

**FAMILY, CAREER AND COMMUNITY  
LEADERS OF AMERICA, INC.**



**POLICIES AND PROCEDURES  
MANUAL**

**Revised January 2016; January 2017; January 2018; October 2019;  
July 2020; June 2021; August 2022; August 2023; June 2024**

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## **Corporate Statement:**

Family, Career and Community Leaders of America is incorporated as a nonprofit national career and technical student organization for students who are taking or have taken a course, determined by their governing state agency pertaining to Family and Consumer Sciences shall be eligible for membership.

# **I. Brand Elements, Copyrights, Representation and Interpretation**

## **A. Brand Elements**

Brand elements as listed below including the organization's name, creed, mission statement, motto, emblem, and tagline cannot be changed without approval by the voting delegates of the organization at a national annual conference.

### **1. Name**

The name of the organization is FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA®, INC.

### **2. Creed**

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. (Revised July 1999)

### **3. Mission Statement**

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.

### **4. Motto**

Toward New Horizons

## 5. Emblem



## 6. Tagline

The Ultimate Leadership Experience

## B. Purposes

The purposes of FCCLA are listed in the Articles of Incorporation document filed as part of the incorporation documents of FCCLA as a non-profit incorporated in Washington, DC. They are listed below in the Policy and Procedures document for ease of access and visibility for FCCLA constituents. The Purposes of FCCLA cannot be changed without approval from the membership of FCCLA.

1. Provide opportunities for personal development, community involvement, and career preparation.
2. Strengthen families as a foundational unit of society.
3. Create a community that values the involvement and collaboration of all members.
4. Build a greater understanding of the broader global society.
5. Promote cooperative action between youth and adults.
6. Provide opportunities for youth voice in making decisions and assuming leadership roles.
7. Prepare individuals for balancing multiple roles in today's society.
8. Promote Family and Consumer Sciences and related career opportunities.

## C. Name and Emblem

### 1. Guidelines for Non-Official Name Usage by State Associations

State and local associations using a name other than FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA INC., are required to indicate their affiliation with national FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA, INC., in official communications and printed materials.



## 2. Use of Name and Emblem and Responsibility for Protection

FCCLA® is required to enter into a licensing agreement with any entity regarding the use of FCCLA intellectual property. The national organization or its affiliated groups may use the name and emblem to identify Family, Career and Community Leaders of America, Inc. for educational, promotional, and informational purposes such as articles in newspapers and periodicals, on radio and television programs, or display and/or demonstration exhibits that are designed to promote the national organization or its affiliated groups.

### **FCCLA Organizational Materials**

The national organization or its state associations and chapters may use or authorize the use of the name and emblem with identification of the national, state, or chapter level, as specified in Section I, A3, on organizational items such as, special certificates, programs, yearbooks, publications and other educational materials developed for use in connection with the Family, Career and Community Leaders of America, Inc., program.

### **Products for Sale**

The name and emblem Family, Career and Community Leaders of America, Inc., or FCCLA shall not be used on commercially developed products for sale at any level of operation, national, state or chapter, except on co-branded materials with Family, Career and Community Leaders of America, Inc., and on other items as authorized by the national organization.

In accordance with this policy, neither state associations nor local FCCLA chapters may use the name and emblem on commercially or FCCLA developed products for sale or permit such action at any level of operation within the state.

### **Cooperative Activities**

The name and emblem may be used in printed or other informational materials developed for cooperative activities with educational, professional, civic or business organizations at national, state, or local levels.

The level of operation must be clearly identified and the materials approved by the decision-making body of the designated level. Cooperative projects shall reflect the goal and purposes of the organization.

### **Fundraising**

The name and emblem shall not be used on printed materials or commercial products that are developed for the primary purpose of soliciting or raising funds for other organizations or groups, without prior written approval from the national organization.

### **Advertising and Product Labeling Restrictions**

Neither the name nor emblem nor any advertising or labeling indicating or implying any connection with Family, Career and Community Leaders of America, Inc. will be used or employed by commercial firms on products for any purpose, either locally, statewide, or nationally, unless authorized by the national organization.

### **Identification of Level of Operation**

State Family, Career and Community Leaders of America, Inc., associations and local FCCLA chapters using the name and emblem of Family, Career and Community Leaders of America, Inc., should always identify the level of operation by indicating whether national, state, chapter or other. All materials carrying the name and emblem of Family, Career and Community Leaders of America, Inc., including letterheads, newsletters, etc., should identify the level of operation originating the material. This does not apply to items made available by the nationally authorized emblematic dealer.

Materials national in origin shall be identified by the name and address of the national organization:

Family, Career and Community Leaders of America, Inc.  
13241 Woodland Park Road Ste. 100  
Herndon, VA 20171

Materials originating in a state association shall carry the name and address of the state association.

[STATE] Association of Family, Career and Community Leaders of America, Inc.  
[STATE] Department of Education  
[City, State Zip]

Materials originating on the local or chapter level shall carry the name of the state association, and the chapter address.

[Name of Chapter and School]  
[STATE] Association of Family, Career and Community Leaders of America, Inc. [City, State Zip]

### **Reproduction of Emblem by Exact Replica**

When an emblem of the organization is reproduced, it should be an exact replica of the emblem as registered through the collective trademark. In general, an emblem may be reproduced on emblematic materials manufactured by the dealer(s) authorized by the national staff and organizational and informational materials as specified in the policies of this document.

### **Protecting the FCCLA Image on the Web**

Because the Internet has a worldwide audience, and communication via the Internet may have far-reaching effects, state associations, local chapters, and chapter members should understand that in using the internet they may be seen as representing Family, Career and Community Leaders of America, Inc. to the public. Therefore, each member is expected to consider carefully any materials placed on the internet and social networking sites using the FCCLA name, image, or brand. It is the responsibility of each member not to cast FCCLA in a negative light or to discredit or harm the reputation good will of FCCLA's name, image, or brand.

### **Website Links**

Any and all links to be placed on the FCCLA website, including affiliated state organizations and local chapters, business partners, and related organizations, must be approved by the national staff.

### **Responsibility for Protection**

Protecting the name and emblem of Family, Career and Community Leaders of America, Inc., is the responsibility of the national organization and its chartered state associations and affiliated local chapters as defined in the bylaws [Article I, Section I] of Family, Career and Community Leaders of America, Inc. In order to maintain the identity of Family, Career and Community Leaders of America, Inc., as a preeminent educational youth organization, the name and emblem must be protected at all levels of operation--national, state and local. To this end, Family, Career and Community Leaders of America, Inc., shall:

- a. Permit the use of its name and emblem only in connection with Family, Career and Community Leaders of America, Inc., programs (FCCLA chapters) and projects that have a direct relationship to the mission, goals, and purposes of Family, Career and Community Leaders of America, Inc., and in accordance with policies defined in this document, and
- b. Preclude the use of its name and emblem by any individuals and groups in the promotion of unauthorized programs, projects, and products.

Family, Career and Community Leaders of America, Inc. has the FCCLA name and emblems registered as copyrighted trademark.

### **3. Authorization for Use of Name or Emblem**

The official FCCLA vendor and emblematic supplier has the exclusive legal right to use the FCCLA logo and acronym on merchandise.

If a local chapter, state association, or other FCCLA affiliate (the "Affiliate") wants to purchase products with the FCCLA emblem or acronym on merchandise not already sold by the emblematic supplier, the Affiliate may ask the emblematic supplier directly:

- a. The Affiliate must obtain one or more written bids for such FCCLA logo products to be produced;
- b. The Affiliate's bid terms must require the would-be vendor to provide at least 5% of the full order amount to FCCLA as a royalty;
- c. The Affiliate must provide a copy of each submitted bid to the emblematic supplier and give the emblematic supplier 24 hours to decide whether to match that bid and produce the desired merchandise itself; and,
  - i. If the emblematic supplier notifies FCCLA and the Affiliate that it wishes to match the proposed bid and produce the merchandise, the Affiliate works with the emblematic supplier to order the merchandise or does not order the merchandise at all;

Or,

- ii. If the emblematic supplier does not respond within 24 hours or indicates it does not wish to produce the merchandise, then the Affiliate is free to engage the other vendor to produce the merchandise under the terms of the bid on the condition that the

Affiliate and Vendor provides FCCLA with a completed one-time use agreement form and a photo proof of the product, so that FCCLA can provide that company a one-time permission to use the logo on that item in exchange for that company paying FCCLA 5% of the sales order as a royalty payment.

*See Appendix A*

**At National Level**

Only the national organization can authorize use of the name and emblem on the national level.

**At State Level**

The policy-making body of a state association may authorize use of the name and emblem on the state level in accordance with policies stated in this document. [Section I, A2]

**At Chapter Level**

Local chapters of Family, Career and Community Leaders of America, Inc., may use or approve the use of the organization's name and emblem in keeping with the policies of this document. [Section I, A2]

**4. Authorized Dealer of Emblematic Materials**

The manufacturer and sale of all emblematic materials bearing the official name of Family, Career and Community Leaders of America, Inc., or its emblem in full or in abbreviated form, shall be authorized only by the national staff of Family, Career and Community Leaders of America, Inc. The sale of emblematic materials is limited to the individual members. A list of state advisers and affiliated chapters is supplied annually by the national headquarters staff of Family, Career and Community Leaders of America, Inc., to the authorized dealer of emblematic materials. The nationally authorized dealer helps protect the use of the name and emblem by selling emblematic materials only to the national organization, chartered state associations, affiliated chapters and individual members.

**D. Publications**

**1. Permissions and Copyrights**

All copyrights in and to the publications, photographs, written materials, and audio and visual materials of Family, Career and Community Leaders of America, Inc., and any reprints and republications shall be the exclusive property of the national organization in all formats now known or developed in the future.

Permission for FCCLA members, state associations, and local chapters to reproduce FCCLA materials, such as publications, photographs, written materials, and audio and visual materials may be granted by national staff.

All future publications, photographs, written materials, and audio and visual materials of FCCLA shall be copyrighted at the time of their initial creation and at each subsequent reprint or republication.

## 2. Guidelines for Selection of Non-FCCLA published Materials for Sale

To protect members and advisers from needless exposure to products that may be harmful or that promote socially unacceptable behavior, the following guidelines will apply for selection of non-FCCLA published materials, either print or video, for sales at meetings, through mail order, or Internet sales:

Materials must be consistent with the mission and purposes of FCCLA. Materials must be appropriate for use by Family and Consumer Sciences professionals.

In addition, all promotional flyers and marketing information about the non-FCCLA published items will contain a disclaimer to the effect that the organization does not necessarily support and/or promote all information contained in the items offered for sale.

In all instances, where doubt exists as to the appropriateness of the materials, the Executive Director shall make the final decision.

## E. Representation and Interpretation

### Organization

Any individual requested to represent the national organization on a national program or national committee, or to prepare or broadcast articles or materials describing or dealing with the national organization and for national distribution shall do so only with the approval of the national staff.

### At National Level

Only the national organization can authorize representation and interpretation of Family, Career and Community Leaders of America, Inc. on the national level. Such authorization shall be in accordance with the policies defined in this document found on the National FCCLA website.

### At State Level

The policy-making body of a state association may authorize representation and interpretation of Family, Career and Community Leaders of America, Inc., on the state level, in accordance with the policies defined in this document and in the FCCLA Branding Guide found on the National FCCLA website.

### At Chapter Level

Local chapters of Family, Career and Community Leaders of America, Inc., may authorize representation and interpretation of the organization policies defined in this document, and the FCCLA Branding Guide found on the National FCCLA website. [Section I, A2]

### Use of Name in Testimonials of Endorsement

No individuals or groups by virtue of their connection with Family, Career and Community Leaders of America, Inc., shall authorize or permit use of their names or the name and emblem of the organization in testimonials of endorsement of any product, program or platform of other groups or organizations, unless approved by the Executive Director or their designee.

## Section I. Copyrights, Representation and Interpretation APPROVAL/REVISIONS

Corporate Statement	APPROVED to be moved from Bylaws	June 2024
Section I.A.	APPROVED	June 2024
Section I.A.1.	APPROVED	June 2024
Section I.A.2.	APPROVED	June 2024
Section I.A.3.	APPROVED	June 2024
Section I.A.4.	APPROVED	June 2024
Section I.A.5.	APPROVED	June 2024
Section I.A.6.	APPROVED	June 2024
Section I.B.	APPROVED	June 2024
Section I.C.1.	APPROVED REVISED	January 1997 January 2009
Section I.C.2.	APPROVED REVISED	July 1993 February 2001; January 2009; October 2014; July 2020
Section I.C.3.	APPROVED REVISED	July 1993 January 2009; January 2014; July 2014; October 2014; July 2020
Section I.C.4.	APPROVED REVISED	July 1993 January 2009
Section I.D.1.	APPROVED REVISED	January 1993 February 2002; January 2009
Section I.D.2.	APPROVED REVISED	July 1997 January 2009
Section I.E.	APPROVED REVISED	July 1993 January 2009; October 2014; October 2019

## II. Organizational Structure

### A. Operational

#### 1. Membership

The national headquarters shall issue membership acknowledgement or recognition annually. Students will be recognized as affiliated members upon receipt of payment to national Family, Career and Community leaders of America, Inc. This type of recognition may be membership cards, electronic certificates, or other membership identification.

Chapter member minimum remains at 12.

All chapter advisers will pay the annual membership dues and receive annual Alumni and Associates membership.

- a. Annual membership dues are \$9 for members and advisers.
- b. Up to 25 Members + package benefits = \$395  
This package allows a chapter to affiliate up to 25 Family and Consumer Sciences (FCS) students for a flat rate and receive the package benefits set by the Board of Directors. Student members in excess of 25 will be charged the \$9 regular membership rate dues.
- c. Unlimited Members + package benefits = \$775  
This package allows a chapter to affiliate unlimited FCS students for a flat rate and receive the package benefits set by the Board of Directors. This package provides full integration and equitable access to FCCLA for all FCS students in a school.
- d. Junior High and Middle-Level Unlimited = \$250  
This package allows a chapter to affiliate unlimited junior high or middle school FCS students for a flat rate. This package provides full integration and equitable access to FCCLA for all Family and Consumer Sciences students in a junior high or middle school. There are no additional package benefits.
- e. Urban Affiliation = \$4,500  
This package allows for a local education agency with a city within its jurisdiction that has a core population of 100,000 or more to apply for Urban Affiliation. This package provides full integration and equitable access to FCCLA for all FCS students in this city. Applications for this package must be approved by their State Adviser before being submitted to National Staff for final approval. There are no additional package benefits.

#### 2. Home School Policy

Home school chapters must meet criteria for membership as outlined in the national Bylaws.

A home school adviser must meet the requirements of a chapter adviser.

Home school chapter members must be currently taking or have taken a Family and Consumer Sciences education course or related course or program of study.

Home school chapters must affiliate with the state association of Family, Career and Community Leaders of America, Inc.

Members of home school chapters who meet these criteria are eligible for full membership benefits.

If a school board does not allow home school students to join its local school chapter this policy will go into effect.

### **3. Independent Chapters**

An independent chapter may be affiliated where state associations do not exist but Family and Consumer Sciences instruction or related courses are offered as specified by the state Department of Education. The chapter shall be composed of students possessing the qualifications for membership. An independent chapter may be organized whenever, in the judgment of the teachers, students, and administrators, it would be advantageous to do so.

Students affiliated from an independent chapter may not seek national office or be eligible for recognition in national programs, which require submission by a state association.

- The members receive the member electronic communications and resources.

## **B. Survey Guidelines**

Staff, with prior approval from the Executive Director, may conduct all surveys of the organization.

National Board of Directors, with prior approval from the Executive Committee, may conduct surveys of the organization.



## Section II. Organizational Structure

### APPROVAL/REVISIONS

Section II.A.1.	APPROVED	July 1991
	REVISED	January 2009; March 2014; May 2014; October 2014; September 2015; July 2020; August 2023
Section II.A.1.a.	APPROVED	August 2023
Section II.A.1.b.	APPROVED	August 2023
Section II.A.1.c.	APPROVED	August 2023
Section II.A.1.d.	APPROVED	August 2023
Section II.A.1.e.	APPROVED	August 2023
Section II.A.2.	APPROVED	January 1996
	REVISED	January 2009; August 2023
Section II.A.3.	APPROVED	February 2002
	REVISED	January 2009; August 2023
Section II.B.	APPROVED	July 1991
	REVISED	January 2009; October 2014; June 2019; August 2023

### III. National Board of Directors

#### A. Board Members

##### **Duties, Responsibilities and Authority**

- Board members shall agree to commit the time to serve a term of one, two or three years on the National Board of Directors of Family, Career and Community Leaders of America, Inc. This will include a minimum of two full Board meetings, National Annual Conference (at least one day) and assigned committee service and additional work days as needed for committees, Board development, or task force work.
- Board members are expected to attend all regular and special meetings of the Board.
- Board members agree to serve on committees during their term of office.
- Board members shall demonstrate an active interest in Family and Consumer Sciences education and a commitment to the mission, goals, programs and activities of Family, Career and Community Leaders of America, Inc.
- Board members shall also have experience or knowledge in at least one element needed by the organization: career and technical student organization involvement, leadership, program development, administration, finance, personnel, organization management, business and industry involvement, media/marketing, resource development, and public policy development.
- Board members shall be knowledgeable about the role of the Board to act relative to personnel, program and fiscal matters of the organization.
- Board members shall be alert to opportunities to improve knowledge and understanding of career and technical student organizations in general and Family, Career and Community Leaders of America, Inc., in particular.
- Board members shall abide by and support all decisions, policies and programs adopted by the Board.
- Board members shall not act independently on matters that should be decided by the entire Board, keeping the mission statement of Family, Career and Community Leaders of America, Inc., as the focal point.
- Board members shall promote sponsorships, resources, and the interest and active participation in the organization on the part of the membership and representative groups.
- Board members shall be expected to donate financial resources to FCCLA annually. Many grants and foundations look for 100% support from Board members in issuing funds to organizations.
- Board members shall participate in an annual performance evaluation of the Executive Director.
- Board members shall approve the Executive Director's contract.

- Board members shall agree to represent Family, Career and Community Leaders of America, Inc., when called on by the Board Chair or Executive Director.
- Board members shall not succeed oneself for a third, three-year term of service without one or more years lapsing between terms.
- Board members shall adhere to the organization's Code of Ethics and Confidentiality Agreement.
- Board members shall review and vote on the proposed budget.
- Board members shall review suggested amendments and formulate proposed amendments to the Bylaws.
- Board members interested in applying for a position on national staff will resign from their position on the board before submitting application.
- Board members will not recruit national staff members for positions outside of National FCCLA.
- Board members will submit to a third party background check upon election to the board to include criminal, financial, and social media background review.

## B. Officers of the Board

The Officers of the Board shall consist of a chairperson, a Vice Chairperson, a Treasurer, a Secretary and the immediate Past Chairperson. [Article VI, Section 3]

The above officers shall be elected by the members of the Board from among voting members of the Board. They shall serve for a term of one year or until their successors shall have been elected and assume office. Officers may be eligible for reelection. No director, however, shall serve in the same office for more than three consecutive terms. The Vice Chairperson is elected to a three-year term, serving year one (1) as the Vice Chairperson, year two (2) as the Chair of the Board, and year three (3) as the Past Chairperson.

Any vacancy among the officers may be filled at any duly constituted meeting of the Board. [Article VII, Section 3, A]

If an officer of the Board no longer represents the group in which they were elected/appointed, they shall continue to serve for the term of that officer position. This includes an individual in the 3-year chair rotation. This is to maintain seamless transitions between officers and help ensure success and stability of the organization.

### 1. Chair

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 perform all duties pertaining to the office of

the Chairperson. The Vice Chairperson shall serve as chair-elect and succeed to the position of Chairperson at the next election of officers. The Chairperson shall appoint all standing and ad hoc committees of the Board annually.

### **Duties, Responsibilities and Authority**

- Provides leadership to the Board
- Appoints standing committees and special committees as defined by Roberts Rules of Order in consultation with the Executive Committee
- Appoints ad hoc committee chairs as needed
- Presides at all Board meetings
- Chairs the Executive Committee
- Serves as ex officio member of all committees of the Board
- Helps orient new Board members
- Develops agendas for Board meetings in conjunction with the Executive Director following the call for agenda items
- Attends National Annual Conference and participates in programs
- Attends SAMM & the State Advisers' Meeting at the National Annual Conference
- Serves as a spokesperson for the National Board of Directors
- Reports activities of the Board and the organization to constituencies by means of letters or publications
- Monitors the Strategic Plan with the Executive Committee and the Executive Director
- Promotes and provides leadership for mission goals, programs and activities of the organization
- Conducts an annual performance evaluation of the Executive Director prior to the close of the fiscal year, in conjunction with the Vice Chair and the Past Chair with input from the Board of Directors and staff
- Leads the Board in identifying recommendations for the Executive Director contract negotiations
- Reviews with the Executive Director the results of their performance evaluation, in conjunction with the Board Officers
- In consultation with the FCCLA attorney, negotiates Executive Director's contract in conjunction with the Vice Chair and Past Chair

- In conjunction with the Board Officers, sets contract terms, including salary adjustments, of the Executive Director, based on annual performance evaluation and Board approval

## 2. Vice Chair

In the absence of the Chairperson, the Vice Chairperson shall perform all duties pertaining to the office of the Chairperson. The Vice Chairperson shall serve as chair-elect and succeed to the position of Chairperson at the next election of officers.

### **Duties, Responsibilities and Authority**

- In the absence of the Chair, the Vice Chair shall perform all duties pertaining to the office of Chair
- Serves on the Finance Committee
- Succeeds to the position of Chair at the transition of officers
- In conjunction with the Board Officers, reviews the annual performance evaluation of the Executive Director as specified in [SECTION III, B.1.]
- In conjunction with the Board Officers, sets contract terms, including salary adjustments, of the Executive Director
- Strongly encouraged to attend National Annual Conference and participate in programs, if budget allows

## 3. Secretary

The Secretary of the Board shall record all motions and actions and keep a record of all meetings. The Secretary's records shall be kept by the headquarters office of the organization.

### **Duties, Responsibilities and Authority**

- Accurately records all motions and actions
- Ensures an accurate record is kept of all meetings and minutes, sent within 2 weeks, and submit corrections within 2 weeks of meetings
- Has authority to sign any official documents duly prepared and requiring signature of the secretary of the Board, with notification of the full Board
- Creates a summary of the Board meeting reviewed by the Executive Director and as approved by the Chairs to share with stakeholders
- The secretary's records shall be kept by the headquarters office of the organization

#### 4. Treasurer

The Treasurer of the Board shall serve as Chairperson of the Finance Committee shall have authority to sign any official documents duly prepared and requiring the signature of the Treasurer of the Board.

##### **Duties, Responsibilities and Authority**

- Serves as Chair of the Finance Committee
- Serves as the Compliance Officer for the National Staff
- Has authority to sign any official documents duly prepared and requiring signature of the Treasurer of the Board, with notification of the full Board
- Presents the annual budget in conjunction with the Senior Director (Finance), as approved by the Finance Committee, to the Board of Directors
- Reports to the Board as appropriate
- Provides annually, in consultation with the Executive Director and Senior Director (Finance), a written account to the Board of the financial condition of the organization
- Reviews complete monthly financial statements and compares them to budget and previous year
- Monitors that generally accepted accounting principles are in place for the financial security of the organization and are followed
- In contract negotiation years, the Treasurer researches the Executive Director's contract terms, including salaries and benefits, of comparable associations, prior to FCCLA Executive Director contract or salary negotiations. This will be distributed to the Board with the performance evaluation instrument and the Executive Director's performance report by May 15
- The treasurer's records shall be kept by the headquarters office of the organization

#### 5. Past Chair

##### **Duties, Responsibilities and Authority**

- Orients new Chair
- Serves as Chair of Nominating Committee
- Works with new Chair to provide continuity and help in orienting new Board members as appropriate
- Serves as counsel to Chair and Board
- Serves on the Executive Committee

- Ensures that the policies and procedures manual is reviewed and updated after each Board meeting
- Reviews the annual Executive Director's performance evaluation instrument based on previous evaluation results and performance goals set by the Board
- In conjunction with the Board Officers, reviews the annual performance evaluation of the Executive Director as specified in [SECTION III.B.1]
- In conjunction with the Board Officers, sets contract terms, including salary adjustments, of the Executive Director
- Strongly encouraged to attend National Annual Conference and participate in programs, if budget allows

## C. Membership

### 1. Business and Industry Representative

#### **Procedures:**

In February of those years when a business and industry representative will be elected to the Board, states will be notified through The State Advisers Update and asked to contact national headquarters to request a nomination form if they wish to place a name before the Nominating Committee. The form will also be posted on the FCCLA website.

At the same time, the current National Board of Directors and other appropriate groups will be notified of the upcoming vacancy and offered an opportunity to request a nomination form.

Nominations must be received at the national headquarters by May 1. Copies of all nomination forms and vitae will be sent to the Nominating Committee by May 15. The committee will review all nominations, contact the nominees if they feel it is necessary, and select up to five final candidates to recommend to the National Board of Directors prior to the July Board meeting.

The National Board of Directors will review the applications of the up to five finalists and score them and vote on the final candidates at its July meeting. The newly elected business and industry representative will become a member of the Board immediately following that year's National Annual Conference.

The following criteria will be used by the committee, with the maximum number of points assigned to each shown in parenthesis:

1. What candidate can contribute to National Board of Directors (50)
2. Experiences on other Boards of Directors (10)
3. Knowledge of FCCLA (10)

4. What organizations, networks and access to resources does this candidate have that could be utilized with FCCLA for future resource development or partnership development (20)
5. Evidence of desire to serve and be an asset to the national FCCLA organization (10)

The Board representative will be determined by the National Annual Conference by a simple majority vote of the Board and the candidate with the most votes is elected.

*See Appendix B*

## **2. Members Representing Related Organizations and Groups**

Members representing related organizations and groups will be elected according to the respective groups' procedures. These nominated representatives will submit to a background check and their nomination application will be confirmed for acceptance by the FCCLA Board.

## **3. Local Adviser Representative**

In February of the year a local adviser is to be elected to serve on the National Board of Directors, and national headquarters will notify advisers that they may submit a candidate. The applications and supporting materials are to be submitted to national headquarters postmarked by May 1. Completed applications are then sent to the Nominating Committee of the Board and candidates are narrowed to up to three. These three names will appear on the ballot and are voted on during an Adviser Session at the National Annual Conference.

Candidates listed on the ballot must be present at the National Annual Conference to give their oral presentations to all local advisers. One vote per state will be allowed and a local adviser from each state should be chosen to cast their state's ballot. Nominations will not be accepted from the floor.

The local adviser representative to the National Board of Directors serves a three-year term.

## **4. State Administrator Representative**

State administrators are elected by LEAD FCS Education and will be elected according to their procedures. LEAD FCS Education will submit the name of the elected person to the Chair and the Executive Director one week after election is complete. The elected state administrator will submit to a background check and submit application for confirmation of position by the National Board of Directors.

## **5. Secondary School Administrator Representative**

A Secondary School Administrator Representative to the Board of Directors is elected by the process of review of application and selected by the Board of Directors.



*See Appendix D*

## 6. State Adviser Representative

Two State Advisers are elected according to their procedures set by the State Leadership Team at the State Advisers' Management Meeting. The selected State Adviser will submit to a background check and will be confirmed by the National Board of Directors at their next meeting.

## D. Assumption of Office

In August, new members will receive a welcome letter from the Board Chair with an updated Board directory and additional information.

A fall orientation meeting will provide information about the Strategic Plan, the organization and its programs, details on the budget, committee responsibilities, the National Executive Council (NEC), and the roles and responsibilities of Board members, NEC, and national staff. The orientation meeting may be conducted by webinar or as a full board meeting.

## E. Vacancies

To resign from the National Board of Directors, one must forward a letter of resignation to the Chair of the Board.

Vacancies on the National Board of Directors may be filled at any time, in accordance with the process used by the related organizations and groups. **National Executive Council Board of Director positions that become vacant will be filled as selected by the remaining National Officers.**

Any Director elected/appointed for the balance of an unexpired term shall, in addition, be eligible for the maximum number of complete consecutive terms as provided in the Bylaws and the approval of the related group or organization.

## F. Removal of Director

In the event that a situation such as violation of Board policy, violation of the Code of Ethics, violation of a contract, conflict of interest and other serious matters, a National Board of Directors member may be removed by the following process:

1. The Chairperson of the Board shall receive notice of reasons for the removal of a National Board of Directors member. In the event that the person in consideration is the Board Chairperson, the Past Chair person should receive the notice.

2. The Chairperson should present this information to the Executive Committee for discussion and vote.
3. The Executive Committee shall consider the situation and make a recommendation to the National Board of Directors.
4. The National Board of Directors should receive information regarding the situation and the recommendation of the Executive Committee within two weeks.
5. Replacement of the Board member(s) would follow the selection process and Bylaws for replacing the Board member from the group, NEC or ex officio member, as identified in **SECTION III, E.**

## G. Meetings

### 1. Notice of Meetings

#### **Board Meetings**

A calendar of face-to-face Board meeting dates (including committees, task forces, etc. when possible) will be provided by July 15 for the upcoming fiscal year.

Written confirmation of annual and regular meetings, the agenda and information relative to items of business shall be sent to directors, sent not less than two weeks in advance. The same shall apply to special meetings of the Board.

#### **Standing Committee Preparation, Work, and Meetings**

The committee chair shall assure that the discussions and actions of the committee are properly recorded and promptly distributed to its members, all members of the Board, the National Executive Council, and the Executive Director. The Executive Director, or a member of the national headquarters staff appointed by the Executive Director, shall assist each committee and serve as its secretary. Staff shall serve on committees without vote under the supervision and coordination of the Executive Director. The agenda for the nature of business of all standing committee meetings shall emphasize issues, problems and opportunities of a policy-making nature and focus on major programs, functions and priorities of Family, Career and Community Leaders of America, Inc., rather than on administrative detail.

### 2. Order and Nature of Business

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 Strategic Plan of Family, Career and Community Leaders of America, Inc.

### **3. Absences**

Two Board meeting absences without reason acceptable to the Chairperson of the Board will be sufficient cause for termination from the National Board of Directors.

### **4. Attendance by Non-Directors**

All National Board of Directors meetings and standing committee meetings are open to interested persons. The National Board of Directors always reserves the right to move into executive session.

### **5. Recording**

Board and committee meetings will not be recorded.

### **6. Minutes**

Staff will take minutes at all meetings of the Board and committees, will share a draft of the minutes with the respective Chair/Board Secretary, and see that they are distributed to the Board or committee within 2 weeks of the end of the meeting.

Minutes of Board meetings, and meetings of standing committees of the Board are available for review at national headquarters. Copies of such minutes are not publicly circulated.

Minutes of the Executive Committee meetings are available only for members of the Executive Committee and the National Board of Directors.

### **7. Minutes of Executive Session**

When the National Board of Directors or Executive Committee goes into executive session, action taken will be noted and a summary of those actions will become a part of the minutes of the full meeting. There will be no minutes of executive sessions.

### **8. Voting or Meeting by Electronic Means**

When deemed necessary by the Executive Committee, committees of the Board or the National Board of Directors may conduct business via email or conference call.

In convening a special Board meeting, notification of the date, time, and process for the call or email discussion will be provided to participants at least two weeks in advance, when possible.

Votes conducted by conference call or email shall follow the Bylaws in relation to quorum and majority.

## H. Committees of the Board

### 1. Committee Chairs

#### **Duties, Responsibilities and Authority**

- Orient committee members to their roles and responsibilities.
- Prepare the committee agenda in consultation with the Executive Director or appropriate staff.
- Preside at all committee meetings or appoint a member to preside.
- Report to the National Board of Directors all recommendations of the committee.
- Create sub-committees as appropriate following Chair approval.
- The committee Chairperson shall assure that the discussions and actions of the committee are properly recorded and promptly distributed, to all members of the Board and Executive Director and on file by National Headquarters.

#### **Management of Committees:**

a) In the month prior to each Board meeting, the Standing Committees shall participate in communication via email, conference calls or in-person to prepare for each upcoming Board meeting. This shall be initiated by the committee Chair in cooperation with the committee's national staff liaison.

b) Prior to the committee conference call, the committee shall receive materials relevant to the call at least two weeks in advance.

### 2. Executive Committee

#### **General Description**

The Executive Committee is the chief vehicle of the National Board of Directors for ensuring planning for the organization. It acts on matters that require immediate attention between Board meetings, as well as on matters specifically delegated to it by the Board.

#### **Appointment of Members and Composition of the Committee**

Minimum representation on this committee is as follows:

Officers of the Board  
Standing Committee Chairs  
National Executive Council President  
Executive Director (ex officio, non-voting)

#### **Duties, Responsibilities and Authority**

- Evaluates, revises, and recommends short-, medium- and long-term goals.

- Reviews and recommends policies regarding matters pertaining to personnel and employee relations.
- Reports all interim actions at the next regular meeting of the Board. Summary reports from the Executive Committee should be sent in writing, within two weeks following the Executive Committee meeting by the Chair/Secretary.
- Reviews and updates the Personnel Manual at least every three years to ensure efficiency and legality.
- Recommends an orientation and training program for new members of the Board of Directors.
- Serves as a resource development committee to work with staff in fundraising and financial development efforts.
- Recommends appropriate recognition for retiring Board members.

### **Meetings**

Meetings of the Executive Committee shall be held at the call of the Board Chair at such date, time and location as the Chair may designate.

At least two weeks before each meeting, if possible, the Executive Director shall post the committee agenda and information relative to items of business. Conference call meetings shall be permissible.

## **3. Finance Committee**

### **General Description**

This committee is responsible for making recommendations to the Board for the overall direction and control of the finances of the organization.

### **Appointment of Members and Composition of the Committee**

Minimum representation of 6 directors, to include the following:

Board Treasurer, Chair

Board Chair

National Executive Council Vice President of Finance, ex officio

State Family and Consumer Sciences Administrator/State Adviser

Immediate Past NEC Vice President of Finance

Vice Chair of the Board

Staff Representative(s) (ex officio, non-voting)

### **Duties, Responsibilities and Authority**

- Reviews and recommends draft of annual budget of Family, Career and Community Leaders of America, Inc., for Board approval.

- Reviews complete monthly reports on financial matters, with comparison to budget and previous year.
- In concert with the Executive Director, explains deviations from budget that may have occurred to the National Board of Directors.
- Recommends budgets for unanticipated expenses to the Board.
- Reports to the Board other financial matters as requested.
- Reviews and recommends audit engagement letter for Board approval.
- Ensures an annual audit of the financial operations of the organization; reviews management letter and staff responses.

#### 4. **Nominating Committee**

The Board Chair shall appoint an ad hoc nominating committee, when needed, to nominate candidates for officer of the Board positions, screen nominations for local FCCLA Advisers, screen nominations for the Business and Industry Board positions, for the local Administrator position, and screen all constituent and partner nominated Board positions. When requested by the Board Chair, the committee shall review and recommend selection criteria and procedure for Board membership. The committee shall be chaired by the immediate Past Chair of the Board and shall include the Vice Chair and at least one representative from each standing committee of the Board. The committee shall be dissolved when its assigned tasks are completed.

#### 5. **Communications/Membership Committee**

##### **General Description**

This committee shall recommend, revise and evaluate the organization's methods for communicating with the membership and other audiences, including the general public. The committee shall ensure the initiation and continuation of an overall communications, marketing, and membership development program that is based on building and maintaining a positive image of the organization.

##### **Appointment of Members and Composition of the Committee**

Minimum representation on this committee is as follows:

Local Adviser, when possible  
Business and Industry Representative  
State Family and Consumer Sciences Administrator  
State Adviser  
NEC Representative(s)  
Staff Representative(s) (ex officio, non-voting)

##### **Duties, Responsibilities and Authority**

- Recommend publications and other printed materials of the organization to ensure adequate and appropriate communication with members, advisers and other adults, related career and technical student organizations and the public
- Reviews promotional, public relations and media activities and makes related recommendations to the Board of Directors
- Reviews membership strategies and makes recommendations to the Board of Directors for strengthening student membership components
- Reviews membership strategies and makes recommendations to the Board of Directors for strengthening Alumni & Associates membership components, and Alumni Achievement Award
- Reviews the organizational marketing activities to ensure that they align with the mission of the organization and the strategic plan
- Reviews and recommends to the Board, criteria for the Distinguished Service Award and Honorary Membership Award

## 6. Program Committee

### **General Description**

This committee shall recommend, review and evaluate the programs and projects of the organization. The committee shall ensure all programs and projects contain a member recognition component based on building and maintaining a positive image.

### **Appointment of Members and Composition of the Committee**

Minimum representation on this committee should be as follows:

Local Adviser, when possible  
State Family and Consumer Sciences Administrator  
State Adviser  
NEC Representative(s)  
Staff Representative(s) (ex officio, non-voting)

Additional Board and NEC members may be appointed to the committee.

### **Duties, Responsibilities and Authority**

- Recommends programs and projects for the organization that are based on the program of work and strategic plan
- Evaluates programs and project activities, including awards and scholarships to ensure they are meeting the needs of the organization
- Reviews existing programs and makes recommendations for revisions to the National Board of Directors

- Reviews proposed new programs and makes recommendations to the National Board of Directors
- Reviews proposed conference locations and makes recommendations to the National Board of Directors
- Reviews activities of youth leadership training and makes related recommendations to the National Board of Directors
- Ensures that the NEC is actively involved in providing leadership to regions and states
- Reviews adviser training and development for both state and chapter advisers to ensure adequate program offerings
- The Program Committee Chair shall serve on the Competitive Events Advisory Team during their term as Program Committee Chair, or appoint another representative from the Program Committee.

### **I. Channel to the Board**

Any official communication from individuals or groups shall be presented to the Board of Directors in writing to the Chairperson of the Board or the Past Chair if the communication concerns actions of the Chairperson of the Board.



## Section III. National Board of Directors APPROVAL/REVISIONS

Section III.A.	APPROVED	July 1990
	REVISED	February 2002; January 2009; October 2014; October 2019; July 2020
Section III.B.	APPROVED	July 1990
	REVISED	June 2024
Section III.B.1.	APPROVED	July 1990
	REVISED	January 1994; January 1996; February 2002; January 2009; October 2014; September 2018; October 2019; June 2024
Section III.B.2.	APPROVED	July 1990
	REVISED	January 1994; January 2009; July 2012; October 2014; September 2018; July 2020; June 2024
Section III.B.3.	APPROVED	July 1990
	REVISED	February 1992; January 2009; October 2014; October 2019; June 2024
Section III.B.4.	APPROVED	July 1990
	REVISED	January 2009; October 2014; October 2019; June 2024
Section III.B.5.	APPROVED	July 1990
	REVISED	February 1992; January 2009; October 2014
Section III.C.1.	APPROVED	January 1991
	REVISED	July 1991; February 1992; February 2002; January 2009; October 2014
Section III.C.2.	APPROVED	July 1991
	REVISED	January 2009; February 2012; October 2014; October 2019

Section III.C.3.	APPROVED REVISED	July 1990 July 1991; July 1995; February 2002; January 2009; January 2011; July 2012; October 2014; July 2020
Section III.C.4.	APPROVED REVISED	July 1991 January 2009; February 2012; October 2019; July 2020
Section III.C.5.	APPROVED REVISED	July 2012 July 2014
Section III.C.6.	APPROVED REVISED	July 2013 January 2014; October 2019; July 2020
Section III.D.	APPROVED REVISED	February 1992 February 2002; January 2009; October 2014; July 2020
Section III.E.	APPROVED REVISED	January 2009 October 2014; June 2024
Section III.F.	APPROVED	January 2009
Section III.G.1.	APPROVED REVISED	July 1991 February 2002; January 2009; October 2014; October 2019
Section III.G.2.	APPROVED REVISED	July 1991 January 2009
Section III.G.3.	APPROVED	January 1987
Section III.G.4.	APPROVED	July 1991
Section III.G.5.	APPROVED REVISED	July 1988 October 2014; October 2019
Section III.G.6.	APPROVED	January 1989

	REVISED	January 2011; October 2014
Section III.G.7.	APPROVED REVISED	January 1989 February 1991
Section III.G.8.	APPROVED REVISED	January 1990 October 2019
Section III.G.9.	APPROVED REVISED	January 1990 January 2009
Section III.H.1.	APPROVED REVISED	May 1990 February 2002; January 2009; October 2014; October 2019
Section III.H.2.	APPROVED REVISED	May 1990 February 1992; January 1994; January 1996; January 2009; October 2014; July 2020
Section III.H.3.	APPROVED REVISED	May 1990 February 1991; January 1994; January 2009; October 2014
Section III.H.4.	APPROVED REVISED	July 1992 January 2009; July 2012; October 2019
Section III.H.5.	APPROVED REVISED	May 1990 February 1991; January 1994; February 2002; January 2009; February 2012; October 2014; September 2018; October 2019
Section III.H.6.	APPROVED REVISED	May 1990 February 1991; February 1992; January 1994; February 2002; January 2009; February 2012; July 2012; October 2014; September 2018; October 2019
<b>Section III.I.</b>	<b>APPROVED</b>	<b>June 2024</b>

## IV. Non-Dues Revenue

### A. National Foundation

The National Foundation no longer exists and is not recognized by the Virginia Secretary of State or the Internal Revenue Service.

### B. Sponsors

Sponsors and partners include organizations, businesses, foundations, and institutions that support the work of FCCLA.

### C. Contracts and Grants

The organization will accept contributions from tobacco/alcohol companies, which are the parents of a conglomerate so long as the division making the contribution is acceptable.

### D. Advertising and Exhibits

#### 1. Guidelines for Advertising and Exhibit Sales

To protect members from needless exposure to products that may be harmful or that promote socially unacceptable behavior, the National Board of Directors has approved the following guidelines for advertising and exhibit sales:

No advertising and/or exhibit sales may be accepted by the organization for products/services specifically involving:

- alcoholic beverages
- tobacco and other drugs
- contraceptive devices/products

Advertising/exhibits featuring products not listed above but paid for by a parent company (i.e., an ad for peanut butter manufactured by a cigarette company) may be accepted.

Advertising/exhibits promoting public service type activity (i.e. an ad that espouses the pitfalls of underage drinking paid for by an alcoholic beverage manufacturer) may also be accepted.

All advertising/exhibit materials that promote and/or provide information on products/services that portray Family, Career and Community Leaders of America, Inc., contrary to its image as outlined in the official organizational case statement will not be accepted.

In all instances where doubt exists as to the appropriateness of advertising/exhibit materials, the Executive Director shall make the final decision.

## 2. Exhibits

The National Board of Directors of Family, Career and Community Leaders of America, Inc., recognizes that the successful development and implementation of a professionally run exhibit at its national meetings can assist the organization in achieving its **mission and goals as outlined in the Bylaws** by providing a variety of educational opportunities to the organization's members and advisers.

### **TYPE**

The Family, Career and Community Leaders of America, Inc., exhibit shall provide attendees with opportunities to learn about the careers, products and services available through participating firms.

### **GUIDELINES FOR OPERATION**

Firms participating in the FCCLA exhibit shall not market, advertise or demonstrate products that are alcohol, drug, or contraceptive related.

The FCCLA exhibit shall be open to registered attendees of the National Annual Conference and National Fall Conference at which the exhibit is held.

The FCCLA Executive Director or designee shall be responsible for the development, management, and operation of the exhibit and its annual budget shall be included in the organization's annual budget and program of work.

## Section IV. Non-Dues Revenue APPROVAL/REVISIONS

Section IV.A.	APPROVED REVISED	May 1987 February 1991; January 1994; February 2002; January 2009; October 2014
<b>Section IV.B.</b>	<b>APPROVED</b>	<b>June 2024</b>
Section IV.C.	APPROVED REVISED	July 1989 October 2019
Section IV.D.1.	APPROVED REVISED	July 1993 January 2009; October 2014
Section IV.D.2.	APPROVED REVISED	January 1993 January 2009; October 2014; October 2019; July 2020

## V. National Executive Council

### A. Number of Officers, Officer Titles, and Officer Duties

The National Executive Council's number of officers, officer titles, officer duties, and responsibilities will require approval by the National Executive Council and the National Board of Directors. Notice will be given to state associations for a minimum of a 30-day comment period before this section can be changed.

#### 1. Number of Officers

The national organization shall have ten (10) elected officers who meet the qualifications as outlined in the Bylaws and shall serve as the National Executive Council. The National Executive Council will consist of ten (10) high school members who are the official youth voice of the National Organization.

#### 2. Officer Titles

The national organization shall have 10 elected officers. Such officers shall be members of the National Executive Council. Each National Executive Council shall determine the designation of their National Executive Council member's office. The offices shall be President, First Vice President, Vice President of Community Service, Vice President of Competitive Events, Vice President of Development, Vice President of Finance, Vice President of Membership, Vice President of Parliamentary Law, Vice President of Programs, Vice President of Public Relations. The designation of each National Executive Council member's office shall be determined by the incoming National Executive Council.

#### 3. Officer Duties

- a) The President shall preside over all business meetings of the organization and of the National Executive Council; be a member of the National Board of Directors; appoint, after consultation with the Chair of the National Board of Directors and executive director, the chairperson and members of all executive council committees; and be a member ex officio of all National Executive Council committees.
- b) The First Vice President shall assume responsibility in the absence of the president and shall keep the minutes of all national meetings and meetings of the National Executive Council.
- c) The Vice President of Community Service shall provide leadership in planning and implementing the organization's community service programs.
- d) The Vice President of Competitive Events shall provide leadership in planning and implementing the organization's Competitive Events.
- e) The Vice President of Development shall provide leadership in seeking and continuing corporate sponsorships for the organization's programs and events.

- f) The Vice President of Finance shall provide leadership by serving as a member of the National Board of Directors and the Finance Committee.
- g) The Vice President of Membership shall provide leadership in planning and implementing programs for membership promotion and development.
- h) The Vice President of Parliamentary Law shall provide leadership in assuring that the business sessions for the national organization and meetings of the National Executive Council are conducted in accordance with acceptable parliamentary law.
- i) The Vice President of Programs shall provide leadership in planning and implementing the organization's individual recognition and peer education programs.
- j) The Vice President of Public Relations shall provide leadership in planning and implementing the organization's public relations programs.

## **B. Terms of Office**

Officers shall serve for one year on the National Executive Council or until their successors are installed.

## **C. Vacancies**

1. If the office of president should become vacant, the First Vice President shall automatically assume the office and duties of the president.
2. Appointments for vacancies in offices other than the president, which occur before one-half of the officer's term, shall be made by the president in consultation with the executive director.
3. With the exception of the office of president, if a vacancy occurs after one-half of the officer's term has been completed, then the other members of the National Executive Council assume responsibilities of that office. The president, in consultation with the executive director, shall make such assignments.

## **D. Officer Uniforms**

National officers will wear the official FCCLA uniform whenever they are representing the organization in their capacities as national officers.

The official blazer is red.



The official FCCLA uniform will contain only the gold FCCLA officer pin and guard and no other organization's pins will be represented.

Black skirt, sheath dress, or dress slacks are to be worn with the official blazer.

## E. Meetings of the National Executive Council

### Joint NEC/BOD Meetings

The National Executive Council shall meet concurrently with the National Board of Directors, keep each other informed and participate in the decision-making process through its representatives on the Board.

The Board shall assure that council members are represented on committees of the Board and shall bring before the Board and council for joint action, major policies and decisions that affect the operation of the organization and the membership as a whole.

The implementation of programs and policy development of FCCLA is a youth/adult partnership.

## F. Nominations and Election of Officers

### 1. Number of Candidates

Each state association may nominate two national officer candidates.

### 2. Qualifications

To be eligible to run for national office, candidates must meet the following criteria:

- a.) Candidates must have completed a minimum of one year of Family and Consumer Sciences education in order to run for national office. The one year of Family and Consumer Sciences education (FCS) must be verified on an official middle school and or secondary transcript. The candidate must be nationally affiliated by March 1.
- b.) An official transcript that indicates candidate's cumulative grade point average on a 4.0 non-weighted scale must be included with the application. Candidates must have a cumulative grade point average of 3.0 for the three previous semesters.
- c.) The National Officer Candidate's chapter adviser, school administrator or other school official, and state adviser must sign appropriate forms and support the candidate running for office.
- d.) The National Officer Candidate must sign and date the Code of Conduct Agreement and Code of Ethics Agreement.
- e.) National Officer Candidates must stay in an official National Annual Conference hotel.
- f.) National Officer Candidate applications become the property of national headquarters.

### 3. List of Candidates

A list of national officer candidates, together with the qualifications of the candidates, shall be made available by the national headquarters to the voting delegates prior to, or on the first day of the National Annual Conference.

### 4. Nominating Committee

A nominating committee shall be composed of twelve student representatives from state associations as selected on an alphabetically rotating basis of states with chartered state associations, and no state can serve more than once in a three-year period. A record detailing the history of service and identifying the states scheduled for rotation in the upcoming year will be accessible on the FCCLA website. The immediate past National Executive Council President will chair this committee. If the Past National Executive Council President cannot chair this Committee, the Past First Vice President will fulfill this role.

The nominating committee shall evaluate the national officer candidates and select 20 candidates for consideration by the voting delegates.

### 5. Elections

All voting delegates shall evaluate the 20 national officer candidates as presented by the nominating committee. One voting delegate from each state may cast one vote for ten National Officer Candidates of their choice. The ten (10) candidates receiving the highest number of votes will be elected to serve as the National Executive Council.

### 6. Campaigning, Distribution of Paraphernalia, and Use of Electronic Devices

#### a) Campaigning

National Officer Candidates and/or their supporters may openly share that the candidate is running for a National office and may address the candidate's qualifications both verbally and in writing (e.g. social media). National Officer Candidates and/or their supporters must never make disparaging statements about another candidate.

#### b) Distribution of Paraphernalia

National Officer Candidates and/or their supporters must not purchase, create, or distribute any physical paraphernalia supporting the candidate, including but not limited to: business cards, brochures, stickers, etc. In order to avoid the appearance of distribution of paraphernalia, candidates may not trade state pins with any participants at the National Annual Conference until the election is over.

#### c) Use of Electronic Devices

National Officer Candidates are prohibited from using electronic devices (cell phones, tablets, etc.) during National Officer Candidate election sessions at the National Annual Conference.

All voting delegates are prohibited from using electronic devices (cell phones, tablets, etc.) during the Business Session.

The purpose of this policy is to prohibit communication or the sharing of resources between officer candidates, spectators, and/or voting delegates, which might give the candidate an unfair advantage during the election process.

## 7. Campaign Violations

If a member or adviser of Family, Career and Community Leaders of America has evidence that a National Officer Candidate and/or their supporters, Nominating Committee Member, or Voting Delegate has violated these policies; such violation must be reported, in writing, via email to [leadership@fclinc.org](mailto:leadership@fclinc.org) prior to the close of the voting process.

The chapter and state adviser of the member will be notified that a panel of five consisting of the Officers of the National Board of Directors (past chair, chair, and vice chair), immediate past president, and immediate past vice president of finance will jointly investigate the allegation(s) and allow the candidate, Nominating Committee member or Voting Delegate a hearing to address the allegations if further action is deemed necessary. If the review panel determines the National Officer Candidate and/or their supporter(s), a Nominating Committee Member, or a Voting Delegate has violated this policy, that individual may be removed from the election process and/or the candidate may be disqualified from election. The decision of the review panel is final.

## 8. Alternate Election Process

If it is impossible to hold a national meeting, the election may be conducted electronically or by mail. Such a decision is to be made by majority vote of the National Board of Directors.

## G. National Executive Council Advisers

### 1. Staff Official Adviser

The Executive Director shall appoint a national staff member to serve as the official adviser to the National Executive Council.

### 2. Participation

Members of the National Executive Council Advisers (NECA) shall be invited to attend part of the fall NEC meeting at national headquarters. Travel and expenses will be paid for their attendance at this meeting and the National Annual Conference. State or chapter advisers accompanying council members to meetings shall serve as

support for their National Executive Council members and serve as a resource for the National Staff by leading workshops and webinars for local advisers.

### **3. Officer Support**

National Executive Council Advisers will notify the official national adviser of areas of local success or concern for their national officer and assist the national officer in managing their roles and responsibilities as needed.

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## Section V. National Executive Council APPROVAL/REVISIONS

Section V.A.	APPROVED	June 2024
Section V.A.1.	APPROVED	June 2024
Section V.A.2.	APPROVED	June 2024
Section V.A.3.	APPROVED	June 2024
Section V.A.3.(a).	APPROVED	June 2024
Section V.A.3.(b).	APPROVED	June 2024
Section V.A.3.(c).	APPROVED	June 2024
Section V.A.3.(d).	APPROVED	June 2024
Section V.A.3.(e).	APPROVED	June 2024
Section V.A.3.(f).	APPROVED	June 2024
Section V.A.3.(g).	APPROVED	June 2024
Section V.A.3.(h).	APPROVED	June 2024
Section V.A.3.(i).	APPROVED	June 2024
Section V.A.3.(j).	APPROVED	June 2024
Section V.B.	APPROVED	June 2024
Section V.C.1.	APPROVED	June 2024
Section V.C.2.	APPROVED	June 2024
Section V.C.3.	APPROVED	June 2024

Section V.D.	APPROVED REVISED	January 1993 May 2014; October 2014
Section V.E.	APPROVED REVISED	July 1991 January 2009
<b>Section V.F.1.</b>	<b>APPROVED</b>	<b>June 2024</b>
Section V.F.2.	APPROVED REVISED	July 1991 July 1997; January 2004; January 2009; February 2012; February 2014, January 2016; January 2018; October 2019; July 2020; August 2023
Section V.F.3.	APPROVED REVISED	July 1991 July 1997; January 2004; January 2009; February 2012; February 2014, January 2016; January 2018; October 2019; July 2020; August 2023
<b>Section V.F.4.</b>	<b>APPROVED</b>	<b>June 2024</b>
<b>Section V.F.5.</b>	<b>APPROVED</b>	<b>June 2024</b>
Section V.F.6.	APPROVED REVISED	July 1991 July 1997; January 2004; January 2009; February 2012; February 2014, January 2016; January 2018; October 2019; July 2020; August 2023
Section V.F.7.	APPROVED REVISED	July 1991 July 1997; January 2004; January 2009; February 2012; February 2014, January 2016; January 2018; October 2019; July 2020; August 2023
<b>Section V.F.8.</b>	<b>APPROVED</b>	<b>June 2024</b>
<b>Section V.G.1.</b>	<b>APPROVED</b>	<b>June 2024</b>
Section V.G.2.	APPROVED REVISED	January 1996 July 2000; January 2009; <b>June 2024</b>
<b>Section V.G.3</b>	<b>APPROVED</b>	<b>June 2024</b>

## VI. National Headquarters Staff

### A. Executive Director

#### 1. Relationship to the National Board of Directors

Within the limits of the Bylaws, the Executive Director is responsible and has commensurate authority to accomplish the duties set forth below:

- Attends all meetings of the National Board of Directors and Executive Committee. Communicates Board and Executive Committee decisions to the staff.
- Ensures the National Board of Directors are kept informed quarterly (minimum) on the conditions and operations of the organization.
- Ensures that ideas for programs that will further the goals and objectives of the organization are presented to the Board and is responsible for implementing policies adopted by the Board.
- Prepares semi-annual FCCLA updates for ACTE, AAFCS, LEADFCS Education, and FCSEA meetings upon request.
- Prepares, in conjunction with the Board Chair, an annual report on the status of the organization to be presented to the Board, a summary of which shall be put on the website.
- In cooperation with the Treasurer and the Finance Committee, develops an annual budget, which, after approval by the committee, is presented by the treasurer to the National Board of Directors. Operates within the approved budget and sees that the finances of the association are audited annually.
- Ensures that sound standards and policies are in place and being followed for the financial security of the organization.
- Is responsible to the National Board of Directors and, through the Board, to the membership for seeing that the programs and policies of the organization reflect the needs and aspirations of the membership, and that, once approved, are implemented.
- Is an ex officio member of all standing committees, without vote.
- Consults with and advises the Board Chair(s) and appropriate committee Chairs on all matters about association policies, programs and finances, as applicable.
- Functions as the chief administrative officer of the organization and as liaison between the National Headquarters Staff and the Board, the National Executive Council, state supervisors, state advisers, and the membership.
- Develops an annual travel plan and budget and operates within the approved budget.
- Conducts Board business and communicates in a professional manner.

- Assures that Board communications occur in accordance with Board policy [Section III.G.1.].
- Prepares an annual report summarizing their performance goals and accomplishments. The annual performance report will be distributed with the Executive Director's evaluation instrument by May 15.
- If a formal complaint or grievance is filed in writing against FCCLA or any FCCLA staff member, the Executive Director shall notify the Board Chair in writing.
- The Executive Director job description is reviewed/updated annually and kept on file with Human Resources and the Board Chair.

## 2. Annual Performance Evaluation

There shall be an annual performance evaluation of the Executive Director prior to the close of the fiscal year. The evaluation shall be conducted by the Officers of the Board.

Input shall be sought from members of the Board through a form approved and updated as necessary by the Executive Committee.

The Executive Director's contract terms are recommended by the Officers of the National Board and are subject to approval by the National Board of Directors.

The Executive Director's contract terms are determined by the process outlined in Policy III, Section B. 1, 2, 4, and 5 and Section H:

The Chair leads the Board in establishing performance goals and conducting an annual performance evaluation of the Executive Director prior to the close of the fiscal year using the following process:

- The Past Chair reviews the annual Executive Director's performance evaluation instrument based on previous evaluation results and performance goals set by the Board, and in consultation with legal counsel, if necessary. The performance evaluation instrument is housed on the National Board of Director Survey Monkey account: FCCLA\_BOD
- The Past Chair provides the performance evaluation instrument to the Board Chair by May 1.
- The Board Chair distributes the evaluation instrument to the full Board and to the Executive Director by May 15.
- In addition, the Board Chair may request up to 15 additional names from the Executive Director for distributing the evaluation instrument. This list can include but is not limited to staff, State Advisers, Chapter Advisers, industry partners and educational leaders.
- All responses to the evaluation instrument must be completed by June 1.



- The Chair reviews with the Executive Director the results of the performance evaluation, in conjunction with the Vice Chair and Past Chair.
- Based on the performance evaluation and in conjunction with the Vice Chair and the Board Chair, the Executive Director establishes performance goals for the coming year.

In addition, during a contract year,

- The Treasurer researches the Executive Director's contract terms, including salaries and benefits, of comparable associations, prior to FCCLA Executive Director contract or salary negotiations. This will be distributed to the Board with the performance evaluation instrument and the Executive Director's performance report by May 15.
- The Chair leads the Board in identifying recommendations for contract negotiations.
- In consultation with legal counsel, the Chair negotiates the Executive Director's contract in conjunction with the Vice Chair and Past Chair.
- The Executive Director's contract is approved by the National Board of Directors.

### **3. Policy of Search Committee for Executive Director**

#### **Guidelines for Selection of a New Executive Director**

- a. The Task Force shall be appointed by the Chair of the National Board of Directors.

This Task Force shall be led by the Chair of the National Board of Directors and shall consist of two (2) FCCLA members, two (2) chapter advisers, one (1) teacher educator and one (1) state administrator, two (2) state advisers and two (2) additional individuals that may offer expertise and advice in the process.

- b. This Task Force shall have the power to do the following:
- Advertise the position to all potential applicants
  - Narrow down the candidates to 5-6 individuals
  - Meet prior to the interviews to determine the questions that will be asked of the candidates
  - Interview those 5-6 individuals
  - Narrow down the final 5-6 individuals to 2 or 3 candidates for full Board interviews and approval at the next Board meeting
- c. At the time the candidate slate is submitted to the Board, the Task Force must identify and rank their top alternatives. If only one candidate from the slate is available for the Board interview and if there are no suitable alternatives, then the Task Force will reinstate the search process. If there is no Executive Director in place at any time during the search process, then the Board will consult with an outside management firm to secure an interim director.

- d. Any Board member seeking to be a candidate for a national staff position shall immediately resign from the Board, and the vacancy procedure for that position shall be engaged.

## **B. Personnel Files**

The Executive Director and Senior Director (Finance) will keep personnel files for all staff.

## **C. Serving on Board Committees**

Staff shall serve on committees without vote under the supervision and coordination of the Executive Director. As staff and committees work together, it is important to distinguish between the policy development of the committee and the administrative role of the assigned staff member assigned. While the two roles are different, they are mutually dependent for the successful functioning of each Board committee. Staff responsibilities for serving on committees include the following:

- Planning session with the Chair in advance of each meeting
- Preparation of materials and information for meetings
- Notification of committee meetings to its members according to policy on behalf of the Committee Chair
- Notification of the committee's actions and requests to appropriate parties as directed or needed
- Presentation of proposals for committee consideration
- Review of programs and functions of the staff member's department as requested by the committee or called for on the approved agenda
- Advice to the chair and the committee for the most effective functioning of the committee

At all times, staff must recognize standing committees are committees of the Board. Staff must advise, inform, help, stimulate and guide committees, but not dominate their deliberations nor make their decisions.

## **D. Periodic Review of the Organization**

To assure that every aspect of the operations and management of Family, Career and Community Leaders of America, Inc., is performed with due effectiveness and within the policies laid down by the National Board of Directors, there shall be conducted a periodic evaluation and review of the state of the organization emphasizing progress toward major goals and objectives. These evaluations shall be made up of:

- a) the management of the organization with special reference to the office of the Executive Director and the national headquarters staff
- b) the program and projects of Family, Career and Community Leaders of America, Inc.
- c) the membership of the organization and membership promotion, fulfillment and dues
- d) the financial and business affairs of the organization
- e) the communications, public relations and development functions of the organization
- f) the Board operation and Executive Director effectiveness
- g) the annual fundraising and financial development plans and goals
- h) the relevance and effectiveness of the Board composition

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## Section VI. National Headquarters Staff APPROVAL/REVISIONS

Section VI.A.1.	APPROVED	May 1990
	REVISED	January 1994; February 2002; January 2009; January 2013; October 2014; January 2017, July 2018; October 2019; July 2020, August 2022
Section VI.A.2.	APPROVED	January 1996
	REVISED	January 2009; October 2014; September 2018; October 2019; July 2020
Section VI.A.3.	APPROVED	January 2007
	REVISED	January 2009; October 2019
Section VI.B.	APPROVED	January 1987
	REVISED	January 1994; October 2014; July 2020
Section VI.C.	APPROVED	May 1987
	REVISED	January 2009; July 2013; October 2014; July 2020
Section VI.D.	APPROVED	January 1993
	REVISED	January 2009

## **VII. Fiscal Management**

### **A. Audit**

There shall be an independent audit of the annual financial statements by a Certified Public Accounting firm.

A representative from this independent accounting firm shall present and review the audited statements with the Finance Committee at its mid-year meeting.

The Finance Committee of the organization shall serve as its audit committee and receive the auditor's report.

### **B. Authority to Borrow Funds**

The National Board of Directors of Family, Career and Community Leaders of America, Inc., has the sole authority and responsibility to borrow funds or cause funds to be borrowed on behalf of the organization.

The National Board of Directors may, upon a majority vote, authorize the Executive Director to enter into negotiations to borrow funds from lending institutions.

The Executive Director will present the results of negotiations and their recommendation(s) to the Executive Committee of the National Board of Directors.

The Executive Committee of the National Board of Directors will act on the recommendation(s) and if approved, will authorize the Executive Director to execute the required documents on the Board's behalf. Once the National Board of Directors approves the renewal of the line of credit, the Executive Director, with approval of the Treasurer, shall borrow and pay off the line of credit as needed.

### **C. Bank Deposits**

Deposits at any one federally insured financial institution should not exceed the maximum amount that would be federally insured.

### **D. Capital Expenditures**

Capital expenditures are those items, when purchased, which are classified as assets and are used in the continuing operations of the association over a number of years. These items are known as depreciable assets. Examples of depreciable assets are:

- carpeting
- office furniture
- computer equipment

- copying equipment

It is the policy of Family, Career and Community Leaders of America, Inc., to capitalize (record on the balance sheet) the purchase of depreciable assets in amounts over \$500; and, that the Executive Director shall request prior approval from the Treasurer on all unbudgeted capital expenditure purchases in excess of \$5,000, with the further limit not to exceed an aggregate of \$20,000 in any one fiscal year.

The final liquidation of assets is covered by the Bylaws.

Disposal of real assets (i.e., land and buildings) must be approved by the National Board of Directors. Disposal of other depreciable assets (i.e., furniture and equipment) must be approved by the Executive Director.

## E. Contingency Reserve

The organization targets a reserve amount equal to 50% of the annual operating budget.

## F. Investments

The purpose of the Reserves Policy for Family, Career and Community Leaders of America, Inc. (FCCLA) is to ensure the stability of the mission, programs, employment, and ongoing operations of the organization and to provide a source structure of internal funds for organizational priorities such as program opportunity.

### **Definitions and Goals:**

- 1. Short-Term Reserve Fund** - The Short-Term Reserve fund is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. Operating Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of FCCLA for Short-Term Reserves to be used and replenished within a reasonably short period of time.

The amount to be designated as Short-Term Reserves will be established in an amount sufficient to maintain ongoing operations and programs measured for a set period of time, measured in months. The Short-Term Reserves serves a dynamic role and will be reviewed and adjusted in response to both internal and external changes. The target minimum Short-Term Reserves Fund is equal to six months of average operating costs. The calculation of average monthly operating costs will be based off of budgeted expenses, adjusted for known unbudgeted expenses.

The amount of the Short-Term Reserves Fund target will be calculated each year after approval of the annual budget and will be included in the regular financial reports. Funds in excess of the Short-Term Reserve Fund target will be transferred to the Long-Term Reserve Fund on an annual basis.

2. **Long-Term Reserve Fund** - The Long-Term Reserve Fund is to provide secure, long-term funding for the mission of FCCLA, in excess of the Short-Term Reserve Fund. These funds are to be used only if the funds in the Short-Term Reserve funds have been exhausted. Use of the Long-Term Reserves will require approval of both the Treasurer and Board Chair.

The minimum amount to be designated as Long-Term Reserves will be established in an amount sufficient to ensure the continued success of FCCLA. Initially, FCCLA will want to maintain a Long-Term Reserve balance equal to the annual operating budget. Once FCCLA has reached this minimum, on an annual basis, FCCLA will increase the minimum Long-Term Reserve fund target amount by three months. Changes to the annual target increase will need to be approved by the Finance Committee.

3. **Capital Reserve Fund** - The net proceeds of the sale of the property at 1910 Association Drive was deposited in the Capital Reserve Fund. The Capital Reserve Fund is to provide permanent funding for the mission of FCCLA. Interest earned on this fund may be used for operating activities, but the principal can only be used for the purchase of a new National Headquarters or other large capital projects as approved on by the Board.

**Transfers:**

When funds in FCCLA's general operating account exceeds \$600k, the Senior Director (Finance), with oversight and approval provided by the Executive Director, shall perform a cash analysis to determine an appropriate amount of funds to transfer into the Short-Term or Long-Term Reserve funds. The cash analysis should take into consideration expect cash expenses within a 3-6-month timeframe and anticipated cash receipts over the same timeframe.

**Reporting and Monitoring:**

Each fund should be maintained in its own separate investment account, but they can be under the control of the same investment manager or firm. The Senior Director (Finance), with oversight provided by the Executive Director, is responsible for ensuring that the Reserve Funds are maintained and used only as described in this Policy. Upon approval for the use of Reserve Funds, the Senior Director (Finance), with oversight provided by the Executive Director, will maintain records of the use of funds and plan for replenishment, if required. They will provide regular reports to the Finance Committee of progress to restore the Fund to the target minimum amount, if required.

**Review of the Policy:**

At a minimum, this Policy will be reviewed on an annual basis by the Finance Committee, or sooner if warranted by internal or external events or changes, in conjunction with the review of the Investment Policy.

For purposes of this policy, investments will be separated between "operating reserves" and "long-term reserves."

### **Operating Reserves**

**Purpose:** To ensure Family, Career and Community Leaders of America, Inc., has adequate cash on hand to meet operating expenses.

**Investment Objective:** Preservation of Capital, Liquidity

**Investment Guidelines:**

- Time Frame – One year or less
- Allowable Investments – Cash equivalents, money market funds, bank repurchase agreements, US Government obligations, Agency obligations, High quality commercial paper (A1/P1), federally insured certificates of deposit
- Credit Quality – Money market funds invested in AAA quality assets, Commercial Paper rated A1/P1, Bank repurchase agreements 102% collateralized, CD's at institutions rated A or better.

**Performance Standards:** Exceed 91 T-Bill rate, exceed CPI by 2%

**Reporting:** Monthly reporting of assets, transactions, and income earned.

### **Long-Term Reserves**

**Purpose:** To ensure financial stability, income to support programs, ongoing growth of reserves.

**Investment Objective:** Long-term appreciation of assets and consistency of total return; maximize return without exposure to undue risk.

**Investment Guidelines:**

- Time Frame – More than one year
- Allowable Investments – Mutual funds investing in equities and/or fixed income investments.
- An average credit quality for the fixed income portion of BBB or better.

**Performance Standards:** Equity portion outperforms S&P 500, fixed income outperforms CPI by 2%.

**Reporting:** Monthly reporting of assets, transactions and income earned; annual reporting of performance standards. The investment adviser meets with the Finance Committee annually typically in conjunction with the annual National Board of Directors Meeting.

### **Asset Allocation**

**Operating Reserves:** 100% cash equivalents and short-term fixed income obligations.

**Long-Term Reserves:**

Cash Equivalents	0%-20%
Fixed Income	20%-60%
Equities	20%-75%



The Executive Director, upon approval of the Finance and Budget Committee, shall be permitted to enlist an outside investment agency for the purpose of managing investment funds.

## **G. Access to Financial Information**

The financial statement of all income and expenditure shall be prepared by the national headquarters staff and sent to the Treasurer to distribute to the National Board of Directors monthly. A financial summary is presented by the National Executive Council Vice President of Finance at the Business Session of the National Annual Conference.

A summary statement of revenue and expenses are included each year on the FCCLA member portal following approval of the annual audited financial statements by the National Board of Directors. Copies of the approved budget are available at all meetings of the National Board of Directors. Specific bills paid or anticipated is information available only to the Finance Committee and the National Board of Directors.

## **H. Solicitation of Bids**

The Family, Career and Community Leaders of America, Inc., is committed to obtaining quality products and services at competitive prices. To assist in assuring fair and equitable contracting activities in accordance with generally accepted accounting principles, the organization adheres to a bid solicitation procedure.

For all purchase or service contracts over \$10,000, three independent bids shall be solicited from potential vendors/suppliers.

The bidding process shall be blind in that one vendor shall not be informed of another's bid.

The vendor/supplier with the lowest bid that meets the organization's specification as determined by the department director and Executive Director shall be awarded the contract. Lowest price alone does not prevail.

All contracts shall be put out to bid on a regular 3-5-year interval basis. Contract duration will not exceed five years.

The Executive Director shall settle any questions that may arise in connection with the bidding policy.

## **I. Travel Reimbursement Guidelines for all Stakeholders**

Members of the Family, Career and Community Leaders of America, Inc., National Board of Directors, National Executive Council, national headquarters staff, and other authorized Family, Career and Community Leader constituents, traveling on official Family, Career

and Community Leaders of America, Inc., business are reimbursed for claimable expenses in accordance with the annual program of work and program budget.

The purpose of this policy is two-fold:

1. to assure that the organization's resources are allocated and accounted for in as efficient and effective a manner possible; and,
2. to assure that those staff members, Board and NEC members and others traveling on behalf of the Family, Career and Community Leaders of America, Inc., are reimbursed for their efforts in a fair and equitable manner.

This travel policy specifically addresses reimbursement for three categories of travel-- transportation, meals and lodging and miscellaneous expenses.

Prior approval must be obtained for reimbursement of expense items that are not specifically covered in this policy.

Local and out of town travel shall be done using the most expedient mode of transportation. Transportation expenses are fully reimbursable under the following guidelines:

Reimbursement requests for "travel expenses" need to be submitted within thirty (30) days of the event (Board members should submit their requests to the Executive Manager at FCCLA National Headquarters.)

### **TRANSPORTATION**

Air, rail, and bus transportation shall be reimbursed on an economy-class basis. However, reasonable measures can be taken to ensure the safety and convenience of the passenger. In cases where economy class seats cannot be guaranteed and/or the price difference to business class is minimal, approval for booking in business class may be granted.

Travel by car shall be reimbursed at the Federal Government's current rate. Reimbursement for long-distance travel by car may not exceed the cost of economy airfare.

Use of rental cars on certain business trips may be necessary and should be approved prior to the beginning of the trip.

Limos and buses are to be used when traveling to/from airports. If cost-effective, other modes of transportation, such as taxis and personal automobiles may be used. Within a city, taxis are the approved mode of transportation unless other transportation is provided.

The Federal Government Per Diem rate is used for all travel. Receipts are to be attached to the expense reimbursement form. When a meal is provided by the organization, its cost may not be claimed on the expense form.

Moderately priced accommodations are to be secured when traveling on Family, Career and Community Leaders of America’s authorized business. Rooms are to be reserved on a single occupancy basis and charges will be reimbursed accordingly. Incidental charges (phone calls, photocopying, etc.) will be the traveler’s responsibility and will be reimbursed (in accordance with current policy) when the expense form is submitted.

It is recognized that at times it is necessary to conduct organization business over a mealtime. Legitimate claims, based on judgment and discretion will be reimbursed by Family, Career and Community Leaders of America, Inc. Receipts for such occasions must be submitted with the expense form. When these occasions involve staff members, it is recommended that prior approval be requested from the appropriate department director or Executive Director.

Reimbursement expenses for National Staff, National Executive Council, National Board of Directors and others traveling on behalf of FCCLA, Inc.:

- Tips/Gratuities: Fully reimbursable up to 20% of the bill
- Parking/Tolls: Fully reimbursable
- Baggage Fees: 1 bag roundtrip
- Receipts Required: All expenses over \$50

**J. Purchase Orders**

Purchase orders or credit card authorization must be completed and approved before placing orders for all budgeted non-contracted purchases in accordance with the following schedule:

<b>Amount of Purchase</b>	<b>Approval Needed</b>
Up to \$499	Manager
\$500 - \$1,000	Above Plus Department Director
\$1,001 - \$5,000	Above Plus Senior Director
over \$5,000	Above Plus Executive Director

The purchase order will be attached to the invoice or receipt in bill.com for approval of payment.

Invoices without purchase orders will not be paid unless approved by the Department Director and the Senior Director. Purchase orders for non-budgeted items must be approved in advance by the Executive Director in accordance with Board policy.

## **K. Reimbursement of Membership Fees for Professional Staff**

Membership dues for professional staff in organizations, which are related to their job function, may be reimbursed with the prior approval of the Executive Director. Dues in organizations related to the profession of Family and Consumer Sciences may be reimbursed if an employee's membership results in savings to the organization for attendance at meetings required by the organization.

## **L. Annual Surplus Allocations**

The National Board of Directors, in conjunction with the Finance Committee, will decide how surplus funds should be allocated.

## **M. Requirement of Payment for Outstanding Invoices**

Chapters with outstanding invoices cannot affiliate or register for conferences/events until all outstanding invoices are settled. Affiliation Invoice voiding will only be available if all of the following conditions occur:

- Notice must be sent to FCCLA in writing no later than 30 days after the invoice has been created.
- A formal Invoice Adjustment that is signed as approved by the State Adviser will be required to void the state portion of the invoice in full.
- Partial Affiliation Invoice voiding may be considered after the 30-day deadline for first-year advisers.
- For chapters that have not affiliated in the prior year, but have an outstanding affiliation invoice.
- In excess of one year, FCCLA will grant a reduction in prior year dues equal to the percentage forgiven by the State Association.

*See Appendix J*

## Section VII. Fiscal Management

### APPROVAL/REVISIONS

Section VII.A.	APPROVED REVISED	January 1991 October 2014; October 2019
Section VII.B.	APPROVED	July 1990
Section VII.C.	APPROVED REVISED	January 1987 January 2009
Section VII.D.	APPROVED REVISED	July 1989 January 2009
Section VII.E.	APPROVED	January 1990
Section VII.F.	APPROVED REVISED	July 1989 February 1992; January 1995; January 1997; October 2000; January 2004; October 2019; July 2020; June 2021, August 2022
Section VII.G.	APPROVED REVISED	July 1989 January 1994; January 2009; January 2011; July 2014; July 2020, August 2022
Section VII.H.	APPROVED REVISED	July 1990 January 2009; October 2019; July 2020, August 2022
Section VII.I.	APPROVED REVISED	July 1990 January 2009; January 2013; October 2014; October 2019; August 2023
Section VII.J.	APPROVED REVISED	July 1989 October 2014; October 2019; July 2020; April 2022, August 2022
Section VII.K.	APPROVED	July 1991
Section VII.L.	APPROVED REVISED	July 1995 October 2014
Section VII.M.	APPROVED REVISED	September 2015 November 2018; October 2019

## VIII. Ethics

### A. Ethics Statement

All members of the Board, National Executive Council, committees of the Board and employees of FCCLA, Inc., shall follow a Code of Ethics developed by the Board and reviewed annually by the Board. [Article IX, Section I]

The ethics statement will be explained to all new Board members in detail at the new Board orientation or first Board meeting and each person will be required to sign a statement agreeing to abide by the ethics statement.

*See Appendix F*

### B. Conflict of Interest

A situation involving conflict of interest in which a business arrangement to which a director may directly or indirectly be a party shall be subject to the following: full disclosure to the Board duly reported in minutes of the meetings, nonparticipation by any director in the decision affecting any relationship, 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.

Any Board member seeking employment at FCCLA shall be required to resign from the Board of Directors upon submission of their application of employment.

National Board of Directors members serve as directors of FCCLA as a whole and not solely as a representative of any other body. The interest of FCCLA shall be the primary focus of members of the Board of Directors, while taking into consideration the various interests of other bodies.

Any suspected conflicts of interest shall be communicated to the Chairperson of the Board of Directors and discussed by the Executive Committee prior to Board action.

*See Appendix G*

### C. Confidentiality

*See Appendix H*

### D. Whistleblower

*See Appendix I*

**Section VIII. Ethics**  
**APPROVAL/REVISIONS**

Section VIII.A.	APPROVED	January 1988
	REVISED	October 2014
Section VIII.B.	APPROVED	July 1991
	REVISED	January 2009; October 2014
Section VIII.C.	APPROVED	October 2014
Section VIII.D.	APPROVED	October 2014

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## **IX. Protection of Rights and Human Subjects**

### **A. Alcohol Policy**

No alcoholic beverages or narcotics in any form shall be possessed by FCCLA members at any time, under any circumstances. Further, no alcoholic beverages will be served at official FCCLA events where students are present.

Adults in attendance are encouraged to follow the policy, which governs members.

### **B. Disaster Plan**

The Family, Career and Community Leaders of America, Inc. has a disaster plan that safeguards invaluable paper, computer database, the building and its employees.

Back-up copies of the database are maintained off-site.

Duplicate electronic storage files are kept in two separate data bases to house minutes of the Board and committee meetings, audits and other important historical documents.

An emergency response plan at national headquarters should be available in the event of a terrorist attack or other emergency situation.

### **C. Crisis Plan**

The organization shall develop and communicate to Board members and state associations (and advisers) a crisis plan for national events which might include: appointed spokespersons to the media, evacuation plans, lock down procedures, notification of parents, accessible medical forms, and information and other plans to assist the management of a crisis situation, terrorism, student endangerment or run away students. This crisis plan shall be updated regularly.

### **D. Document Retention**

*See Appendix J*

### **E. Equal Opportunity Employer**

This organization grants equal employment opportunities to all qualified persons regardless of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit-based factors. These protections extend to all management practices and decisions, including



recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

It is the intent and desire of the National Board of Directors that equal opportunities be provided in recruitment, selection, salary, promotion, benefits, privileges, and all other terms and conditions of employment.

All employees must provide proof of citizenship or legal work status.

## F. Gender

### **Official Dress**

The FCCLA official dress is worn for National FCCLA activities per the dress code as outlined. Students may select the attire that best fits the gender with which they identify. This is a personal choice as long as the FCCLA guidelines are followed. This also applies to the dress code guidelines for FCCLA conferences.

### **Conference Housing**

Regarding conference housing of students, FCCLA will respect the decisions of local school divisions and state associations with regard to recognition of a student's gender identification and how students are housed at state or national FCCLA events. The organization will abide by the guidelines or policies of FCCLA state associations, state departments of education and local school districts. Our main priority is that all FCCLA members feel informed, safe, respected and comfortable.

## G. Special Needs

Family, Career and Community Leaders of America, Inc., upon sixty (60) day notice to its national headquarters in advance of any of its scheduled events, will work with--affiliated state associations, chapters, schools, or families to locate and obtain the services of an aide, assistant, interpreter, nurse, or other person whose assistance would enable a member with special needs to participate fully in the scheduled event. The national staff will identify service options that will be funded by the local school district. Federal funds are typically available to school districts for this purpose.

## H. Research

FCCLA will not participate in any research that would have actual or potential unacceptable risks to students or adults.

## I. Sexual Harassment Policy

The Family, Career and Community Leaders of America (FCCLA) oppose sexual harassment of any kind. Sexual harassment of students is a real and serious problem in education at all levels. It can affect any student, regardless of sex, race, or age. Sexual harassment can threaten a student's physical or emotional well-being, influence how well a student does in school, and make it difficult for a student to achieve his or her career goals. Moreover, sexual harassment is illegal – Title IX of the Education Amendments of 1972 (Title IX) prohibits sex discrimination, including sexual harassment.

Title IX protects students from unlawful sexual harassment in all school programs or activities, whether they take place in the facilities of the school, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere. Title IX protects students from sexual harassment, regardless of who the harasser is.

FCCLA activities are integral to local school instructional programs in Career and Technical Education and are a responsibility of the state. Therefore, the sexual harassment policies and procedures in effect in a student's home school or schools last attended are the means by which sexual harassment issues at FCCLA events will be addressed\*.

If a student believes that sexual harassment has occurred, while participating at a nationally sponsored FCCLA event or activity, the student is strongly encouraged to report the incident immediately to: 1) the State Adviser responsible for FCCLA activities in the student's home state; 2) the student's school principal; or 3) the Executive Director of FCCLA. Harassment issues reported to the FCCLA Executive Director will be referred to the students' school administrator(s) and local law enforcement as it may be necessary.

*\*This Sexual Harassment Policy is adapted from the Policy of the National Coordinating Council of Career and Technical Student Organizations. (NCC-CTSO)*

FCCLA reserves the right to respond to any disciplinary situation, as they deem appropriate and independent of any action by a school.

## J. Liability Insurance Coverage Policy

National Headquarters will cover National Board of Directors with Director and Officer liability insurance. National Board of Directors will receive copies of the liability insurance annually provided to National Board of Directors upon request.

## Section IX. Protection of Rights and Human Subjects APPROVAL/REVISIONS

Section IX.A.	APPROVED	January 1989
Section IX.B.	APPROVED REVISED	July 1989 February 2002; January 2009; October 2014, August 2022
Section IX.C.	APPROVED	January 2009
Section IX.D.	APPROVED REVISED	July 1990 October 2014
Section IX.E.	APPROVED REVISED	July 1990 August 2022
Section IX.F.	APPROVED REVISED	January 2009 September 2018
Section IX.G.	APPROVED	February 2000
Section IX.H.	APPROVED REVISED	February 2000 October 2019
Section IX.I.	APPROVED REVISED	October 2014 October 2019; July 2020

## **X. Scholarships/Awards/Recognition**

This section was removed from the Policies and Procedures Manual. A separate Scholarships/Awards/Recognition document was created, managed, and updated regularly by National Staff.

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## Section X. Scholarships/Awards/Recognition APPROVAL/REVISIONS

Section X.A.1.	APPROVED	July 1997
	REVISED	January 2009; January 2011; February 2012
	REMOVED	October 2014
Section X.A.2.	APPROVED	January 1987
	REVISED	February 1992; July 1997; February 2002; January 2009; January 2010; February 2012
	REMOVED	October 2014
Section X.A.3.	APPROVED	January 2009
	REMOVED	October 2014
Section X.B.1.	APPROVED	July 1990
	REVISED	July 1995; March 2003; January 2009; July 2012
	REMOVED	October 2014
Section X.B.2.	APPROVED	January 2009
	REVISED	January 2010; February 2012; July 2012
	REMOVED	October 2014
Section X.C.	APPROVED	January 1995
	REVISED	July 1997; January 2009
	REMOVED	October 2014

## **XI. External Relations**

### **A. Cooperation of Family, Career and Community Leaders of America, Inc.**

#### **At National Level**

Only the national organization shall establish cooperative activities and/or relationships on the national level. Establishment shall be enacted in accordance with the policies defined in this document. Proposals for cooperation of Family, Career and Community Leaders of America, Inc., in projects of other organizations (which involve the national organization or one or more of the national regions) shall be submitted in writing to the national headquarters staff.

The national headquarters staff shall explore such proposals and refer as necessary to the National Board of Directors or its Executive Committee for approval.

#### **At State Level**

The state policy-making body may authorize cooperative activities and/or relationships on the state level.

This authorization shall be in accordance with the provisions stated in this document.

A state policy-making body, before agreeing to participate in a cooperative activity, project and/or relationship that involves a state or states in addition to its own, should ascertain in writing whether or not the national organization has approved such cooperation. The intent of this provision is to assure that when more than one state is to be engaged in a cooperative project, state approval shall be given only on condition of national approval. This policy does not preclude a state association's initiating cooperative activities, projects and/or relationships within its boundaries when such activities and relationships are in accordance with established national policies and the projects are clearly identified as state or local in origin and sponsorship.

#### **At Chapter Level**

Local chapters may establish cooperative activities and/or relationships in accordance with the policies of Family, Career and Community Leaders of America, Inc., as stated in this document, and with the policies developed by its state policy-making body.

### **B. Endorsement and Development of Public Policy**

So that Family, Career and Community Leaders of America, Inc., may have the opportunity to sign on to public policy initiatives in a timely manner, the following mechanism will be employed:

Any group may provide the Executive Director with a public policy initiative.

The Executive Director will confer with the Board Chair prior to and following involvement in any public policy endorsement or development. In addition, all public policy activities will be listed in the Executive Director’s quarterly report.

The Executive Director will engage in public policy development activities that serve the interest of FCCLA.

The Executive Director will involve the National Board of Directors, the National Executive Council, Leadership Academy participants, members and advisers in public policy development, and where appropriate, public policy advocacy.

**C. National Coalition**

National Coalition representatives will be appointed by the Executive Committee, if beneficial to the national organization.

**D. State Advisers**

**Role of State Advisers Leadership Team (SLT)**

The State Advisers Leadership Team (SLT) shall plan state adviser professional development and recognition activities at National Annual and National Cluster Meetings, make recommendations to the Communications/Membership Committee on behalf of the state advisers, and serve as mentors to new state advisers. It shall consist of one state adviser from each of the four membership regions. Members shall be elected by state advisers from their regions in attendance at the National Annual Conferences, shall serve a two-year term as outlined below:

Regions	NLC Year	Term
North Atlantic and Central	2022	2022-2024
Pacific and Southern	2023	2023-2025
North Atlantic and Central	2024	2024-2026
Pacific and Southern	2025	2025-2027
North Atlantic and Central	2026	2026-2028

It is mandatory for FCCLA State Advisers to attend the National Annual Conference and the State Adviser’s Management Meeting. Sample letter:

To Whom It May Concern:

The State Advisers Management Meeting (SAMM) will take place the morning of \_\_\_\_\_ through the morning of \_\_\_\_\_. During this meeting, the professional development programs will consist of the following:

- strengthening and managing the state office
- managing FCCLA projects, programs, and events
- training on best practices
- organizational updates
- engaging Teacher Education Program
- overview of fiduciary responsibilities

At FCCLA, we work together as a team. Our team's success depends on each person's understanding of managing FCCLA projects, programs, and events, and of his or her own responsibility within FCCLA. All FCCLA state advisers are expected to attend.

We look forward to seeing you on \_\_\_\_\_. Please note that the meeting will start and end precisely on time, and a meeting agenda is attached for your convenience.

Sincerely,



## Section XI. External Relations APPROVAL/REVISIONS

Section XI.A.	APPROVED	July 1993
	REVISED	January 2009; July 2020
Section XI.B.	APPROVED	May 1987
	REVISED	July 1994; January 2009; October 2014; January 2017
Section XI.C.	APPROVED	January 2009
	REVISED	July 2012; October 2014
Section XI.D.	APPROVED	February 2012
	REVISED	October 2014; October 2019; July 2020

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## **XII. National Competitive Events**

### **A. Competitive Events**

#### **1. Competitive Events Advisory Team (CEAT)**

The Board will fund an annual meeting of the Competitive Events Advisory Team (CEAT) not to exceed three night's lodging, meals and transportation, limited to one meeting per year, with the approval of the Executive Director regarding date and availability of funds.

The Chair of the Program Committee or a Program Committee designee of the National Board of Directors shall serve on the Competitive Events Advisory Team.

#### **Competitive Events Advisory Team Criteria**

The Competitive Events Advisory Team was formed in 1992 to serve as a support system for the STAR Events program, in currently serves as a support system for all competitive events.

The advisory team is composed of ten members including: the Program Committee Chair, or a Program Committee Chair designee, who serves as the National Board of Directors representative, three (3) state advisers or state staff members serving as Past Lead Coordinator, Lead Coordinator, and Assistant Lead Coordinator, two (2) chapter advisers, four (4) student members, and national staff. Two of the student members are also NEC members; the current and past Vice President of Competitive Events. The Vice President of Competitive Events will serve on CEAT during their current term as national officer and one year following. Interested individuals must:

- have knowledge of Competitive Events at the national/state levels
- be actively involved in Competitive Events at the national/state levels
- be a dues-paying member and/or a member of Alumni and Associates
- have an interest in working to continually evaluate and improve Competitive Events
- CEAT student members do not compete in any Competitive Events that culminate at the National Annual Conference.

Responsibilities of the advisory team are as follows:

- remain current and knowledgeable on all national STAR Events, Skill Demonstration Events, and the Family and Consumer Sciences Knowledge Bowl
- provide suggestions, comments, and concerns about STAR Events, Skill Demonstration Events, and the Family and Consumer Sciences Knowledge Bowl
- provide direction for the future of Competitive Events
- serve as possible resources for Competitive Events at National Annual Conference and National Fall Conference

The advisory team meets twice a year, in the summer during National Annual Conference and in the winter, when funding permits. When funding is available, expenses are currently covered for the winter meetings; however, advisory team members are responsible for their own expenses to the summer meetings, held during National Annual Conference.

Advisory team members serve a two-year term, with the exception of the state adviser representative, who serve a three-year term. Effort is made to have representation on the CEAT from all membership regions. The selection procedures follow:

- Non-NEC student members must currently be in grades 9-11 at the time of application.
- Chapter advisers and non-NEC student members must be nominated by their state adviser.
- State advisers/state staff may nominate themselves.
- All individuals interested in becoming an advisory team member must sign the nomination form.
- Those selected must be willing and able to attend the National Annual Conference (at their own expense) and the Winter meeting during the years they serve on the advisory team.
- Those selected must remain in good standing in the position they were selected to represent (dues-paying member, chapter adviser or state adviser) for the duration of their term. Members whose status changes during their term or cannot fulfill their commitment to the committee must resign from the team and a replacement will be selected.

The Competitive Events Advisory Team provides recommendations to the National Staff.

## **2. Event Names, Rule Consistency, and Participation**

When offering nationally sponsored Competitive Events at the state, regional or local level, event names should be consistent with the names of the national event. In addition, event guidelines and rules should be consistent with those of all national events.

The basis for Competitive Event participation, event name, rule consistency, and due process are contained in the *Competitive Events Guide* which is posted on the FCCLA portal.

## **3. Competitive Events Participation**

Students are not to be permitted to compete on a local or state level until they are an affiliated member. Delegates, Competitors, and National Officer Candidates attending the National Annual Conference must register to attend the entire conference and stay within the official meeting/conference hotel block for the length of the conference. In

extenuating circumstances, a written waiver may be submitted via the State Adviser to National Staff for consideration.

#### **4. Competitive Events Accommodation Policy**

FCCLA members with disabilities as properly identified by a valued team of professionals (such as an IEP team, Section 504 coordinator, certified psychologist, physician) will be reasonably accommodated in national events. Participants who require accommodation in their event should indicate a special needs request during the national event registration with a minimum of 30 days advance of event notice. A national staff member will contact the adviser to determine the best process for the participant. For regional/district/state competitions, please contact the state adviser.

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## Section XII. National Competitive Events APPROVAL/REVISIONS

Section XII.A.1.	APPROVED	January 1990
	REVISED	February 2002; January 2009; February 2012; July 2012; January 2013; October 2014; October 2019; July 2020
Section XII.A.2.	APPROVED	July 1991
	REVISED	January 2009; February 2012; October 2019
Section XII.A.3.	APPROVED	July 2012
	REVISED	July 2017, September 2018; July 2020
Section XII.A.4.	APPROVED	September 2018
	REVISED	October 2019; July 2020

## **XIII. Meetings**

### **A. National Annual Conference**

#### **1. National Annual Conference Packets**

Items placed in the registration packets must be approved by the Communications and Partnership Senior Manager.

#### **2. Voting Delegates**

The number of voting delegates is determined by the number of affiliated members as outlined in the Bylaws.

The number of affiliated members as of May 31 will be tallied in June and distributed to the states within 15 days prior to the National Annual Conference by the National headquarters staff.

#### **3. Official Hotels**

FCCLA contracts with hotels in cities where the nationally sponsored meetings are held. Room rates and cost of meeting space are based on an anticipated room pick-up. It is important that FCCLA state associations stay within the official meeting/conference hotel block when attending the meeting/conference.

Attendees not staying within the official meeting/conference hotel block will be assessed a \$125 fee per registration. This policy will not be implemented once the hotel block is completely sold out. Availability of a preferred room type will not provide an exemption from this policy.

Only registered conference attendees are eligible to take advantage of the FCCLA negotiated conference room rates within the FCCLA housing block dates. To accommodate FCCLA members and for the safety of all attendees, every guest staying within the FCCLA conference block must be registered for the conference.

Delegates, Competitors, and National Officer Candidates attending the National Annual Conference must register to attend the entire conference and stay within the official meeting/conference hotel block for the length of the conference. In extenuating circumstances, a written waiver may be submitted via the State Adviser to National staff for consideration.

#### **4. National Annual Conference Sites**

The time and place of the National Annual Conference shall be determined by the national staff upon consultation and approval by the National Board of Directors. The purpose of the conference shall be to transact business of the organization.

## 5. National Fall Conference Sites

The locations for the National Fall Conference meeting sites will be approved by the National Board of Directors.

## 6. National Fall Conference and Capitol Leadership Dress Code

- FCCLA Red blazer is encouraged
- Red, black, or white polo or professional white shirt (long or short sleeves)
- Black bottoms (slacks, skirt, sheath dress)
- Shoes (black preferred)
- Jeans, t-shirts, athletic wear are NOT acceptable

### **Advisers/ Chaperones/ Guests**

- Business professional
- Jeans, t-shirts, athletic wear are NOT acceptable

Skill Demonstration participants are expected to adhere to the published dress code. For participation in competition, follow event specifications for dress, and wear appropriate clothing for the nature of the presentation. If attending conference activities prior to or immediately after a presentation, be prepared to change into clothing that meets the conference dress code.

## 7. National Annual Conference Dress Code

### MANDATORY ATTIRE FOR: GENERAL SESSIONS | BUSINESS SESSION | EXHIBITS | WORKSHOPS | STAR EVENTS RECOGNITION SESSIONS

- Professional white or black shirt
- Neckwear options can include the neckwear from the official emblematic supplier, black or red tie, black or red bow tie, single strand of pearls, red black, and/or white scarf, or no neckwear
- Black bottoms (slacks, skirt, sheath dress)
- Shoes (black preferred)
- FCCLA Red Blazer
- Jeans, t-shirts, athletic wear are NOT acceptable

*Exception: Culinary Arts participants are welcome to wear their Chef's Attire during the STAR Events Recognition Sessions.*

#### **Advisers/ Chaperones/ Guests**

- Business professional
- Jeans, t-shirts, and athletic wear are NOT acceptable
- Guests for the STAR Events Finalist Recognition Session are encouraged to wear business professional attire and adhere to the chaperone and adviser dress code standards.

STAR Events participants are expected to adhere to the published dress code for participation in competition, follow event specifications for dress, and wear appropriate clothing for the nature of the presentation. If attending conference activities prior to or immediately after a STAR Events presentation, be prepared to change into clothing that meets the conference dress code.

#### **All Attendees**

- School-approved casual slacks, shorts, jeans, t-shirts, athletic wear and tennis shoes



## Section XIII. Meetings APPROVAL/REVISIONS

Section XIII.A.1.	APPROVED REVISED	January 1989 January 2009; July 2020
Section XIII.A.2.	APPROVED REVISED	July 1991 February 2002; July 2013; October 2019
Section XIII.A.3.	APPROVED REVISED	July 2001 January 2009; October 2019; July 2020
Section XIII.A.4.	APPROVED REVISED	January 2003 February 2012; October 2019
Section XIII.A.5.	APPROVED REVISED	January 2013 October 2014; October 2019
Section XIII.A.6.	APPROVED REVISED	July 2011 September 2015, May 2017, October 2017; October 2019, August 2022
Section XIII.A.7.	APPROVED REVISED	May 2017 September 2018; October 2019; July 2020; August 2023

## **XIV. APPENDIX A – Vendor Agreement Form**

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**XV. APPENDIX B – Business and Industry Representative Nomination Form**

**FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA, INC.**  
Nomination Form  
Business and Industry Representative to the National Board of Directors

*Must be emailed to national headquarters no later than May 1.*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\*\*\*\*\*

Please describe, in 300 words or less, what the candidate can contribute to the organization through the National Board of Directors.

The following criteria will be used by the committee, with the maximum number of points assigned to each shown in parenthesis.

- What candidate can contribute to National Board of Directors (50)
- Experience on other Boards of Directors (10)
- Knowledge of FCCLA (10)
- What organizations, networks and access to resources does this candidate have that could be utilized with FCCLA for future resource development or partnership development (20)
- Evidence of desire to serve and be an asset to the National FCCLA organization (10)

The Board representative will be determined by a simple majority vote of the Board (candidate with the most votes is elected).

\_\_\_\_\_  
Name of Person Making Nomination

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

*I agree to have my name placed in nomination as a business and industry representative to the National Board of Directors of Family, Career and Community Leaders of America, Inc.*

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

## **XVI. APPENDIX C – Local Adviser Rep. Information and Application Form**

### **LOCAL ADVISER REPRESENTATIVE TO THE NATIONAL BOARD OF DIRECTORS**

#### **INFORMATION SHEET**

#### **ELIGIBILITY**

Candidates must have been a local chapter adviser for at least two years, and must currently be serving as a local chapter adviser affiliated with the national organization. In addition, they must be a member of two of the following professional organizations: ACTE, AAFCS, FCSEA, or other related professional educational groups and must attend the national conference at which they are a candidate for election. Advisers who represent combined FCCLA chapters are eligible to run for either position.

#### **CRITERIA**

The Nominating Committee of the National Board of Directors will screen applications and select the final candidates to be voted on by local advisers attending the National Annual Conference.

The following criteria will be used, with the maximum number of points assigned to each category shown in parenthesis:

1. What can the candidate contribute to the National Board of Directors as an FCCLA adviser in these categories? (30)
  - Knowledge of the organization
  - Career and Technical Student Organizations
  - Leadership
  - Program development
  - Administration
  - Finance
  - Personnel management
  - Non-Profit organization management
  - Media and marketing
  - Resource development and fundraising
  - Work in public policy development
2. What experiences does the adviser have in developing a local chapter program of work? What projects and programs has the adviser been facilitating at the local level? (15)
3. What experiences does the adviser have in regional, state or national events and programs? (20)

4. What experiences does the candidate have on any community Board/or community involvement or other leadership opportunities working with organized Boards of Directors? (10)
5. What experiences does the candidate have in FCCLA State association or state events? (10)
6. List professional association memberships and include any offices held in these associations. (A dues receipt or some type of membership proof must be included with the application.) (5)
7. Describe the candidate's involvement as a teacher; include programs and implementation at the local level as well as any state involvement in developing programs, etc. (10)

The applicant is to include with this application, at least three letters of support, one from the school principal, one from a state adviser or state education staff member, and one from a community leader.

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**LOCAL ADVISER REPRESENTATIVE  
TO THE NATIONAL BOARD OF DIRECTORS  
APPLICATION**

*Must be emailed to National Headquarters no later than May 1.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
School Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Years of experience as a teacher: \_\_\_\_\_ Years of experience as an adviser: \_\_\_\_\_

\*\*\*\*\*

The following criteria will be used, with the maximum number of points assigned to each category shown in parenthesis.

1. What can the candidate contribute to the National Board of Directors as an FCCLA adviser in these categories? (30)
  - Knowledge of the organization
  - Career and Technical Student Organizations
  - Leadership
  - Program development
  - Administration
  - Finance
  - Personnel management
  - Non-Profit organization management
  - Media and marketing
  - Resource development and fundraising
  - Work in public policy development
  
2. What experiences does the adviser have in developing a local chapter program of work? What projects and programs has the adviser been facilitating at the local level? (15)
  
3. What experiences does the adviser have in regional, state or national events and programs? (20)
  
4. What experiences does the candidate have on any community Board/or community involvement or other leadership opportunities working with organized Boards of Directors? (10)

5. What experiences does the candidate have in FCCLA State association or state events? (10)
6. List professional association memberships and include any offices held in these associations. (A dues receipt or some type of membership proof must be included with the application.) (5)
7. Describe the candidate's involvement as a teacher; include programs and implementation at the local level as well as any state involvement in developing programs, etc. (10)
8. Include with this application, at least three letters of support, one from the school principal, one from a state adviser or state education staff member, and one from a community leader.

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Signature of Candidate

Date

**XVII. APPENDIX D – Secondary School Administrator Rep. Application**

**FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA, INC.**

Nomination Form  
Secondary School Administrator Representative  
to the National Board of Directors

*Must be emailed to National Headquarters no later than May 1.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\*\*\*\*\*

Please describe, in 300 words or less, what the candidate can contribute to the organization through the National Board of Directors.

The following criteria will be used by the committee, with the maximum number of points assigned to each shown in parentheses.

- Must be currently employed as a secondary school administrator as defined by Every Student Succeeds Act (ESSA) or a district level CTE Administrator
- What candidate can contribute to the National Board of Directors (50)
- Experience on other Boards of Directors (10)
- Knowledge of FCCLA (10)
- Demonstrate an understanding of the larger political, social, economic, legal, and cultural contexts that affect schools at a local level (20)
- What evidence of desire to serve and be an asset to the national FCCLA organization (10)

The Board representative will be determined at national conference by a simple majority vote of the National Board of Directors (candidate with the most votes is elected).

\_\_\_\_\_  
Name of Person Making Nomination                      Email  
  
\_\_\_\_\_  
Date    Phone

**OR**

Self-nomination

*I agree to have my name placed in nomination as a secondary school administrator representative to the National Board of Directors of Family, Career and Community Leaders of America, Inc.*

\_\_\_\_\_  
Signature of Candidate    Date



## XVIII. APPENDIX E – Code of Ethics

### National FCCLA Code of Ethics

As a Board of Directors member, I will –

- listen carefully to my teammates, and those served by the Board,
- respect the opinion of other Directors,
- respect and support the majority decisions of the Board,
- recognize that all authority is vested in the Board when it meets in legal session and not with individual Board members,
- keep well informed of developments that are relevant to issues that may come before the Board.
- participate actively in Board meetings and actions,
- call to the attention of the Board any issues that I believe will have an adverse effect on the Board and those we serve,
- attempt to interpret the needs of beneficiaries of the Board and interpret the action of the Board to its beneficiaries,
- refer complaints to the proper level on the chain of command,
- vote to appoint the best possible person to manage the Board,
- represent all the beneficiaries of the Board and not a particular geographic area or special interest group,
- do my best to ensure that the Board is well maintained, financially secure, growing, and always operating in the best interests of its beneficiaries,
- always work to learn more about my role and how to do it better,
- declare any conflict of interest between my personal life and my position on the Board,
- and avoid voting on issues that appear to be a conflict of interest.

As a Board of Directors member, I will not –

- be critical, in or outside of the Board meeting, of other Directors or their opinions,
- use the Board or any part of the Board for my personal advantage or the personal advantage of my friends or relatives,
- discuss the confidential proceedings of the Board outside the Board meeting,
- promise prior to a meeting how I will vote on any issue in the meeting, nor
- intervene with duties of the Executive Director or undermine the Executive Director's authority.

*I have read and am familiar with the Board policy concerning code of ethics. I agree to abide by the code of ethics as a Board of Directors member.*

---

Board of Director's Signature

---

Date

## **XIX. APPENDIX F – Conflict of Interest Statement**

Directors have a duty to subordinate personal interests to the welfare of the national organization and those we serve. Conflicting interests can be financial, personal relationships, status, or power.

Directors are prohibited from receiving gifts, fees, loans, or favors from suppliers, contractors, consultants, or financial agencies, which obligate or induce the Director to compromise responsibilities to negotiate, inspect or audit, purchase or award contracts, with the best interest of the national organization in mind.

Directors are prohibited from knowingly disclosing information about the Board/national organization to those who do not have a need to know or whose interest may be averse to the national organization, either inside or outside the Board. Nor may Directors in any way use such information to the detriment of the national organization or to the benefit of other organizations (ie other CTSOs).

Directors may not have a significant financial interest in any property which the national organization purchases, or a direct or indirect interest in a supplier, contractor, consultant, or other entity with which the national organization does business.

Since it is not possible to write a policy that covers all potential conflicts, Directors are expected to be alert for and avoid situations which might be construed as conflicts of interest.

Any possible conflict of interest on the part of any Director should be disclosed to the other Directors and made a matter of record, either through an annual procedure or when the interest becomes a matter of Board action.

Any Director having a conflict of interest or possible conflict of interest should not vote or use their personal influence on the matter, and should not be counted as part of a quorum for the meeting. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting and the quorum situation.

These restrictions should not be construed as preventing the Director from briefly stating their position in the matter, nor from answering pertinent questions of other Directors, since their knowledge could be of assistance in the deliberations.

*I have read and am familiar with the Board policy concerning conflict of interest, and I have initialed the line opposite the appropriate paragraph below.*

- During the past year, neither I, nor to the best of my knowledge, any member of my family has had an interest or taken any action which would contravene the policy of this Board.
- During the past year, neither I, nor to the best of my knowledge, any member of my family has had an interest or taken any action which would contravene the policy of this Board, except such interest or action fully disclosed below:

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Board of Director's Signature

---

Date

## XX. APPENDIX G – Board of Directors Confidentiality Agreement



### FCCLA National Board of Directors Confidentiality Agreement

As a Director of the National Board of Directors, I acknowledge the importance of confidentiality with respect to the affairs of the Board/National organization. In light of this acknowledgement, I agree to keep confidential, during and after service on the Board, all confidential information acquired pertaining to the Board/National organization and any related activities in the course of membership on the Board.

I particularly recognize the sensitivity of information regarding capitol decisions, real estate purchases, decisions regarding closures, mergers and other strategic plans that may have impact on FCCLA's competitive position relative to other organizations.

I agree that this confidentiality agreement includes, but is not limited to:

- Information pertaining to performance of the Executive Director/other employee(s) including evaluation data.
- Issues related to the Board's legal, moral and regulatory responsibility for the oversight of statistical data, risk management information and litigation information, and reviews of attitudes and opinions from those who work for the national organization.
- Reports, discussion, and data shared with the Board that are not released for public information.

I understand that it is the Board Chairs' responsibility to address infractions of confidentiality by an individual Director and take action to remedy the problem. I also understand that if infraction of confidentiality by an individual Director continues, it is the expectation that the Board Chair will ask for the resignation of the individual Director who has violated this confidentiality agreement.

*I understand the confidentiality agreement, agree to abide by it, and agree to resign my Director position if requested by the majority vote of the Board of Directors for any confidentiality infraction.*

\_\_\_\_\_  
Board of Director's Signature

\_\_\_\_\_  
Date

## **XXI. APPENDIX H – Whistleblower Policy**

The Family, Career and Community Leaders of America Code of Ethics and Conduct (“Code”) requires directors, and officers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As Board members and representatives of FCCLA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

It is the responsibility of all directors, and officers to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No director, or officer who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable Board members and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

The code addresses the organization’s open door policy and suggests that directors share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the Board Chair is in the best position to address an area of concern. However, if you are not comfortable speaking with the Board Chair or you are not satisfied with the Board Chair’s response, you are encouraged to speak with the Past Chair. Board members are required to report suspected violations of the Code of Conduct to the Organization’s Chair of the Board of Directors who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the organization’s open door policy, individuals should contact the Past Chair or Vice Chair.

The Chair of the Board is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at their discretion, shall advise the Board Officers and/or the audit committee. The Chair has direct access to the audit committee of the National Board of directors and is required to report to the audit committee at least annually on compliance activity.

## XXII. APPENDIX I – Document Retention and Destruction Policy

FCCLA will retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference, or to comply with contractual or legal requirements, or for other purposes as described below. The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained to ensure that records that are no longer needed or of no value are discarded at the appropriate time.

**Permanent Retention:** Records that are permanent or essential shall be retained and preserved indefinitely.

**Current Records:** Record for which convenience, ready reference or other reasons are retained in the office space and equipment of the association.

<b>Institutional and Legal Records</b>	<b>Minimum Requirement</b>
Articles of Incorporation	Permanent
By-Laws	Permanently
Minutes	Permanently
Tax Exemption Documents	Permanently

<b>Employee Payroll Files</b>	<b>Minimum Requirement</b>
Wage or Salary History	7 Years
Salary or Current Rate of Pay	7 Years
Payroll Deductions	7 Years
Time Cards or Sheets	7 Years
W-2 Forms	7 Years
W-4 Forms	7 Years
Garnishments	Termination Plus 1 Year

<b>Employee Personnel Files</b>	<b>Minimum Requirement</b>
Employment Application or Resume	Termination Plus 1 Year
Employment History	Termination Plus 1 Year
Beneficiary Designation	Until Employee Termination
Medical Records	Until Employee Termination
Promotions	Termination Plus 1 Year
Attendance Records	7 Years
Employee Evaluations	7 Years
Disciplinary Warnings and Actions	7 Years
Layoff or Termination	7 Years
I-9 Forms	7 Years after Termination
Employee Accident Reports	7 Years
Retirement Benefits	Life of the Employee
Disability Records	Life of the Employee

<b>General Files</b>	<b>Minimum Requirement</b>
<b>Pension/Retirement Plans</b>	7 Years after Termination
<b>Contracts</b>	7 Years
<b>Liability Insurance</b>	Permanent
<b>Insurance Claims</b>	7 Years
<b>Court Records</b>	Permanent

<b>Capital Property &amp; Facilities Records</b>	<b>Minimum Requirement</b>
<b>Property Records</b>	Current Plus 7 Years
<b>Inventory</b>	Current Plus 7 Years
<b>Depreciation Schedules</b>	Current Plus 7 Years
<b>Long Term Debt Records</b>	Current Plus 7 Years
<b>Property Improvement Records</b>	Current Plus 7 Years
<b>Building Permits</b>	Current Plus 7 Years
<b>Building Plans and Specifications</b>	Permanent
<b>Office Layout</b>	Permanent
<b>Zoning and Operating Permits</b>	Permanent
<b>Maintenance Records</b>	Permanent
<b>Property Insurance</b>	7 Years

<b>Financial Records</b>	<b>Minimum Requirement</b>
<b>Form 990 and 990T with Support</b>	Permanent
<b>Accounts Receivables</b>	7 Years
<b>Original AP Invoices</b>	7 Years
<b>Expense Reports</b>	7 Years
<b>1099 &amp; Sales and Use Tax Reports</b>	7 Years
<b>AP Check Register</b>	7 Years
<b>Bank Statements</b>	7 Years
<b>Deposit Records</b>	7 Years
<b>Bank Reconciliations</b>	7 Years
<b>Cancelled Checks</b>	7 Years
<b>General Ledgers</b>	7 Years
<b>Journal Entries</b>	7 Years
<b>Annual Audited Financials</b>	Permanent

## XXIII. APPENDIX J – Affiliation Invoice Removal/Adjustment Request Form

This form is to be used to request the removal and/or adjustment of an affiliation related invoice with the Family, Career and Community Leaders of America, Inc. (FCCLA). This request must be submitted to your state adviser with a copy to FCCLA no later than 30 days after the invoice has been created. The form will then need to be signed and submitted to FCCLA by your State Adviser within ten (10) business days of receipt.

Note: A request to void a "partial affiliation invoice" may be considered after the 30 day grace period for first-year advisers only.

Submission of this form does not guarantee the submitted invoice will be forgiven; the request will be evaluated based on the criteria listed below:

State: \_\_\_\_\_ Chapter Name: \_\_\_\_\_  
Chapter ID: \_\_\_\_\_ Affiliation/Invoice Date: \_\_\_\_\_  
Invoice No.: \_\_\_\_\_ Name of Chapter Adviser: \_\_\_\_\_  
Amount requested to be waived: National: \_\_\_\_\_ State: \_\_\_\_\_

Is this the first time the Chapter Adviser is registering a chapter: Yes No

Please describe the reason for the invoice removal/adjustment request in detail:

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**Chapter Adviser:** By signing below, you confirm the information presented above is accurate to the best of your knowledge and FCCLA should use this information to assess the basis for removal of your Affiliation invoice. Additionally, if an invoice is removed, you provide FCCLA with the authorization to resubmit your invoice reflecting the correction described above.

**State Adviser:** By signing below, you confirm that the information presented above is accurate to the best of your knowledge.

The State is willing to waive:

\$ \_\_\_\_\_ All (Total Amount)/or:  
\$ \_\_\_\_\_ Portion (Amount) of the state's affiliation dues

\_\_\_\_\_  
State Adviser Signature and Date

\_\_\_\_\_  
Chapter Adviser Signature and Date

\_\_\_\_\_  
Print Name – State Adviser

\_\_\_\_\_  
Print Name – Chapter Adviser

## Appendix

### APPROVAL/REVISIONS

A.	APPROVED	October 2014
	REVISED	October 2019; July 2020
	REMOVED	August 2022
B.	APPROVED	October 2014
	REVISED	October 2019; July 2020
C.	APPROVED	October 2014
	REVISED	July 2020
D.	APPROVED	October 2014
	REVISED	July 2020; August 2023
E.	APPROVED	October 2014
	REVISED	July 2020
F.	APPROVED	October 2014
	REVISED	September 2018; July 2020
G.	APPROVED	October 2014
	REVISED	October 2019
H.	APPROVED	October 2014
	REVISED	October 2019
I.	APPROVED	October 2014
J.	APPROVED	November 2018