within the USA. To manage these risks, the organization will:

- *Ensure that all members interacting with minors receive training on child abuse prevention and reporting through UC Learning.*

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- *Adhere to current industry and governmental safety standards for travel, including researching travel advisories from the US State Department and health recommendations from the CDC.*
- *Confirm that each member has travel insurance with medical coverage for all or any trips.*
- *Follow best practices for managing potential risks associated with competitive events, community service, and leadership conferences..*

ARTICLE VII. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR ELDERLY

Family, Career and Community Leaders of America (FCCLA) at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via UC Learning <https://uclearning.ucsd.edu> . Family, Career and Community Leaders of America (FCCLA) will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

ARTICLE VII. SECTION 2. IN CASE OF HANDLING OF HAZARDOUS CHEMICALS, MATERIAL, EQUIPMENT, AND/OR MACHINERY

Family, Career and Community Leaders of America (FCCLA) at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, Family, Career and Community Leaders of America (FCCLA) at UC San Diego will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

ARTICLE VIII. HAZING PREVENTION

Family, Career and Community Leaders of America (FCCLA) at UC San Diego strictly prohibits hazing in any form. Members will be educated about the definition of hazing, how to identify it, and how to report it. Any member found to be engaging in hazing activities will be subject to disciplinary action, which may include removal from the organization and referral to the appropriate university authorities.

ARTICLE IX. COMMUNITY MENTOR

Family, Career and Community Leaders of America (FCCLA) at UC San Diego will seek a Community Mentor who will serve as an advisor and support the organization's mission. The mentor must have some sort of affiliation or relation to Family Consumer Sciences education. The mentor will be selected by the executive board and will serve a renewable one-year term.

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ARTICLE X. FINANCIAL MANAGEMENT

Family, Career and Community Leaders of America (FCCLA) at UC San Diego will finance its activities through fundraising events, donations, and membership dues. The Treasurer will maintain financial records, and all expenditures must be approved by the President and Treasurer. The organization will not maintain an off-campus bank account unless necessary, and any such account will have designated signers approved by the executive board.

ARTICLE XI. AFFILIATION WITH OTHER GROUPS

Family, Career and Community Leaders of America (FCCLA) at UC San Diego is affiliated with the national Family, Career and Community Leaders of America organization, the Family, Career and Community Leaders of America California State Association, and Region 10. This affiliation allows members to participate in national events, competitions, and leadership opportunities. Members are expected to uphold the standards and responsibilities associated with this affiliation