

Policies

Iowa Association of
Family, Career and Community Leaders of America

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Article 1: Protection of Rights and Human Subjects

Sexual Harassment Policy (Approved February 2000)

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 both male and female students from sexual harassment, regardless of who the harasser is.

FCCLA activities are integral to local school instructional programs in vocation 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. Of course, FCCLA always reserves the right to respond to any disciplinary situation, as they deem appropriate and independent of any action by a school.

If a student feels they have been sexually harassed while participating in an FCCLA event or activity, they are strongly encouraged to report the incident immediately to: 1) the state staff responsible for the FCCLA activities; 2) the student's home school principal; or 3) the State Adviser of FCCLA. Harassment issues reported to the FCCLA State Staff and State Adviser and Executive Director will be referred to the student's adviser and home school administrator(s).

Article 2: Membership

Membership

Membership in this association shall be of three kinds: active, honorary, and alumni/associate.

Active Membership

Students currently or previously enrolled in Family and Consumer Sciences classes are eligible for active membership in an affiliated FCCLA chapter. Active members are eligible to hold office; make motions; vote in FCCLA elections; attend local, district, state and national meetings; compete in STAR Events; and participate in local, state, and national projects.

Honorary Membership

To be eligible for a state honorary membership in the Iowa Association of FCCLA, the candidate must have:

1. Contributed in an outstanding way to Family and Consumer Sciences Education and the development of FCCLA at the state level.
2. Helped promote the mission of FCCLA through:
 - a. Outstanding services which contribute to the achievement of the FCCLA mission;
 - b. An effective public relations program which has helped interpret FCCLA in the state; and
 - c. Outstanding assistance, which has helped to develop or carry out FCCLA goals.
3. Nomination of individual(s) for state honorary membership may be submitted by any of the chapters in Iowa, the State Executive Council, or the Board of Directors.
4. Nomination forms (located on the state website: www.iafccla.org) must be completed and submitted to the FCCLA Executive Director postmarked by February 1.

Alumni/Association Membership

Former active members, and other adults who share the mission and purposes of the Iowa FCCLA Association, may choose to continue their support with an Alumni/Association Membership. These members shall have the privilege of attending Iowa FCCLA meetings, but shall not be eligible to hold office, make motions, or vote.

Article 3: Chapter Affiliation and Membership Dues

Chapter Affiliation

Chapters must be affiliated with the state and national organization:

1. To receive state or national resource materials;
2. To be eligible to participate at district meetings, the Day at the Capitol, the State Leadership Conference, and the National Leadership Conference;
3. To participate in STAR Events or Peer Education Activities; and
4. For their members to run for state or national office.

National and State affiliation are due by November 30 to avoid a late fee for State STAR Events participation.

Chapters must be national and state affiliated the previous year and current year, in order to fully participate in district meetings, for example, to receive any type of award, run a district officer, vote and so on.

New chapters may visit a district meeting prior to their completed affiliation process.

National Dues: National dues are currently \$9 per member.

State Dues: State dues are currently \$5 per member.

100% Middle School Affiliation: dues are currently \$250 for National and \$50 for State.

District Dues: Any dues levied in a district will be at the discretion of the district executive council subject to recommendations from the district adviser. Such dues will be in addition to national and state dues.

Chapter Dues: The chapter executive council will determine local membership dues subject to approval of the adviser and members of the chapter. They will be in addition to national, state, and district dues.

Alumni & Associates

Alumni and Associates are not levied specific dues, but are encouraged to financially support the development of present and future FCCLA activities.

Article 4: State Executive Council

Qualifications for State Officer Candidates

Candidates for state office must have the following qualifications/experience:

1. Active membership in affiliated chapters for at least one year prior to assuming duties and affiliated by the November 30 deadline of current year.
2. Enrolled in a Family and Consumer Sciences (FCS) class for a minimum of one year or the equivalent of one year, may include an exploratory middle school/junior high course and/or high school FCS content-related course (i.e., Financial Literacy).
3. Be academically eligible and in compliance with good conduct according to local school policy.
4. Must consult with and obtain support and approval from parents, chapter adviser, and school administrator(s) prior to submitting an officer candidate application.
5. Must be a student in 10th or 11th grade.
6. Must have evidence of chapter and/or district leadership experience.

Qualifications are checked by the Iowa FCCLA Executive Director.

Requirements for State Officer Candidates

In order to be a candidate for state office, a student must:

1. Attend a school with an FCS program and/or shared/contracted FCS program.
2. Be a member of an FCCLA chapter whose adviser is also an/the FCS certified instructor, working towards an FCS endorsement, or contracted FCS and/or FCCLA Adviser.
3. Attend required state executive council meetings and trainings, and the state and national leadership conferences.
4. Candidates for state and national office will be permitted to compete in State STAR Events with the understanding that if elected to a state office, they may not compete in National STAR Events. Other members of their STAR Events team may still compete at the national level. Current state officers may participate in State STAR events and advance to National STAR Events, if so selected.

Any affiliated chapter may run one state officer candidate. State Officer Application can be found on the state website. The application asks for the candidate's basic information and experiences on the local, district, state, and national levels, and required signatures of adviser and school administration.

Candidates must submit the application postmarked by February 1.

General Duties for State Officers

All State Officers will:

1. Attend the meetings of the State Executive Council;
2. Keep open communication with executive council members, state staff, and Iowa FCCLA Board of Directors.
 - a. Open communication defined as: responding expediently to all correspondence, whether letter, e-mails, or phone calls when information is requested;
 - b. Submit a copy of all official state correspondence as a state officer to the Iowa FCCLA Executive Director for prior approval;
3. Be accountable for information in the state bylaws, policies and procedures;
4. Abide by the State Officers Code of Conduct;
5. Be responsible for planning, organizing and promoting the national and state projects at local, district and state levels;
6. Attendance and participation at the National Leadership Conference is highly recommended.
7. Assist in the planning, script-writing, and completion of all assigned responsibilities for Fall Leadership Rally and State Leadership Conference with the state staff;
8. Represent the state FCCLA organization as requested by state staff;
 - a. The officer may travel independently if consent is granted by the officer's parent/guardian and the local school district when the appropriate documentation is submitted to the State Executive Director. A chapter adviser or assigned chaperone may also travel with the officer. Special arrangements should be made with the local school district and must include permission from an administrator, adviser, and parent. The Travel Authorization Form must be mailed, e-mailed or faxed to the State Executive Director prior to the event;
 - b. Officer per day expenses will follow the state department's current meal and mileage reimbursement allotment. (Current rates as of September 2013 are \$5.00 breakfast, \$8.00 lunch, and \$15.00 supper; snacks will not be reimbursed; \$.39/mile). When out-of-state, the same expense allotment will be followed. The Travel Expense Report Form along with all receipts must be sent to the State Executive Director for all approved reimbursements;
9. Actively promote Family and Consumer Sciences Education programs statewide; and
10. Be subject to dismissal following a violation of the State Officer Code of Conduct and/or by recommendation of the Iowa FCCLA Board of Directors. If dismissed for violating the State Officer Code of Conduct, the state officer will not be allowed to represent FCCLA as an officer at any function or event other than at the local level.

Specific Duties for State Officers:

State President - The President will preside over all events of the Iowa Association of FCCLA. S/he will also serve as Voting Delegate and attend the State President National Training at the

National Leadership Conference. S/he will serve on the Iowa FCCLA Board of Directors and attend all conference calls and meetings.

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 State Executive Council.

Vice President of Membership and Development - shall provide leadership in planning and implementing programs for membership promotion and development. Shall focus on leadership within the chapters and districts of Iowa FCCLA and promote officer development at each level.

Vice President of Public Relations - The Vice President of Public Relations will lead the state-wide Peer Education Public Relations team by attending the Peer Education Officer Training, prepare a training to present to team members at FLR, make follow-up contact at least once a month, monitor all projects submitted by members, submit a year-end summary report highlighting team success, and present awards to team members at State Leadership Conference. S/he will also serve as the National Connections Team representative at the National Leadership Conference.

Vice President of Community Service - shall provide leadership in planning and implementing the organization's and statewide service programs. S/he will also lead the state-wide Peer Education Families First team by attending the Peer Education Officer Training, prepare a training to present to team members at FLR, make follow-up contact at least once a month, monitor all projects submitted by members, submit a year-end summary report highlighting team success, and present awards to team members at State Leadership Conference.

Vice President of Finance - The Vice President of Finance shall keep accurate minutes of each State Executive Council meeting and submit these as blog posts for the website. S/he will also serve as Voting Delegate at the National Leadership Conference. S/he will also present the Financial Report to the State Delegation at State Leadership Conference. The Vice President of Finance will lead the state-wide Peer Education Financial Fitness team by attending the Peer Education Officer Training, prepare a training to present to team members at FLR, make follow-up contact at least once a month, monitor all projects submitted by members, submit a year-end summary report highlighting team success, and present awards to team members at State Leadership Conference.

Vice President of Programs - shall provide leadership in planning and implementing the organization's individual recognition and national programs.

Vice President of Competitive Events - S/he will promote participation in STAR Events and be knowledgeable of the events. S/he will serve as a STAR Events judge at the National Leadership Conference. S/he will also lead the state-wide Peer Education Student Body Peer Education team by attending the Peer Education Officer Training, prepare a training to present to team members at FLR, make follow-up contact at least once a month, monitor all projects submitted by members, submit a year-end summary report highlighting team success, and present awards to team members at State Leadership Conference.

Steps in the Election of State Officers

The governing rules for electing state officers are found in the Iowa FCCLA Bylaws (Revised 2014), Article 7: Nomination and Election of State Officers, Section 3. Election of the Officers

All candidates shall be introduced to all delegates at the opening general session of the State Leadership Conference. All candidates will present their speech to the entire delegation at the business and awards session of the State Leadership Conference. Two voting delegates from each chapter will vote after the speeches via secret ballot for a maximum of 8 candidates. The top 8 candidates receiving the highest number of votes will make up the State Executive Council.

1. The newly elected officer team meets and reviews the "State Officer Candidate Intent Forms." The newly elected team self-elects its members to each office. Prior to each election, candidates state why they wish to serve in the position in 60 seconds or less. The order of elections proceeds as follows and is a sliding ballot. Only candidates who score in the top half (one greater than 50%) on the combined score of test and writing portion are eligible to run for president and first vice president.
 1. State President
 2. First Vice President
 3. Vice President of Membership and Development
 4. Vice President of Public Relations
 5. Vice President of Community Service
 6. Vice President of Finance
 7. Vice President of Programs
 8. Vice President of Competitive Events
2. A central ballot containing committee counts ballots. If one candidate does not receive a majority (50% plus 1 vote), the two candidates with the highest number of votes stand for a re-vote. Test scores break all ties if only two candidates with the highest number of votes stand for a re-vote. Test scores break all ties if only two candidates are running and the candidate with the highest test score receives the office in question.
3. If the team is composed of fewer than eight individuals, combination of offices is at the discretion of the State Executive Director and his/her designee.

Reimbursement of Expenses for State Officers

The following expenses will be paid by the state organization when funds are available:

1. Officer uniform jacket and accessories (ties and ascots). in the case that these items are lost during their officer term, the officer will pay the purchase price to replace the item.
2. State officer nametags and business cards.
3. All hotel accommodations for State Executive Council meetings.

The following expenses will be reimbursed by the state organization when funds are available:

1. National Leadership Conference: base registration (based upon the current year's NLC registration form), meals (following state rate), and hotel (up to \$150.00).
2. Fall Leadership Rally: meals (following state rate), mileage (following state rate)
3. State Leadership Conference: meals (following state rate), mileage (following state rate)
4. Mileage and meals for in-state trainings and assigned meetings (excluding district meetings).

The state reimbursement rate will be used for all meals and mileage. All original receipts are required to accompany the Reimbursement Invoice; no exceptions.

- Breakfast: \$5
- Lunch: \$8
- Dinner: \$15
- Mileage: \$.39/mile

All reimbursements will be made at the end of their term of office and determined by the completion of assigned job responsibilities/duties as outlined in the State Policies and State Bylaws. The official Reimbursement Invoice must be turned at the conclusion of State Leadership Conference to the Fiscal Coordinator.

Article 5: National Officer Candidates

Qualifications for National Officer Candidates

Candidates for national office must have the following qualifications/experience:

1. Active membership in affiliated chapters for at least one year prior to assuming duties.
2. Enrolled in a Family and Consumer Sciences (FCS) class for a minimum of one year or the equivalent of one year, may include an exploratory middle school/junior high course and/or high school FCS course.
3. Be academically eligible and in compliance with good conduct according to local school policy.
4. Consult with and obtain support and approval from parents, chapter adviser, and school administrators to run for state office.
5. Must be in 10th or 11th grade.
6. Chapter, district, and/or state level experience.
7. Follow the qualifications set by the National Bylaws.

Requirements for National Officer Candidates

In order to be a candidate for national office, a student must:

1. Attend a school with an FCS program.
2. Be a member of an FCCLA chapter whose adviser is also an/the FCS certified instructor or working towards an FCS endorsement.
3. National office candidates must submit the national officer application to the state office postmarked by February 1. The application is the same application members use to apply for state officer. It can be found on the website.
4. Officer candidates must attend State Leadership Conference where each candidate must complete a 30-point test on FCCLA knowledge and a 20-point writing portion test. In addition, each candidate must deliver a two-minute speech, answer two impromptu questions, and answer two FCCLA or Family and Consumer Sciences issue-related questions to the state delegates during the at-large portion of voting.
5. Voting delegates will cast a vote of yes/no. If two or fewer candidates are running, each must receive a majority (Majority is defined as 50% plus 1 vote) of "yes" votes to move forward as a national officer candidate. If more than two candidates are running, the top two candidates receiving the most "yes" votes will move forward as national officer candidates.

National Officer Candidate Reimbursement:

The following expenses will be paid or reimbursed from the state organization when funds are available:

1. Base registration for National Leadership Conference.
2. Up to \$150.00 for lodging costs during national conference; reimbursement will be based on performance and completion of professional duties during national conference.

All reimbursements should be sent to the following address immediately following the National Leadership Conference.

Iowa FCCLA, P.O. Box 1084, Ankeny, IA 50021

Article 6: Peer Education Team Guidelines

1. Iowa provides four Peer Education Teams: Families First, Financial Fitness, Public Relations, and Student Body
2. middle level and senior level affiliated chapter may submit up to three teams (up to 9 Each members) for each Peer Education Team. Teams can be made up of one, two, or three members. Middle level team members must be 6th, 7th, or 8th grade; senior level team members must be in 9th, 10th, 11th, or 12th grade.
3. Chapter advisers will complete local interviews, with approval signatures required by the FCCLA Advisor and an administrator before admission to a Peer Education Team. Advisors register the final selected team members online. Registration details, instructors, and interview questions will be posted on the FCCLA website. Interview questions will be developed by the Peer Education Committee of the Iowa FCCLA Board of Directors.
4. The Peer Education Coordinator will provide training for the FCCLA State Officers prior to the Peer Education Team Training. The Peer Education Coordinator will provide overall coordination of the Peer Education Teams throughout the year.
5. State Officers must complete specifically assigned Peer Education Team duties as listed in Article 4 of the State Policies.
6. Peer Education Team Training for team members will be conducted in the fall and available on line. All team members are required to attend their team's peer education training except in an extreme emergency situation. The absent team member will be responsible to make arrangements for make-up training with the Peer Education Coordinator and respective State Officer within two weeks or he/she will be removed from the peer education team.
7. Peer Education Team Members are to complete three total projects. Once a team is formed, the members of a team must remain in that team for all three projects. One of the three required projects will be a state-focused project.
8. Each team will submit reports online for each designated due date. Each team (whether that is a team of 1, 2, or 3 members) will submit on project report. The due dates for the project forms are November, 2, December 21, and February 23. The state- focused project must be completed by either the November or December due date.
9. Any team that does not fulfill the project requirements will forfeit recognition during State Leadership Conference.
10. During State Leadership Conference, an Award of Excellence certificate and pin will be presented to team members that complete all projects by the designated due dates; an Award of Completion will be presented to team members that completed all projects, but did not meet the designated due dates. If the team member/s is/are unable to attend State Leadership Conference, the certificate/s and pin/s (if applicable) will be given to the chapter adviser at State Leadership Conference.

Article 7: Meetings and Events

Students (excluding stat officers) attending district, state, or national FCCLA meetings must be accompanied by his/her adviser, parent, or officially sanctioned chaperone. School district travel policies must be followed.

Required forms: All persons (students, advisers, chaperones) attending official FCCLA functions at the state and national level must provide proof of the following forms:

1. **Code of Conduct:** All attendees must agree with and sign the Code of Conduct form. Advisers/chaperones are ultimately responsible for their chapter member's actions and activities, not the state association.

Housing: Students may only room with other students of the same gender identification. State officers will room with other state officers of the same gender identification.

Iowa FCCLA Dress Code

Iowa FCCLA Dress Code Iowa FCCLA Events are excellent opportunities for members to convey to others the positive and professional image of FCCLA.

The FCCLA official uniform is a red blazer, which may be single or double breasted, worn with a black skirt, black slacks, or a black sheath dress. The FCCLA official uniform is always appropriate and strongly encouraged. If not wearing the FCCLA official uniform the mandatory dress code below should be worn.

Advisers are responsible for enforcing the dress policy with their students and guests. Delegates, advisers, and guests not adhering to the dress policy will not be admitted into sessions.

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

STAR Events Participants: STAR Event participants are expected to adhere to the published dress code for all general sessions, workshops, and the STAR Events Recognition Sessions. For participation in competition, follow event specifications for dress, and wear appropriate clothing for the nature of the presentation according to the specific STAR Events rubric. If attending conference activities prior to or immediately after a STAR Event presentation, be prepared to change into clothing that meets the mandatory conference dress code

EXCEPTION: Culinary Arts participants are welcome to wear their chef's attire during the STAR Events Recognition Sessions.

District Meetings: District leadership conferences of FCCLA will be held annually with dates to be determined by each individual district. The district STAR Event competition will take place prior to the February 10th registration date for state STAR Events.

Fall Leadership Rally: Fall Leadership Rally is held every October in the Des Moines area. Registration will close as of midnight on the designated due date. Registrations received after the designated due date will be assessed a late fee of \$25.00 per chapter and will only be accepted if allowed by the State Executive Director, **NO EXCEPTIONS**. No refund will be issued after the registration deadline has passed; however, a substitute delegate may be named. A chapter may register as many members for Fall Leadership Rally as desired. Affiliation is not yet required to attend this event.

National Cluster Meeting: National Cluster Meetings are held in November in three different locations across the country. More information can be found on the National FCCLA website. Chapter advisers need to make their own arrangements. The state association will not be involved in the arrangements for attendance or travel at Cluster meetings.

Day at the Capitol: Day at the Capitol is held annually every February in Des Moines. Registration will close as of midnight on the designated due date. Registrations received after the designated due date will be assessed a late fee of \$25.00 per chapter and will only be accepted if allowed by the State Executive Director, **NO EXCEPTIONS**. No refund will be issued after registration deadline has passed; however, a substitute delegate may be named. A chapter may register as many affiliated members as desired. Affiliation is required for this event and will be checked prior to attending the event by the State Fiscal Coordinator.

State Conference: State Leadership Conference is held every March in the Des Moines area. Registration will close as of midnight on the designated due date. Registrations received after the designated due date will be assessed a late fee of \$25.00 per chapter and will only be accepted if allowed by the State Executive Director, **NO EXCEPTIONS**. No refund will be issued after registration deadline has passed; however, a substitute delegate may be named. A chapter may register as many members for the State Leadership Conference as desired. Affiliation is required for this event and will be checked prior to attending the event by the State Fiscal Coordinator.

National Conference: The National Leadership Conference is held in July each year. Chapter advisers are responsible for coordinating travel, lodging, and registration of chapter members. The State STAR Events Coordinator will oversee the online registration of STAR Events participants.

Late Payment Policy: Invoices are due 30 days from issue date. An additional \$25 late fee will be assessed to the outstanding balance of any past due invoice. If a chapter is more than 60 days past due, the school business office will be contacted and chapters will be unable to register for future State and National conferences and unable to affiliate until their balance is paid in full.

No Show Policy: If chapters have not communicated that they are unable to attend an event and do not show to the event, an additional \$25 fee will be assessed to the chapter invoice, unless payment registration has been received prior to the event.

Article 8: STAR Events

1. State STAR Event participants must be affiliated online through the National FCCLA portal. Both national and state dues must be postmarked by November 30th to avoid a late chapter fee of \$25.00 per chapter. **NO EXCEPTIONS!**
2. All STAR Events, excluding Culinary Arts occupational entries, must be evaluated at the district level by evaluators other than the chapter adviser. Culinary Arts occupational chapters may send no more than two teams to the State STAR Events competition.
3. The top 6 medal earned (at district level), each representing the top medalist from 6 different participating chapters in each STAR Event and category, advance to state.
4. All STAR Event categories will allow the top two gold to advance onto Nationals. (This will be revised in accordance with National FCCLA policy.)
5. STAR Events state participants must pay State Leadership Conference registration.
6. Chapter registrations, for state STAR Events, must be received through the state online registration process by February 10th, or be assessed a late chapter fee of \$25.00 and will only be accepted if allowed by the State Executive Director. **NO EXCEPTIONS.** No refund will be issued after the registration deadline has passed. All district summary sheets must be postmarked by February 10th. No substitutions will be made after the district level competition.
7. Current state officers may participate in State STAR Events and advance to national STAR Events, if so selected.
8. Iowa members follow all rules of the current FCCLA National STAR Events Manual, with the exception that Iowa allows spectators at the state level.
9. Students who participate in All-State speech, when it is in conflict with State STAR Events, will not have points deducted for missing the mandatory STAR orientation IF they provide a required official participation form signed by their administrator, adviser, parent, and speech teacher. In addition, they must designate a substitute to attend the mandatory STAR Events orientation on their behalf to meet all orientation and event requirements.
10. Parliamentary Procedure and Culinary Arts State STAR Events participants cannot participate in All-State Speech because these events have competition components during the mandatory STAR Events orientation.

11. Iowa participates in all of the sanctioned National STAR Events.
12. National participants are responsible for late fees accrued as a result of not submitting information to the State STAR Events coordinator by April 15.
13. State-level STAR Events Evaluators: The National STAR Events Manual defines evaluators as "Evaluation teams composed of student members and adults who are responsible for evaluating entries, assigning ratings to participants and discussing strengths and areas of improvement." Students who are former state or district officers or who have previously participated in State STAR Events and earned a gold medal, and/or participated in National STAR Events would be considered "highly qualified" evaluated for state-level STAR Events.
14. Iowa STAR Events Evaluators are selected from successful past evaluators and from recommendations of potential evaluators made to the State STAR Events coordinator through a variety of sources (for example, chapter advisers, Board members, officers, university/college contacts, business/industry/association/council representatives, etc.) Potential evaluators can include students, such as past STAR participants, etc. Training packets can be sent to evaluators in advance of the events or made available on-site prior to the start of events.

Article 9: Publications

The official website of the state organization shall be posted at www.iowafccla.org.

The website will be updated several times a year. It will include a blog by the State Executive Council, advisor information from the State Executive Director, award nomination information, applications, necessary forms, minutes from meetings of the Board of Directors, state policies, state bylaws, and other resources needed for successful operation of the state organization.

Article 10: Board of Directors

(Updated March 2014)

Members of the Board of Directors with Voting Privileges

1. Region 1 Chapter Adviser (2-year term), Elected odd years at State Leadership Conference
2. Region 2 Chapter Adviser (2-year term), Elected even years at State Leadership Conference
3. Region 3 Chapter Adviser (2-year term), Elected odd years of State Leadership Conference
4. Region 4 Chapter Adviser (2-year term), Elected even years at State Leadership Conference
5. Middle School Chapter Adviser (2-year term), Appointed by Board from nominations
6. School Administrator (2-year term), Appointed by Board from nominations
7. State FCCLA Executive Council President (1-year term); Elected by Student Membership
8. Adviser to the FCCLA Executive Council President (1-year term)
9. Past State FCCLA Executive Council President (1-year term)
10. Adviser to the immediate past FCCLA State Executive Council President (1-year term)
11. Iowa State University FCS Higher Education Representative (no term limits), Assigned by ISU
12. FCS Higher Education Representative (no term limit), Assigned by Institution
13. Des Moines Area Community College (DMACC) Culinary Arts Higher Education Representative (no term limits), Assigned by DMACC
14. Iowa Association of Family and Consumer Sciences (IAFCS) Representative (3-year term), Assigned by the organization
15. Iowa Family and Consumer Sciences Educators (IFCSE) - Family and Consumer Sciences Division of Iowa Association of Career and Technical Education (3-year term), Assigned by the organization
16. Alumni/Association Representative (3-year term), Appointed by Board from nominations
17. Business and Industry Representative (3-year term), Appointed by Board from nominations
18. Business and Industry Representative (3-year term), Appointed by Board from nominations
19. Past Board President (1 additional year of a 3-year progression).

Non-Voting Members of the Board of Directors

1. FCCLA State Adviser (no term limits), hired by Department of Education
2. FCCLA Executive Director, hired by Board on contract
3. Fiscal Coordinator, hired by Board on contract
4. Peer Education Coordinator, hired by Board on contract
5. STAR Event Coordinator, hired by Board on contract
6. State Leadership Development Coordinator, hired by Board on Contract

Board Member Terms

Board members may serve two consecutive terms on the board unless no term limits are designated or unless they switch to a different designated director's position. Board members may serve again after one full term (2- or 3-year term) has passed.

Board Meetings

A minimum of three face-to-face meetings will be held during the year, with additional telenet conference calls if needed. Additional meetings may be called by the State Executive Director, State Adviser, or Board President when needed. Typically, face-to-face meetings will be held in June, October and February; but this is flexible depending upon the needs of the association. Important agenda items for each meeting are noted below.

June Meeting Agenda

New members attend their first board meeting. Election of Board officers and budget approval take place.

October Meeting Agenda

Work on Fall Leadership Rally and State Leadership Conference

January/February Meeting

Work on State Leadership Conference, review Board of Director's terms, nomination of board-appointed directors, last meeting for retiring directors, select award winners, conduct staff review (check point)

Elections

The elections of Regions 1-4 Directors will take place at the State Leadership Conference. The election of officers for the Board will take place at the first board meeting after conference which would be the June meeting. Board appointed directors and organization assigned directors begin their terms in June.

Board Member Duties, Responsibilities and Authority

1. Board members shall agree to commit the time to serve a full term on the Iowa FCCLA Board of Directors.
2. Board members agree to serve at least one committee during the term in office. These committees can include: Budget, Personnel, Fund-Raising, Sponsorships, STAR Events, Peer Education, Board Nominations, Awards, State Officers, etc. The Board President will officially assign board members to a committee.
3. The FCCLA Executive Director is ex officio of all sub-committees.
4. Contracted individuals are consultants to the sub-committees of their related positions.
5. 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.
6. Board members shall be knowledgeable about the role of the Board to act relative to personnel, program and fiscal matters of the organization.
7. Board members shall abide by and support all decisions, policies and programs

adopted by the Board.

8. Board members shall not act independently on matters that should be decided by the entire Board, keeping the mission statement of FCCLA as a focal point.
9. Board members shall promote sponsorships, resources, and the interest and active participation in the organization on the part of the membership and representative groups.
10. Board members shall approve all contracted individual's contracts.
11. Board members shall adhere to the association's Code of Ethics.
12. Board members shall review and vote on the proposed budget.
13. Board members shall review suggested amendments and formulate proposed amendments to the Bylaws and State Policies.

When funds are available, reimbursement of mileage to board meeting/s will be paid by the association at the current state rate, if not reimbursed by a school district or other organization.

Officers of the Board

President

1. Provides leadership to the Board.
2. Appoints committees to provide leadership to the association and the contracted individuals.
3. Presides at all Board meetings.
4. Conducts an annual performance evaluation of all contracted individuals.
5. Leads the Board in identifying recommendations for contracts and contract negotiations.
6. Approves monthly payment of bills from fiscal coordinator.
7. Serve as past president for one additional year on the board.

Vice-President - President Elect

1. In the absence of the President, the Vice-President shall perform all duties, pertaining to the office of President.
2. In the second year, this officer moves up to the position of President.
3. Serves on the Finance committee.

Secretary

- a. Accurately records all motions and actions during Board meetings.
- b. Minutes for the meeting are distributed and approved via e-mail in a timely manner, so they can be posted on the website as soon as possible.

Article 11: Iowa FCCLA Association Financial Processes

Depositing Procedure

Checks or purchase orders are accepted by the state fiscal coordinator. All deposits are prepared by the FCCLA State Fiscal Coordinator and sent to Des Moines Area Community College (DMACC) bookkeeping services.

Bill Payment Procedure

Bills and payments are accepted and processed by the state fiscal coordinator. The board president and the executive director will direct the state fiscal coordinator in preparing the request for payment disbursement, which are then sent to DMACC bookkeeping services. All bills are paid through DMACC bookkeeping services. Iowa FCCLA, Inc. does not utilize a business credit or debit card for any business transaction.

Invoicing Procedure

The state fiscal coordinator invoices schools and individuals for event registrations and merchandise orders. Invoices will be generated for any monetary transaction received by the Iowa FCCLA, Inc.

Perkins Funding

The first Perkins invoice should be submitted to the Department of Education by the Fiscal Coordinator in January to cover September to December bills. The second should be submitted in late May or early June to cover the rest of the bills. Perkins Funding basically covers the services of the contracted individuals. Perkins Funding requires submitting a variety of supporting documents that can be submitted online. This funding must be approved by the Department of Education before the end of the fiscal year.

Tax Preparation

Will be prepared through the bookkeeping services provided by DMACC.

Account Oversight

The Iowa FCCLA, Inc. Board of Directors is presented with financial information concerning fiscal transactions at each scheduled board meeting throughout the year. The fiscal coordinator will provide a current fiscal report that is provided by the DMACC bookkeeping services at a minimum of at least quarterly.

The state fiscal coordinator, in communication with DMACC bookkeeping services, will prepare a fiscal year-end report that is presented to the board of directors for review. The fiscal coordinator prepares a treasurer's report and it is presented by the State Vice President of Records and Finance to the student delegate body at the annual Iowa FCCLA Leadership Conference.

The fiscal coordinator prepares a yearly budget for board approval at the beginning of each fiscal year. A bookkeeping agreement with DMACC will be approved by the Iowa FCCLA, Inc. Board of Directors at the beginning of each fiscal year.

Credit Card

An organization credit card will provide Iowa FCCLA with the ability to effectively and efficiently make purchases in relation to the approved budget, without impacting personal funds of the contracted individuals. In addition, this would reduce staff time and money in the current reimbursement policy.

Guidelines

1. The Board of Directors will approve the issuance of all organization credit cards.
2. The credit card must have online account access.
 - a. The Board President or designee will be granted online access to the account.
 - b. The Fiscal Coordinator will be granted online access and authorization.
3. The credit card may be used only for the purchase of goods or services for official business of Iowa FCCLA.
4. All purchases will be within current budget line item amounts unless approval is granted by the Board President.
5. The Fiscal Coordinator will reconcile the statement with receipts for all items. The Board President approves the final monthly payment. The Board will have access to statements.
6. The individual issued the card is responsible for its protection and custody, and shall immediately notify the credit card company and Board President if it is lost or stolen.
7. The individual issued the card must immediately surrender the card to the current Board President or designee when affiliation with Iowa FCCLA has ended, and the Fiscal Coordinator and Board President will verify account closure through online access.
8. The individual using a credit card for purchases that cannot be substantiated as a necessary purchase for official business will be subject to dismissal.

Appendix A: Forms



Travel Authorization Policy

Purpose:

This applies to FCCLA state officers traveling for official officer functions during their tenure.

Scope:

This policy is for state officers traveling to approved state meetings

Policy:

1. The form must be completed for each meeting when the state officer is traveling to an official Iowa FCCLA function where they have a specific officer role.
2. This policy and form do not apply to members or state officers traveling to events open to all FCCLA member where officers do not have an official role.
3. Form must be submitted 2 days prior to travel.
4. Form must be submitted to the Executive Director.
5. If you have questions or concerns, please contact the Executive Director



State Officer Travel Authorization Form

Please note that state officers traveling independently is the exception and not the norm. Chapter advisers are to attend functions with the state officer from their respective chapters.

Please complete this form **BEFORE EACH AND EVERY SCHEDULED MEETING**, as outlined in the state officer's handbook (Officer Training, Specific Board Meetings, FCS Teachers Conference, District Meetings, Fall Leadership Rally, Day at the Capitol, State Leadership Conference) as well as additions designated by the State Executive Director. This form must be sent **electronically a minimum of 2 days in advance to:**

Name of State Officer:

Name of Function:

Date (s) of Function:

Place of Function:

Mode of Transportation:

Approximate time of arrival and return:

Person/s accompanying state officer (adviser, parent, etc.):

We understand that the meeting will convene at approximately:

We understand that the meeting adjournment is scheduled for approximately

We, the undersigned, understand that the above-named individual will be in attendance at the stated function. We give our approval for this individual's participation. We agree to the provisions as stipulated in the Conduct Code. We agree not to hold Iowa FCCLA, the State Board of Education, or any of its agents, liable for any accident, illness or injury to this individual during participation in state organization approved activities or functions and necessary travel to and from those sites.

State Officer's Signature

School Official's Signature

Phone

Home Phone Work Phone

Parent/Guardian's Signature

Chapter Adviser's Signature

Phone

Home Phone Work Phone



Iowa Association of
Family, Career and Community Leaders of America
P.O. Box 1084 Ankeny, IA 50021
www.iowafccla.org/

Our mission is to promote personal growth and leadership development through family and consumer sciences education.

IOWA FCCLA MEMBER PERMISSION /PHOTO AND MEDICAL RELEASE

I give my child, _____, permission to attend the _____ on _____. I also give permission for my child to be photographed and/or videotaped during this event. I further give my permission to the undersigned FCCLA adviser to seek and/or approve emergency medical attention for my child, should it become necessary and I cannot be immediately contacted after reasonable effort.

Insurance

I have obtained insurance for my child while attending this meeting or have a family policy including this child, which will cover this activity. I understand the school district and state association are not responsible for providing insurance.

Do you have insurance?	Yes _____ No _____
Policy Name	
Policy Number	
Subscriber Name	

Health

Student		Birthdate	
Family Physician			
Physician Phone			
Parent			
Parent Phone			
Alternate Contact			
Restricted Activities			
Physical Conditions			
Medications? Dosage?			
Allergies			

Parent Signature _____

Date _____

Adviser Signature _____

Date _____



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STATE OFFICER CODE OF CONDUCT

The Iowa Association of Family, Career and Community Leaders of America requires each state officer to read and sign this form:

- 1) Official dress or uniform will be worn at all state approved activities, meetings and/or conferences.
- 2) Nametags and officer pin and guard will be worn at all times while serving in official capacity as a state officer.
- 3) As a state officer and member of the executive council, you shall serve as a liaison between the state and district organization and fulfill duties as outlined in state bylaws and state policies.
- 4) State officers are directly responsible to the state adviser and the state officer coordinator and shall keep them informed of their official activities.
- 5) State officers are required to attend **all** assigned activities, which include: state leadership conference, national meeting, executive council meetings or workdays, (face-to-face and calls), Day at the Capitol and officer leadership training/workshop. Additional activities may be requested. Only under pre-approval by the state adviser/state officer coordinator and/or board approval, may a state officer be excused from attendance at a required event. A parent/guardian must send a written request to the state adviser. **FCCLA MUST BE A PRIORITY!**
- 6) A Travel Authorization form must be faxed to the state adviser **prior** to any official travel. Reimbursement of approved expenses must be turned in on the Expense Report form with all receipts attached. Both the form and receipts are sent to the state adviser.
- 7) A copy of all official correspondence as a state officer must be sent to a state staff member for **prior** approval.
- 8) Education always takes precedence! As a state officer, you are responsible for working closely with your chapter adviser, planning for state activities accordingly and following local school policy and approval procedures.
- 9) State officers shall be prompt and prepared for all official activities. What you do and how you do it should leave a positive impression and set a good example for other FCCLA members!
- 10) As a state officer, your behavior and language at all times should be such that it reflects a positive, professional image of you, your school, your state, and the organization. Respect the rights and comfort of others regarding noise, language, and general conduct.

- 11) Absolutely NO alcoholic beverages, drugs, or tobacco are permitted as a state officer and/or member of Iowa FCCLA. Law violations, of any kind, will be reported to law enforcement and subject to stringent disciplinary action as outlined in the state policies.
- 12) As a state officer, there shall be no defacing of property, stealing, or fighting at any event. Damage to any property or furnishings in hotel rooms, meeting rooms or conference locations must be paid by the individual responsible for the action. Disciplinary action as outlined in the state policies will be followed.
- 13) State officers will follow the curfew set by the state and national organization for all official activities unless official responsibilities extend beyond curfew hours.
- 14) Male and female officers may not be in the same sleeping room unless an adviser/chaperone is present in the room.

If any violation of the State Officer Conduct Code occurs during an officer's term, one or more of the following consequences will be applied as deemed appropriate by the student's adviser, state staff, and/or board of directors if applicable:

- parent/guardian will be notified;
- school administrator will be notified;
- placed on probation of officer duties;
- termination of duties/privileges; or
- other logical consequences as deemed appropriate (i.e. letters of apology, community service, etc.)

Law enforcement authorities will be contacted if there is reasonable suspicion of illegal activity.

In the event that a state officer does not meet assignment due dates:

- 1) On the first offense the officer and their respective adviser and state adviser, will be notified in writing from the state officer coordinator that the student is on probationary status and must submit work within ten days.
- 2) In the event of a second offense or failure to meet the ten-day deadline, the officer, respective adviser, state adviser, parents and school administration will be notified by the state officer coordinator that the officer is on probation and has ten days to submit missing items.
- 3) In the event of a third failure to submit by given deadline or failure to meet ten-day deadline, the officer will remain on probation until the Executive Committee of the FCCLA Board of Directors determines if the student may remain in office.

I have read and fully understand the State Officer Code of Conduct and agree to comply with these conduct guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines.

Signature of State Officer

Position

Date



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IOWA FCCLA MEMBER CODE OF CONDUCT

Attending an official function of FCCLA is a privilege and a responsibility. The dress and behavior of all attendees should be exemplary. Attendees are defined as students, advisers and adult chaperones. They represent their school, community and all FCCLA members in Iowa. All attendees are expected to abide by the following rules of conduct:

- 1) All attendees must register for the meeting indicated above.
- 2) Dress appropriately at all times, refer to Iowa Dress code form posted on state website.
- 3) Behavior and language at all times should be such that it reflects a positive, professional image of your school, your state and your organization. Respect the rights and comfort of others regarding noise, language and general conduct.
- 4) Absolutely NO alcoholic beverages, drugs or tobacco are permitted. Law violations, of any kind, will be subject to stringent disciplinary action.
- 5) If an attendee is found responsible for stealing, vandalism or fighting, they or their parents/guardians will be required to pay all damages.
- 6) Inform your chapter adviser of your whereabouts at all times. This is for your safety!
- 7) Acknowledge the authority of supervisors, adult chaperones, advisers and hotel staff.
- 8) Wear your name badge to all activities.
- 9) Students, advisers and adult chaperones must be on time and attend all sessions.
- 10) Be respectful at all times of speakers and officers by being quiet and listening to the presentations. Wait for appropriate breaks if it is necessary to leave; refrain from making unnecessary noise.
- 11) Observe common sense precautions: Keep hotel doors locked. Do not open your hotel door unless you know the person on the other side.
- 12) Observe the designated curfew as set by the FCCLA state and national organization.
- 13) Any accidents, injuries or illness should be reported to your adviser immediately.

Violation of any of these rules will be sufficient cause for disciplinary action. The parents / guardians / administrators of attendees will be notified. If any violation of the Rule of Conduct occurs during a member's or officer's term, one or more of the following consequences will be applied as deemed appropriate by the student's adviser, state adviser and board members, if applicable:

- a) parent(s)/guardian(s) will be notified;
- b) school administrator will be notified;
- c) termination of membership privilege;
- d) other logical consequences as deemed appropriate (i.e. - letter of apology, community service, etc.) Law enforcement authorities will be contacted if there is reasonable suspicion of illegal activity.

I have read and understand the rules stated above and I am aware of the procedures if any rule is violated.

Member's Printed Name

School

Member's Signature

Date

Parent(s)/Guardian(s) Signature

Date

Appendix B: Board Members Duties and Responsibilities

Duties, Responsibilities and Authority of Board Members

- ☐ Board members shall agree to commit the time to serve a term on the Iowa FCCLA Board of Directors. This will include two face-to-face meetings and teleconference calls when scheduled.
- ☐ Board members are expected to attend all regular and special meetings of the Board.
- ☐ Board members agree to serve on committees during the 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 be knowledgeable about the role of the Board to act relative to personnel, program and fiscal matters of the organization.
- ☐ 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 FCCLA as a 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 approve the Executive Director's contract.
- ☐ Board members shall adhere to the association's Code of Ethics.
- ☐ Board members shall review and vote on the proposed budget.
- ☐ Board members shall review suggested amendments and formulate proposed amendments to the Bylaws and State Policies.
- ☐ With the exception of permanent board members, which are Grand View University, Iowa State University and DMACC, board members may serve two consecutive terms on the board and may serve again after one full term (2- or 3-year term) has past.

B. Duties, Responsibilities and Authority of Officers of the Board

1. President

- ☐ Provides leadership to the Board.
- ☐ Appoints standing committees and special committees as defined by *Roberts Rules of Order*.
- ☐ Appoints ad hoc committee Chairs, as needed.
- ☐ Presides at all Board meetings.
- ☐ Chairs the Executive Committee and serves ex officio as a member of all committees of the Board.
- ☐ Conducts an annual performance evaluation of the state staff.
- ☐ Leads the Board in identifying recommendations for contracts and contract negotiations
- ☐ Approves monthly payment of bills from fiscal coordinator.

2. Vice-President

- ☐ In the absence of the President, the Vice-President shall perform all duties pertaining to the office of President.
- ☐ Serves on the Finance Committee.

3. Secretary

- ☐ Accurately records all motions and actions during Board meetings.
- ☐ Sends recorded minutes to the State Adviser within 5 days following all Board meetings where they shall be filed for the association.

4. Treasurer/Fiscal Coordinator

- ☐ Serves as Chair of the Finance Committee.
- ☐ Presents the annual budget, as approved by the Finance Committee, to the Board of Directors.
- ☐ Reports to the State Adviser and Board as appropriate
- ☐ Annually provides a written account to the Board of the financial condition of the organization.
- ☐ Prepares an accurate report to submit to the association's accountant for the IRS annual report.
- ☐ Sends a monthly listing of all bills to the board president for prior approval.
- ☐ Presents a current fiscal report during each Board meeting.