**2024-2025 IOWA STATE/NATIONAL OFFICER ELECTIONS**

Member commitment and involvement are vital to the health of any organization. Taking a leadership role beyond the chapter level provides opportunities for improving leadership skills, personal growth, meeting new people, travel, and involvement, being a spokesperson for FCCLA, and helping the organization reach its goals. Members wishing to run for state or national office must be enthusiastic, knowledgeable about FCCLA, energetic, innovative, futuristic, and committed to the organization.

**REGULATIONS FOR SUBMITTING OFFICER QUALIFICATIONS**

1. Candidates must be listed as a member of a chapter that is affiliated at all levels with dues payment processed by the national office on or before March 1.

2. Each affiliated chapter may run two candidates for state office and two as National Officer Candidates.

3. Officer Qualification Forms must be submitted via the official online submission form by February 23, 2024 by 11:59 pm. <https://iowafccla.wufoo.com/forms/qqn7las0yb2caq/>

4. Applications must be typed and completed in detail. Handwritten applications will NOT be accepted. Any application that does not include ALL of the required components will be considered INCOMPLETE and the candidate will NOT be eligible for the ballot.

5. Since the Officer Qualification Form may be reproduced for the use of the voting delegates, be sure all words are spelled correctly, and the form is neat in appearance. All personal information will be redacted prior to distribution.

6. Before completing the Officer Qualification Form, make sure that you meet the qualifications for the office you are seeking as stated in the bylaws.

**STATE OFFICERS MUST**:

1. Candidates who currently serve as a state officer, may run again, if they still meet eligibility.

2. Be academically eligible and in compliance with good conduct according to local school

policy.

3. Must be a current freshman, sophomore or junior in high school.

4. Have completed, or in the process of completing, coursework in an approved family and consumer sciences

program. This coursework may be a combination of middle and high school courses.

5. Be vitally interested in family and consumer sciences education or family and consumer sciences and human

services related occupations.

6. Demonstrate outstanding qualities of leadership.

7. Be familiar with and follow correct parliamentary procedures.

8. Show evidence of ability to work well with a group or with individuals.

9. Have the approval and support of parents or guardians, local chapter, local adviser, and local school

administration.

10. Keep open communication with executive council members, state staff and Iowa FCCLA Board of

Directors.

11. Be responsible for planning, organizing, and promoting the national and state projects at a local, district,

and state levels.

**NATIONAL CANDIDATES MUST:**

 1.Currently be an active member in an affiliated chapter and has been an active member in good standing

for at least one year.

2. Completed a minimum of one year of family and consumer sciences classes.

3. Have a scholastic rating above average. (National officer candidates must have a minimum 3.0

GPA (non-weighted), cumulative for the past 3 semesters)

4. Have shown leadership ability in responsibilities above the chapter level.

5. Have the approval and support of parents or guardians, local chapter, local adviser, and local

school administration.

6. Approval of the state association.

7. Is not a present or former member of the National Executive Council

**APPLICATION CHECKLIST:**

◻ Officer Qualification Form

◻ Official Transcript

◻ Officer Candidate Signature Page

◻ Officer Candidate Calendar of Required Events

◻ State Officer Standards Policy

◻ Social Media Form

◻ Internet Permission Form

◻ Officer Position Ranking Sheet

***PLEASE MAKE A COPY OF THIS APPLICATION BEFORE WRITING ON IT!!***

**IOWA STATE/NATIONAL OFFICER CANDIDATE ELECTION PROCEDURES**

Congratulations on taking the step toward expanding your leadership skills by running for a state or national officer position! Elections will take place at the State Leadership Conference. Until that time, you will be known as a State Officer Candidate. Officer positions will be determined following elections.

**Terms to know:** SEC- State Executive Council

SOC- State Officer Candidates

SOCA- State Officer Candidate Adviser

SECA-State Executive Council Adviser

**KNOWLEDGE TEST:**

All candidates will take a 50-question FCCLA Knowledge Test. **All** candidates must take the test online during the week of March 4-8, 2024. An email will be sent following the application deadline to candidates and advisers with specific information. You will be notified of your test score at the state conference if you chose to know.

The knowledge test will come directly from the Iowa FCCLA Officer Candidate Study Guide. You should study these materials well — it will help prepare you for your term in office. Study guide will be sent to candidates on Feb. 24, 2024.

**ONLINE STATE/NATIONAL OFFICER CANDIDATE/ADVISER ORIENTATION:**

Candidates and their advisers will participate in a candidate orientation on Wednesday, March 6, 2024 at 4 PM. This will be your opportunity to ask any questions you may have about the elections process and get information about the potential year ahead. This will also be an opportunity to meet other candidates and advisers.

**ONSITE ORIENTATION AND NETWORKING:**

The onsite orientation and networking will provide you with any additional information you need onsite as well as allow you to network with fellow candidates. This will be at 3 PM on Sunday, March 17, 2024.

A major responsibility of working on the State Executive Council is working as part of a team to make decisions for the organization. Candidates should possess qualities that make them an effective part of this process. Many styles are valuable and will help make a group successful. Candidates should anticipate working with fellow candidates to solve a problem or challenge. This activity will be open to officer candidates only.

**OPENING SESSION:**

During the Opening General Session, all conference delegates will have the chance to see all of the SOCs. You will introduce yourself by giving your name, the name of your FCCLA chapter, and district. Rehearsal for Opening Session will take place on Sunday after the orientation and networking session.

**OFFICER CANDIDATE MEET AND GREET:**

On Monday, March 18, at 12 PM in Exhibit Hall, students will have the opportunity to meet and interact with all SOCs. Student delegates may wish to ask candidates questions to get to know them or test their FCCLA knowledge. There will be adults monitoring this session to ensure that candidates are not campaigning and to ensure that student delegates are asking relevant and appropriate questions.

**BUSINESS AND RECOGNITION SESSION:**

During the Business and Recognition General Session on Monday evening, all conference delegates will have the opportunity to see the State and National Officer Candidates in action. You will be allowed to give a speech up to 2 minutes in length. Following this speech, you will then be asked a series of 2 situational questions. Rehearsal for the Business and Recognition session will take place on Monday.

The SOCs will be presented to the delegation individually. You will be introduced to the delegation by a current state officer. Once you begin your speech, a green sign will be raised by an appointee. This means that your two minutes have begun. A yellow warning sign will be raised when there are 30 seconds left. At the two minute mark, a red sign will be raised by the appointee. At this point, you may finish your thought or sentence, but not the remainder of your speech. After your speech has been finished, a current state officer will then ask you your 2 questions. After answering these questions, you will then be escorted into a holding room.

After the Business and Recognition Session is finished and the polls are closed, all final points will be calculated. Candidates will be ranked from highest score to lowest score. The top 10 candidates will be selected as the incoming State Executive Council. The National Officer Candidate(s) (up to two) with the highest number of votes will be selected as Iowa’s National Officer Candidate(s).

If the National Officer Candidate(s) are not elected to a national office they will remain on the State Executive Council as National Liaison(s) for the remainder of the year.

**MISCELLANEOUS:**

Note that all candidates that are elected to fill a State or National Officer position will take place in the Installation ceremony during the Closing General Session on Tuesday morning. Candidates must meet the approved conference dress code at all times. Candidates should wear black pants and a white oxford for all official elections activities. Of course, the red blazer is always appropriate.

The individual(s) elected as National Officer Candidate(s) will receive additional paperwork to complete for the National Leadership Conference after State Leadership Conference.

**Pointers:**

• Keep your speech on the title/topic requested.

• Practice with family, friends, and teachers on speech and answering situational or ice-breaker style questions. The more practice you have, the easier it becomes.

• Campaigning is not permitted. Asking someone to vote for you (verbally, with signs, social media, etc.) is campaigning and is not allowed (this includes other members as well). Violations in this area are taken very seriously and may result in disqualification.

• Dress conservatively for the conference, making sure your attire meets the dress code requirements. The dress code can be found at www.iowafccla.org.

• Further rules, processes, and regulations can be found in the bylaws and handbooks. SOCs should make sure to read all information provided in mailings and posted online.

We wish you the best of luck as you prepare for the Iowa FCCLA State Leadership Conference elections. If you need any help or information, please contact the Executive Director.

**This will change with schedule!!!!!!!!!!!!!!!!**

**Iowa FCCLA State Leadership Conference**

**SOC SCHEDULE**

**SUBJECT TO CHANGE**

**(Locations will be provided prior to SLC)**

**PRIOR TO SLC**

March 4-8, 2024 - Knowledge Test

March 6, 2024, 4-4:45p.m. Online Candidate and adviser orientation

**SUNDAY, MARCH 17, 2024**

3 PM – State officer candidate orientation and networking - Room 304

4 PM - Opening General Session Rehearsal

5:00 p.m. – 6:30 p.m. SEC and SOC Dinner

8 p.m. – 9:00 p.m. Opening General Session

 11:00 p.m. Curfew – In rooms and quiet

**MONDAY, MARCH 18, 2024**

Before 8:00 a.m. Breakfast

11:00 a.m. – Noon Lunch

Noon – 1:00 p.m. Officer Candidates Meet and Greet in Exhibit Hall

1:30 – 3:30 p.m. Business and Recognition Session Rehearsal

6:30 p.m. – 8:00 p.m. Business and Recognition Session

8:30 p.m. – 10:00 p.m. Special Event

11 PM - Letter Drop

 12:00 p.m. Curfew – in rooms and quiet

**TUESDAY, MARCH 19, 2024**

6:45 a.m. – 2024-2025 NEW State officer breakfast and position selection

8:00 – 9:00 a.m. Installation Practice for newly elected officers

11:00 a.m. – Noon Closing General Session

**Campaigning and Unfair Advantage Policy**

**Iowa FCCLA State Leadership Conference**

Candidates must be in business casual or professional attire as stated in the state approved dress code to run for a state or national office. Campaigning, which includes but is not limited to, soliciting/asking for votes, verbal word of mouth, and distribution or posting of printed materials in support of the candidate or bearing the candidate’s name, including business cards, fliers, posters, and any material that would give the candidate an unfair advantage shall not be allowed by candidates or their supporters.

During official elections activities, all officer candidates are prohibited from using electronic devices (cell phones, etc.) The purpose of this policy is to prohibit communication between officer candidates, spectators, voting delegates, or resources which might give the candidate an unfair advantage during the election process.

If a member or chapter adviser of Family, Career and Community Leaders of America feels that an officer candidate has violated one or both policies, such violation must be reported, in writing, to the Executive Director at the State Leadership Conference. Alleged violations must be reported prior to the close of the voting process. This allegation will be investigated by the members of the Nominating Committee and Executive Director and may lead to disqualification. The decision to disqualify shall be determined by the Executive Director and attending members of the Board of Directors. The decision of the Board and Executive Director is final. (using first person language is not itself considered campaigning.)

In the event of the disqualification of all National Officer Candidates the position will remain vacant.

**IOWA ASSOCIATION FCCLA**

**STATE OFFICER QUALIFICATION FORM**

Name: Grade: District:

 \_\_\_\_\_Male \_\_Female \_\_\_\_\_Non-binary Chapter ID Number:

I am running for the position of (Check only one):

\_\_\_\_\_ State Officer Candidate \_\_\_\_\_National Officer Candidate

School Name:

School District:

Home Address:

(City) (Zip Code)

Home Phone

Mobile Phone

E-mail address

Name of Local Adviser

Adviser's Home Address:

Adviser's Home Phone:

 Mobile Phone:

Adviser’s Email:

1. Participation and offices held in FCCLA and contributions to family and consumer sciences (possible items include participation in Peer Education, competitive events, and conferences/events attended):

2. Give examples of how you have demonstrated leadership experiences and leadership qualities through FCCLA:

3. Participation in school (list major activities and organizations in which involved), community activities, job experiences.

4. \*\*I have completed \_\_\_\_\_\_\_\_\_ semesters of FCCLA membership.

\*\*I have satisfactorily completed \_\_\_\_ semester(s) OR \_\_\_\_\_\_\_\_ trimester(s) of family and consumer sciences instruction at the middle and/or high school level.

\*\*Does NOT include the current semester/trimester; quarter classes or classes less than a full semester/trimester should be indicated with .5

**OFFICER CANDIDATE**

**SIGNATURE PAGE**

By signing below, we the undersigned, support and approve the candidate in their decision to pursue a state and/or national officer position, we also have been made aware of and support the following:

• I have read the Officer Qualification Information and Application

• I have read the qualifications listed in the state bylaws and agree that the candidate meets the

qualifications for the position they are seeking

• I have read and agree to follow the campaigning policy

• It will be necessary for officers to participate in meetings on school days and be away from home

• Advisers are responsible for supporting the candidate and are to assist the officers in completing their duties including, but not limited to, attending/chaperoning events.

**ALL SIGNATURES REQUIRED IN INK**

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**OFFICER CANDIDATE**

**CALENDAR OF REQUIRED EVENTS**

There are several events that are required during the term of a State Officer. Below is a list of those events and the current dates or anticipated month. **Dates are subject to change. Other meetings may be called to accommodate business that needs to be conducted.**

This document must be signed and submitted with the officer application to be eligible to run for a state or national officer position. It will not be distributed as part of the packet for officer elections. Failure to agree to these dates will disqualify a participant.

Iowa FCCLA State Leadership Conference, Cedar Rapids, Iowa: March 17-19, 2024

Keystone AEA - Leadership meeting - April 17-18, 2024 (more information on this at a later date!)

April/May meeting to begin process of National, determine state theme, leadership, etc. - TBD

Iowa CTSO Training - Okoboji Iowa: June 7, 8, and 9, 2024.

Iowa Family and Consumer Sciences Educators (IFCSE) and IACTE Conference - Ames and Ankeny, June 16-19, 2024. (More information on this as details become clearer.)

FCCLA National Leadership Conference, Seattle, Washington, June.

A fun trip in late July/early August to begin planning for IFCSE, fall rally, and state conference.

Iowa FCCLA Fall Leadership Conference, TBA (October 2024)

Day at the Capitol, Des Moines, IA: TBA (February 2025)

Iowa FCCLA State Leadership Conference, Cedar Rapids: March 22-25, 2025

Various zoom meetings throughout the months to plan/do leadership training, etc. TBD

**ALL SIGNATURES REQUIRED IN INK**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Officer Candidate) (Print) (Officer Candidate) (Signature) (Date)

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (School Administrator) (Print) (School Administrator) (Signature) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent or Guardian) (Print) (Parent or Guardian) (Signature) (Date)

**STATE OFFICER CANDIDATE**

**OFFICE PREFERENCE**

Please rank the following officer positions in the order of preference. This information will help when selecting positions. Please read the included information on each of the officer positions to help give you additional information on responsibilities.

\_\_\_\_\_\_\_\_\_ President

\_\_\_\_\_\_\_\_\_ First Vice-President

\_\_\_\_\_\_\_\_\_ Vice-President of Development

\_\_\_\_\_\_\_\_\_ Vice-President of Public Relations

\_\_\_\_\_\_\_\_\_ Vice-President of Community Service

\_\_\_\_\_\_\_\_\_ Vice-President of Finance

\_\_\_\_\_\_\_\_\_ Vice-President of National Programs

\_\_\_\_\_\_\_\_\_ Vice-President of Competitive Events

\_\_\_\_\_\_\_\_\_ Vice President of Membership

\_\_\_\_\_\_\_\_\_ Vice President of Parliamentary Law

Why did you indicate the selected position as your first preference?

Are there any positions in which you do not wish to fulfill for any particular reason? If yes, please explain.

**STATE OFFICER CANDIDATE**

**OFFICE SPECIFIC RESPONSIBILITIES**

**\*\*Subject to change to meet the needs of the association**

President:

1. Preside over all Executive Council Meetings

2. Preside over all official meetings of Iowa FCCLA

3. Serve as a member of the Iowa FCCLA Board of Directors during your term and the year immediately following

4. Serve as a voting delegate at the National Leadership Conference

5. Assist in the creation of various communications to Iowa members and advisers

6. Be trained on and assist as requested in the Peer Education program

First Vice-President:

1. Serve in the absence of the state president

2. Serve as the secretary for all State Executive Council meetings

3. Submit minutes to the Executive Director following any Executive Council meeting

4. Assist with the creation of social media posts throughout the year. (All posts must be approved prior to release)

5. Serve as a voting delegate or volunteer to assist with STAR Events at the NLC

6. Be trained on and assist as requested in the Peer Education program

Vice-President of Development:

1. Work with the Vice President of Finance to develop fundraising goals and plan for the association.
2. Develop and distribute donation letters for state sponsors.
3. Write thank you notes to donors/sponsors on behalf of the state association.
4. Network with business and community leaders to gain state association support.
5. Be trained on and assist as requested in the Peer Education program.

Vice-President of Public Relations:

1. Be trained on and assist as requested in the Peer Education program

2. Create a press release for the following events:

a. National Leadership Conference

b. Fall Leadership Rally

c. Day at the Capitol

d. State Leadership Conference

3. Keep records of pictures and other information important to the organization for state archives 4. Assist with the creation of social media posts throughout the year. (All posts must be approved prior to release)

Vice-President of Community Service:

1. Assist with the creation of social media posts throughout the year. (All posts must be approved prior to release)

2. Assist in the creation of programming related to the selected annual service project

3. Serve as a voting delegate or volunteer to assist with STAR Events at the NLC.

4. Be trained on and assist as requested in the Peer Education program

Vice-President of Finance:

1. Assist in the creation of programming and opportunities for sponsorships and VIPs

2. Present the financial report of the state association to the state delegation during the State Leadership Conference

3. Assist with the creation of social media posts throughout the year. (All posts must be approved prior to release)

4. Serve as a voting delegate or volunteer to assist with STAR Events at the NL

5. Be trained on and assist as requested in the Peer Education program

Vice-President of National Programs:

1. Promote the various state and national programs on the local, district and state levels

2. Assist with the creation of social media posts throughout the year. (All posts must be approved prior to release)

3. Serve as a voting delegate or volunteer to assist with STAR Events at the NLC.

4. Be trained on and assist as requested in the Peer Education program

Vice-President of Competitive Events:

1. Promote the various competitive event opportunities on the local, district, and state levels

2. Preside over the competitive events recognition sessions at applicable state level events

3. Assist with the creation of social media posts throughout the year. (All posts must be approved prior to release)

4. Serve as a voting delegate or volunteer to assist with STAR Events at the NLC

5. Be trained on and assist as requested in the Peer Education program

 Vice President of Membership:

1. Keep an updated list of members and chapter with contact information and email addresses.
2. Work with chapter officers to develop a membership recruitment campaign.
3. Work with chapter advisers on membership ideas.
4. Encourage members to apply for membership awards and complete chapter award applications.
5. Meet local, state, and national membership deadlines.
6. Be trained on and assist as requested in the Peer Education program.

 Vice President of Parliamentary Law:

1. Provide leadership in ensuring that all meetings are conducted in accordance with parliamentary law.
2. Work with advisers and officers to develop state association bylaws, policies, and procedures in accordance with national standards.
3. Keep an accurate record of state association meeting attendance as well as state officer meeting attendance.
4. Be trained on and assist as requested in the Peer Education program.



State Officer Standards Policy

**General Expectations**

State Executive Council members have many responsibilities. These responsibilities take priority over school and other community activities. In order to honor these priorities, sacrifices sometimes have to be made, so be prepared to manage them positively.

As a state officer, you are an extremely visible role model. Your behavior should be an example for the entire membership. It is important to be aware of this visibility at all times, not only when wearing your uniform.

Communication is extremely important in order to work effectively. Members are expected to respond to the state executive director and fellow council members in a timely manner. If contact information changes you are responsible for sending the information to the state office and fellow council members. When sending emails, you should include your local adviser and the state executive director.

Officers are expected to exhibit the pillars of character education.

State Executive Council members’ conduct is the responsibility of the local chapter adviser. Officers are expected to inform their adviser of their activities and whereabouts at all times.

You will be busy throughout the year. In order to accomplish all tasks, it is a good idea to establish a schedule and practice good time management skills. You should be punctual and follow up with requests. Don’t forget to budget time for yourself!

State Executive Council members’ behavior reflects upon the image of FCCLA. Student conduct should make a positive contribution to the excellent reputation already established.

**If a State Executive Council member feels the need to miss any event or conference for any reason, the State Executive Council member must notify the council 30 days prior to missing the event. The SEC member will be required to write a letter to the council explaining the importance of missing the event. The council will then decide if the absence will be approved or if further action will need to be taken.**

The following pages are for informational use only. All forms require a signature prior to the SEC member taking office. All forms can be found on the Iowa FCCLA website under current state executive council members.

**Educational Precedence and Standards**

Education always takes precedence. SEC members are expected to arrange, in advance, for assignments that may occur when they are in absence due to a FCCLA activity or meeting.

SEC members are to maintain a status of academic eligibility by their local school district. If the academic eligibility is removed by the local school, the state executive director, SEC adviser, administrator or parent may request that the student be placed on academic probation, therefore limiting duties of the state executive council member to local duties for a time period determined by those listed above. At the end of the probationary time, the SEC member will be expected to provide documentation showing improvement in the area of concern, signed by a school administrator. If academic progress has not been made, the student may be removed from office.

**Meetings and Travel Policies**

SEC members are expected to attend all assigned activities which are the annual State Leadership Conference, Fall Leadership Rally, National Leadership Conference, and State Executive Council Meetings (in-person and online). For any additional meetings in which FCCLA participates, the state adviser will use their discretion in calling on a SEC member to represent the organization.

A travel authorization form may be required before any official travel. SEC are required to be accompanied by an adult (preferably adviser) to all activities. Members may arrange transportation for state FCCLA activities in accordance with local school district policies. Once in attendance at the state FCCLA activity, SEC members will not leave the premises without their adviser or other designated adult, and will not be permitted to drive or transport others.

**Dress Code Requirements**

The official uniform will be worn at all state approved activities, meetings, or conferences. Name tags and officer pin and guard will be worn at all times while serving in official capacity. The official business uniform consists of the FCCLA blazer, black pants/skirt, white button-down oxford-style shirt, black sheath dress for females, and appropriate dress shoes. The official business casual uniform consists of a FCCLA polo shirt, khaki pants, belt, and appropriate shoes that meet the dress code of the activity. Officer teams may choose to select other clothing that can be worn at casual meetings, etc. (¼ zips, sweatshirts, etc)

 **Personal/Professional Conduct Standards**

1. Behavior at all times should be such that it reflects credit on you, your family, your school, and the organization

2. Any accidents, injuries, or illness should be reported to the local and state adviser immediately. 3. Inappropriate physical contact is prohibited

4. Use of cellular phones or other electronic media during FCCLA meetings or activities is prohibited unless permission has been granted by the state adviser

5. Members of the opposite sex may not be in the same sleeping room, except for the purpose of committee work or a called meeting by the state adviser, and in such a case, the room door must be fully open. When given assigned rooms, SEC members will remain in those rooms and will not switch rooms.

6. Officers will not violate curfew (as stated in program or by state adviser).

7. Be prompt and prepared for all official activities.

8. Meet deadlines as established by the state adviser.

9. Use proper communication techniques for correspondence and have the SEC adviser proofread all written correspondence prior to it being sent.

10. Establish and keep good communication with the SEC adviser and school administrators and retain their support throughout the term of office.

11. Exhibit positive behavior and choices reflecting the mission and purposes of FCCLA.

**Violation of standards 1 through 11 will subject an officer to probation or letter of reprimand. The disciplinary process will be followed.**

12. If a State Executive Council member chooses not to communicate or abstains from the betterment of the team for an extended period of time the disciplinary process will be followed.

13. May not purchase, possess, consume, or be under the influence of alcohol or illegal drugs at any time. Drinking mock cocktails is prohibited.

14. Smoking and the use of tobacco products is not allowed while in attendance at an FCCLA event and according to local school policies.

15. If an officer is found responsible for stealing or vandalism, the officer and his/her parents or guardian will be expected to pay all damages.

16. Officers will not engage in any act that brings criticism or discredit to Iowa FCCLA and/or chapter as determined by the state adviser, SEC adviser or administrator. This includes, but is not limited to, acts that may endanger self/others, disruptive behavior, leaving the FCCLA activity without adviser knowledge, or association with non-conference individuals.

17. Attend all meetings as scheduled and for their entirety. SEC officers may petition the state council for an excused absence in the case of an extenuating circumstance, which must be submitted in written form with the signature of the officer, adviser, and school administration at least 30 days prior to scheduled event.

**Violation of standards 12 through 17 may subject an officer to immediate suspension; therefore, the officer may be sent home from the event, and may subject an officer to review of his/her duties or result in removal from office. Transportation home will be arranged at the officer’s expense. The disciplinary process will be followed.**

**Disciplinary Process Defined**

1. The officer who has committed the offense will be notified immediately and then in written form via email within 10 working days following the verbal notification. The information will also be sent to the officer’s local adviser for a minor infraction. If the infraction is major, the information will also be sent to the officer’s parent/guardian and local administration

2. The state association may then

o Send a letter of reprimand to the officer and place the letter into the officer’s file

o Suspend the officer

o Remove the officer from office

o Or other consequences as deemed appropriate

3. The state officer, local adviser, parent/guardian (for major infractions), and local administration (for major infractions) shall be notified via email within 10 working days of the decision.

**Statement of Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and fully understand Iowa Association Family, Career, and Community Leaders of America State Officer Standards and agree to comply with these guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Officer Candidate) (Print) (Officer Candidate Signature) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chapter Adviser) (Print) (Chapter Adviser Signature) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (School Administrator) (Print) (School Administrator Signature) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent or Guardian) (Print) (Parent or Guardian Signature) (Date)

**IOWA ASSOCIATION of FCCLA**

 **Social Media Form**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to follow the guidelines of Iowa Association Family, Career. and Community Leaders of America (FCCLA) with regard to social media use. This includes but is not limited to, Facebook, Twitter, Pinterest, Vine and Instagram. As a member of the Iowa Association FCCLA Executive Council, I agree to the following:

• I will not post any content on my social media pages that reveals myself or anyone else participating in any illegal activity or other questionable activities.

• I will not post any pictures or statuses that reveal public displays of affection (PDA)

• I will not post any content with vulgar language.

In addition, I will abide by the following guidelines:

• My posts on social media sites will reflect that of a real-life teenager but also that of an FCCLA officer. This will include:

• Not using text language

• Embodying the leader lifestyle in everything-living it and posting it

• Showing modesty (no pictures with swimsuits, short shirts/shorts, cleavage, shirtless, etc.) • I will promote FCCLA and build excitement for members through my social media page whenever it is asked of me.

• I will support the other state officers on social media with regard to FCCLA and personal activities. • I will keep the other State Executive Council members accountable for their actions on social media by use of private messaging and in connection with state staff. When others ask for removal of a certain post, I will respect that opinion and take down the post.

• I will always be respectful on social media.

• I will allow Iowa Association FCCLA access to view my social media sites.

If I am found in violation of any of these areas, the disciplinary process outlined in the standards document will be followed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Officer Candidate) (Print) (Officer Candidate Signature) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chapter Adviser) (Print) (Chapter Adviser Signature) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (School Administrator) (Print) (School Administrator Signature) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent or Guardian) (Print) (Parent or Guardian Signature) (Date)

Social Media Profile Information:

Facebook \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instagram \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Snapchat:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Twitter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IOWA ASSOCIATION**

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

**Internet Permission Form**

Iowa FCCLA maintains an Internet presence offering pertinent information to schools, FCCLA advisers, students, and the general public. Information about the State Officers is useful as a means of contact. We would like to include each officer’s name, and school contact information, no personal contact information will be shared on the website.

There will be times that we include pictures of officers on the website, blog, or in video. In order for Iowa FCCLA to accomplish this, permission from parents is needed for students under the age of 18. If the student is 18, he/she may sign the form.

I hereby authorize Iowa FCCLA to display \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student name)

picture/video, and school contact information on the Iowa FCCLA website, blog or in other public relations materials.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Signature Date