

Policies & Procedures Manual for **Florida Association & Foundation of FCCLA, Inc.**

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This manual has been prepared to assist advisers and members in performing their duties and responsibilities, throughout the year.

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UPDATES

10/31/2022 – Revisions completed by 2022-2023 Board of Directors

01/09/2023 – Revisions completed by 2023-2024 Board of Directors

04/06/2024 - Revisions completed by 2023-2024 Board of Directors

10/03/2024 - Revisions completed by 2024-2025 Board of Directors

GENERAL INFORMATION

Operations

The Florida Association is one of the State Associations in the national organization of Family, Career & Community Leaders of America. At the district level, leadership is provided by district officers determined by each individual district, a district adviser, and possibly an assistant district adviser or co-district adviser.

In Florida, each of the ten districts are separated into 5 Regions. Each Region is represented by a Regional Officer. In addition to Regional Offices the State Executive Council is composed of a State President, State President-Elect, and Vice President of Junior Relations.

At the State level, leadership is provided by up to 8 State Officers, the District Advisers from each district and a State Board of Directors.

At the National level, leadership is provided by ten National Officers, a Board of Directors and the National Professional Staff. Florida FCCLA follows the National FCCLA Bylaws and Policy & Procedures in addition to those outlined in this document. This document will be reviewed for revisions every five years and as needed.

General Operating Procedures

1. All new business items will be presented at one meeting, voted on and enacted the following year, unless voted on to enact immediately.
2. The Assistant State Adviser will work with the state officers when the State Adviser is not available.
3. All national policies and procedures will be followed.
4. There will be no appeals process for the Florida Competitive events.
5. All state sponsored activities will work to be self-supporting with the exception of National Leadership Conference.
6. The fiscal year will be July 1 to June 30.
7. Alumni and associates will be allowed a sales booth at all state sponsored activities.
8. State Adviser will prepare a financial statement for each state executive and state board meeting.

Financial Procedures

A. Accounts

1. Student organization funds are funds generated from state dues, conference registrations, fund-raising activities and donations of monies for a specific organizational purpose (e.g., scholarships, awards or supplies).
 - a. The grant recipient will establish an account for CTSO activities.
 - b. All student organization funds must have an identified account series/chart of accounts which follows the organization's revenue and expenditure purpose. They must be within the grant recipient's accounting and funds system.
 - c. Any interest earned from the student organization funds must be reported quarterly and remain in the student organization's account.
 - d. The fiscal year will cover the same period as the contract (July 1 to June 30).
 - e. Detailed financial reports of student organization funds, including both revenue and expenses, will be prepared for the State Executive Council and Board of Director meetings. The minutes of the organization's meetings will reflect the Board of Directors' approval of the annual budget and monthly expenditures. Minutes of all state meetings will be submitted to the state office within 30 days of the meeting date.
 - f. Any dues-paying member or local chapter adviser may review the student organization accounts with 10 working days' written notice.
 - g. The organizations must be nonprofit in their financial objective and operate according to 501(c)(3) tax-exempt status.

B. Purchasing

2. The objective of all purchasing will be the best value for the student members (appropriate quality at the lowest possible price).
3. The grantee must follow the bidding process for use of student funds, as specified under the appropriate state law governing purchasing and procurement.

C. Annual Budget, Dues and Fees

4. The state adviser must propose and submit an annual detailed budget of income and expenditures for the student organization funds for approval to the organization's student governing body.
5. CTSO state dues and fees must be recommended by the state adviser and must

be established by the State Executive Council and Board of Directors and should be appropriate to generate sufficient income for the organization's budgeted expenditures.

D. Allowable Use of Funds

Student organization funds must be used solely for the benefit of student members. Use of funds must be approved by the Executive Director. The following items are appropriate uses for organization funds if they are not covered by the CTSO grant funds:

6. Guest speakers and trainers for conferences.
7. Awards and scholarships.
8. Stipends or travel reimbursement not to exceed state or federal per diem rates for State Executive Council and Board of Directors to attend regional and national organization conferences.
9. Office supplies related to the operation of student conferences.
10. State officer training expenditures.
11. State officer expenses to complete official duties.
12. Equipment that is used solely by the organization for the benefit of students, which remains the property of the organization. All equipment must be held in a secure location, be available for inventory and for inspection upon monitoring, and for redistribution to the appropriate party at the beginning of the fiscal year.
13. Conference meals and lodging for student members and the accompanying adviser when registration fees include these items.
14. State officers' official uniforms.
15. State office telephone, printing, postage and other expenses related to the organization.
16. Consultants and administrative clerical support to facilitate the operation of conferences, as listed in sections 5 and 6. Agreements are provided and signed prior to the new school year.

E. Consultants

A consultant or guest speaker may be hired to perform specific tasks. Appropriate tasks for which consultants may be hired include:

17. Write tests or materials for competitive events.
18. Conduct and evaluate competitive events.
19. Perform data entry and tabulation for conferences, competitive events, and

membership.

20. Write instructional/leadership materials.

F. Administrative/Clerical Support

Administrative/clerical support may be hired on an hourly basis as part-time or temporary workers.

21. Executive Director supervises and acknowledges hourly time records for administrative support persons.

G. Exceptions

The Executive Director will approve other uses of the organization's funds before expenditures are made.

H. Fund-Raising Activities

Fund-raising projects to support student activities usually take place at the local chapter level. Also, community service projects, which may involve fund-raising activities for other organizations and/or charities, are often a part of a local/state program of work. Student dues money must not be used for charitable contributions.

LOCAL CHAPTER INFORMATION

Local chapters operate within Family and Consumer Sciences programs in schools. Chapters elect their own leaders, and the number of leaders may vary. A Family and Consumer Sciences teacher serves as the adviser. To be an FCCLA chapter, the group must affiliate with the state association and national Family, Career and Community Leaders of America.

FCCLA Chapters are organized to operate within the Family and Consumer Sciences program. Members and the adviser work together to determine the chapter's components, structure, roles and activities.

Five Basic Components of an FCCLA Chapter:

1. **Membership:** to become an FCCLA chapter member, a student must be taking (or have taken) a FACS education course, or other course as determined by the state department of education. Students affiliate by paying state and national dues, though dues may also be required at the chapter and/or district levels. Affiliated members may hold FCCLA leadership position, take part in national programs and competitive STAR events, receive recognition and participate in chapter activities, trips and projects. Nonaffiliated students may take part in in-class activities, but may not be eligible to participate in state and national activities and recognition opportunities.

2. **Adviser:** the FACS teacher serves as chapter adviser and supports chapter officers and members by participating in meetings, program development and project implementation.
3. **Leadership:** members select a set of officers to lead the chapter. Officers can be elected as one set, each class can have a separate set of leaders who sit on a school-wide FCCLA executive council, or another format may be initiated based on local needs. Additional leadership development may take place with chapter projects and committee involvement.
4. **Meetings:** chapter meetings, programs and work sessions may occur during class time or at other arranged times such as an activity period, before or after school. To prepare for meetings, FCCLA leaders meet with the adviser(s) during class time, activity periods or other arranged times.
5. **Projects:** are planned and carried out by members, individually, in small groups or as a chapter. Projects are related to FACS curriculum, or coursework determined by the state department of education. Work may occur as part of a class activity or assignment, or outside the class depending on the structure of the chapter. Projects may involve school and community action during class time, on weekends, or before or after school.

Chapter Structure

Advisers and members may adapt or design the structure for their chapter to best fit the design of the FACS program and school situation. The chapter structure is flexible and can be changed as the needs of the chapter change.

Affiliation Information

A. Dues:

- National - \$9.00 per member
- Florida - \$10.00 per member
- Local – To be determined by local Chapter Adviser

B. Due Dates:

When affiliating online the date the CHECK is postmarked and mailed is the official affiliation date.

1. November 1 - to receive all materials (Teen Times, Adviser, etc.) provided by Nationals and to compete for Spotlight Chapter Award.
2. December 1 - to participate in Florida district or state STAR Events, or to run for District, State, or National Officer.
3. December 1 - for all chapters having current district, state and national officers
4. January 31 - for new students to your school, arriving after December 1, and second semester students IF the chapter was previously affiliated by December 1 and meets all other requirements to participate in STAR events. All officer candidates must be affiliated by the December 1 date.

Chapters and students may affiliate after these dates with exceptions of the State Executive Director.

Affiliations take place utilizing the National FCCLA portal.

Code of Ethics for FCCLA Members:

FCCLA members will:

- be honest and sincere.
- approach each task with confidence in my ability to perform my work at a high standard.
- willingly accept responsibilities and duties.
- take suggestions and criticisms directed toward the improvement of myself and my leadership team.
- abide by the rules and regulations of my school and Florida FCCLA.
- exercise initiative and responsibility and will cooperate with my peers and fellow FCCLA members.
- dress and act in a manner that will bring respect to me and to my school.
- seek to improve my community by volunteering my efforts and my resources to worthwhile projects.

Code of Conduct for FCCLA Members:

The following code of conduct is required of all members attending any conferences, trainings, etc., sponsored by the organization.

FCCLA members will:

- Be prompt and prepared for all activities.
- Be financially prepared for all possibilities.
- Keep advisers informed of activities and whereabouts at all times.
- Spend nights in the assigned room.
- Attend all general sessions and activities for which they are registered and be on time for all meetings.
- Wear identification badges at all times.
- Leave the conference site only with the permission of the chapter adviser.
- Not drive to any state proposed function or event if under the age of 18.
- Respect all public and private property of the conference site.
- Observe the proper dress code at all times.
- Not entertain members of the opposite sex in their room; nor shall they go into a room of a member of the opposite sex without leaving the door open and having the permission of the chapter adviser.
- Not use Alcoholic beverages or drugs of any kind.
- Not allow visitors to attend the conference without approval from the Chapter Adviser and State Association
- Abide by all curfews.

Chapter Adviser's Responsibilities

- Become familiar with your FCCLA organization.
- Help your chapter affiliate with the State and National Organizations.
- Help students organize the chapter and schedule regular meetings.
- Assist officers in performing their duties, remembering to let them do the work as you advise when needed.
- Help chapter members understand the responsibilities of members, officers, and committee members.
- Help the chapter plan a program of work, which includes a variety of programs, activities, and projects.
- Make information concerning running for local, state, district, and national offices available to students in time for them to participate.
- Inform members of scholarships and awards available.
- interpret the Family and Consumer Science program.
- Provide a place in Family and Consumer Science department for filing records, displaying and keeping materials for the chapter.
- Guide the officers in planning activities to make sure each member has a chance for personal development by participating in as many activities as possible.
- Establish a cooperative relationship if there are two chapter advisers.
- Assume responsibility for:
 - Getting representatives to various district, state and national meetings and providing an opportunity for these representatives to share information gained with other members.
 - Chaperoning representatives to district, state and national meetings.
- Encourage participation in district and state competitive events.
- Attend the district meetings.
- Work with your district advisers in planning district meetings.
- Participate in District Competitive Events.

DISTRICT LEVEL INFORMATION

General Information

If weather or other deterrent does not permit holding the district meeting, the host school will contact the District Adviser, the District Adviser will notify chapters in time for them to change their travel plans. Districts may hold elections by mail if the scheduled election meeting was canceled due to hazardous weather.

District Adviser Responsibilities

1. Interpret and promote the work of the FCCLA in your district.
2. Ensure proper affiliation procedures with correct selection of chapter “types” in accordance with National guidelines.
3. Become acquainted with the state and district officers in your district.
4. Coordinate and supervise the District Planning Meeting.
5. Arrange for date, place, speaker, and coordinate District Meeting.
6. Plan with committees, arrange and serve as consultant for other district activities, workshops, and/or meetings on district level (example: scholarship, scrapbook)
7. Be familiar with the district budget and how monies are to be spent. Keep accurate records and all receipts.
8. Attend all meetings of the State Executive Council.
9. Coordinate and supervise the district Proficiency Events.
10. Chaperone the state officer(s) from your district while attending council meetings, state conference, and other appropriate meetings.
11. Check to see that state officer(s) from your district are on time and attend all sessions of each meeting.
12. Travel with the state officer(s) in your district when the officer is attending approved meetings of other organizations.
13. Check to see that state officer(s) from your district have transportation to all called meetings.
14. Serve as a consultant for state and/or other meetings as requested.
15. Plan to attend the national conference in the year your district is designated.
16. Keep all chapters within your district informed of meetings, deadlines, activities, and results by newsletters.
17. Send copy of newsletters to state FCCLA State Director, Family and Consumer Science county supervisors, other current District Advisers, and vocational directors in your district.
18. If a District Adviser needs to have additional family members attend any official FCCLA meeting, please be aware that the District Adviser will be responsible for 1/2 the cost of lodging, the cost of their meals, childcare during meetings, and any other expenses associated with their attendance. Family members cannot participate in official meetings unless approved by the Executive Director and State President in advance. The District Adviser will also be required to fulfill all duties as assigned for that meeting.

District Adviser Stipend

District Advisers will be compensated \$100.00 for each eligible event/meeting that they fully participate in, not to exceed \$700.00 as long as there are 3500+ affiliated members. The year shall begin with the Script Writing and end with Summer Council. Checks will be mailed after Summer Council and upon receipt of the completed District Adviser Stipend form. The Board of Directors maintains the right to adjust stipends, as needed, based on the association (i.e., membership falling below 3500 affiliated members).

The stipend is based on one District Adviser per district. The stipend will be split if two or more DA's attend the meetings.

Meetings that are eligible for compensation:

- Script Writing/Leadership Training
- District Meeting
- Fall Council
- District Competitive/STAR Events
- State Leadership Conference
- Summer Council

District Adviser Code of Ethics

Family and Consumer Sciences programs offer training to those students who have set career objectives and whose goals are geared toward leadership. Individual conduct and appearance is a phase of this training.

Since educators teach by example and students participating in this organization are impressionable, a Code of Ethics is hereby set for **District Advisers**.

Conduct of the District Advisers shall be above reproach so as to maintain the respect and trust of each other and all members.

Florida FCCLA District Advisers shall:

- Conduct themselves, collectively and individually, in good faith while maintaining a high level of ethical and professional behavior. With this in mind, District Advisers of the opposite sex may not room together at **any** FCCLA functions/events unless legally married to each other.
- Consider themselves as “trustees” to ensure that FCCLA is well maintained, financially secure, growing and always operating in the best interests of the organization and its membership.
- Utilize opportunities to increase public understanding of Family and Consumer Sciences and FCCLA.
- Use FCCLA resources with scrupulous regard and only for the purpose for which they are intended.
- Keep well informed about developments relevant to FCCLA and bring to the attention of the decision-making bodies any issues that may have an impact on the organization.
- Declare conflicts of interest and abstain from voting or discussion when appropriate.
- Listen to and respect the opinions of others and support majority decisions.

Florida FCCLA District Advisers shall not:

- Seek or accept on behalf of themselves or any other person, any financial advantage or gifts of other than a nominal value offered as a result of affiliation with FCCLA.
- Knowingly place themselves in a position that poses a conflict between their interests and those of FCCLA.
- Publicly use any FCCLA affiliation in connection with the promotion of partisan politics, religious matters, positions, or any issue not in conformity with the policies of FCCLA.

- Disclose confidential information about FCCLA to any person or entity not authorized to receive such information.
- Knowingly take any action intended to influence FCCLA in such a way as to confer financial benefit on any entity in which the individual has a significant interest or affiliation.
- Criticize fellow members or their opinions, interfere with the duties of the administrator or undermine the administrator's authority with staff members.
- Operate in any manner that is contrary to the best interests of the membership of Family, Career and Community Leaders of America, Inc.

As a member of the FCCLA State Staff, District Advisers must adhere to the Code of Ethics of Family, Career and Community Leaders of America, Inc. Any infringement of these guidelines shall be addressed in a timely manner. If any District Adviser chooses not to abide by this code of ethics, the FCCLA State Board of Directors will have the authority to remove that District Adviser from their position with FCCLA.

District Officer Responsibilities

A. Responsibilities of Elected District Officers:

1. Attend all district meetings
2. Participate in planning district meetings
3. Keep appropriate records and pass them on to successor
4. Know opening and closing ceremonies and installation ceremony

B. Elected district officers are expected to attend the following meetings if applicable and to carry out their office responsibilities:

1. Planning Meetings--District level
2. District Meeting
3. District Competitive Events
4. State Conference

Exceptions are serious illness, death, inclement weather or excused absences approved by the district and assistant or co-district advisers and the executive council. Excused absences should be obtained one week in advance if possible. This includes sending a copy of a written request for absence to all district officers, the District Adviser and Assistant District Adviser for voting purposes. A majority vote is required to obtain an excused absence. Upon the second unexcused absence the officer must relinquish his/her office.

NOTE: If advance notice is not possible, the officer must make verbal contact with the District Adviser, followed by a written explanation for the absence within two weeks of the missed meeting date.

Any person removed from a district office who seeks to have the removal determination reviewed must petition for review in writing to the District Adviser within two weeks of the date

of removal. The District Adviser will assemble a peer review committee consisting of three Chapter Presidents from the district (chosen by random draw), the District Adviser, the Assistant District Adviser and two District Officers (chosen by random draw). The peer review committee will conduct a hearing in accordance with parliamentary procedure within two weeks for the date of the written petition for review. The determination by the peer review committee shall be final.

- C. Should a chapter not affiliate for the current school year, any district, state, or national officers from that chapter would need to resign from their elected office as soon as they are aware that their school does not have an FCCLA chapter. Some exceptions can be made by the State Executive Director.
- D. District Presidents should understand, interpret and enforce the election rules.
- E. District offices vacated prior to July 1 will be filled in accordance to procedures determined by the District Executive Council, District Adviser and Assistant or Co- District Adviser.
- F. Failure to meet these responsibilities may result in placement of the officer on probationary status, or a request for resignation from office.

Qualifications for District Office

The Candidate Should:

1. Meet the requirements as stated in the FCCLA Bylaws and become familiar with the duties of that office as stated in the Bylaws.
2. Display emotional maturity and high moral standards.
3. Display leadership abilities and initiatives.
4. Assume and carry through with responsibilities.
5. Be tactful, cooperative and considerate of others.
6. Display a good command of the English language.
7. Complete officer candidate checklist (see chapter officer section).
8. Complete District Officer Application Form.

District Officer Responsibilities

District Reporter Responsibilities

State Level

- Courtesy Corp. – Host, hostess, monitor seating.
- Assist in selling FCCLA promotional items, if applicable.
- Assist state officers in presiding at regional meetings.

District Level

- Prepare a news release regarding district meeting information for chapters to use as a public relations tool.
- Submit articles to the state and national newsletters (The Rose Petal; Teen Times)
- Work with district secretary in collecting articles from chapter for a one-page newsletter (at least 1 per year) to be mailed to chapters in the district.

- Present summary (oral) of project(s) from previous school year at the district meeting.

District Historian Responsibilities

State Level

- Assist with chapter registration.
- Sit in district reserved seating press section and take pictures for the district scrapbook.
- Display district scrapbook at the state conference.
- Check press badges in the chapter press reserve seating section.
- Serve as usher at the regional meeting.
- Bring relaxer/energizer to regional meeting and be prepared to conduct if needed.
- Assist State Historian at the State Leadership Conference if necessary.

District Level

- Collect scrapbook materials from local chapters in their district and add to the district scrapbook.
- Keep records, photographs and other materials of historical importance of the district.
- Compile a scrapbook to be presented at the annual district meeting.

District Secretary Responsibilities

State Level

- Assist with roll call at the State Leadership Conference (during general session and regional meeting).
- Assist with chapter registration.
- Sit in reserved seating area; take notes for district record purposes.
- Bring relaxer/energizer to regional meeting and be prepared to conduct if needed.

District Level

- Record the minutes at the district planning meeting and district meeting.
- Assist with roll call at the district meeting.
- Assist with district correspondence.
- Work with district reporter in collecting articles from chapters for a one-page newsletter (at least 1 per year) to be mailed to chapters in the district.
- Present summary (oral) of project(s) from previous school year at the district meeting.

District Chairperson's Responsibilities

State Level

- Courtesy Corp. – Host, hostess, monitor seating, check assembly attire during general sessions.
- Assist in selling FCCLA promotional items, if applicable.
- Assist state officers in presiding at regional meetings.
- Bring relaxer/energizer to regional and be prepared to conduct if needed.

District Level

- Serve as co-chairperson of the program planning committee for district meetings, preside at the business session of the district meetings, be prepared to assume

- responsibility and preside at the district meeting in the event the state officer is unable to preside.
- Preside at the general session of the district proficiency events; help at state conference with the regional meeting and other sessions as assigned by the state executive council.
 - Promote membership in FCCLA as determined by the needs of the district in which elected.
 - Serve as liaison to the state president-elect and to the state officer representing the district.
 - Present summary (oral) of project(s) from previous school year at the district meeting.

District Officer Code of Conduct

All meetings and activities of the Florida FCCLA are educational functions and plans are made with that objective in mind. Your behavior at these meetings and activities is a direct reflection on yourself, your local chapter, school, home, district and the state association.

The Florida Association wants every person to have an enjoyable experience with maximum attention to safety and comfort. Everyone is expected to conduct him/herself in a manner that best represents our organization. In order that everyone may receive maximum benefits from their participation, the following policies are mandatory and non-negotiable. These policies will be enforced for every student attending a district, state and/or national FCCLA activity of the Florida Association.

I will:

- NOT smoke, possess or consume alcohol or other drugs unless prescribed by a doctor.
- NOT use the internet in any way that will demean myself or Florida FCCLA.
- NOT use vulgar language or make demeaning remarks to any student or adult.
- Attend all sessions in their entirety for which I am registered.
- Behave appropriately at all times: be courteous to all guests and staff, friendly to other delegates (students and adults), respect property of others (private and public), use proper manners, and refrain from unnecessary physical contact.
- Follow established curfews.
- Meet students of the opposite sex only in public meeting areas. Sleeping rooms of the opposite sex are off limits without the presence of assigned adult.
- Wear appropriate clothing.
- NOT wear caps/hats inside meeting rooms.
- Maintain the volume of audio devices at a reasonable level (the State Association is not responsible for theft).

- Properly secure valuables and use caution in displaying these items. The State Association will not be responsible for theft or damage.
- Review schedules or agendas with adviser & keep them informed of my whereabouts at all times.
- Will not leave meeting without permission of adviser.
- Keep my belongings together and out of the way of others (especially hotel cleaning services).
- Keep hotel room key with me at all times. I will NOT loan it to others or block the door open.
- NOT charge any expenses to my room including food, telephone, pay TV, etc.
- RULES OF MY SPECIFIC SCHOOL DISTRICT WILL ALSO APPLY WHEN ATTENDING AN FCCLA ACTIVITY.

STATE LEVEL INFORMATION

Qualifications & Responsibilities for State Officers

General:

The State Officer Candidate Should:

1. Meet the requirements as stated in the FCCLA Bylaws, and become familiar with the duties of that office as stated in the Bylaws.
2. Be neat, well-groomed and have good manners
3. Display emotional maturity and high moral standards
4. Display leadership abilities and initiatives
5. Assume and carry through with responsibilities
6. Be tactful, cooperative and considerate of others
7. Display a good command of the English language
8. Have no record of school suspension/expulsion or law violations
9. Complete officer candidate checklist (see chapter officer section)
10. Complete District Officer Application Form
11. Must have and maintain a minimum 3.0 GPA
12. Follow the respective code of conducts at all times

Attendance Responsibilities:

1. Transition Meeting at State Conference: Approximately 3 hours
2. Training Session: Approximately 2 days in April
3. Summer Council: Approximately 3 days in June
4. Winter Council: Approximately 3 days in January
5. Script Writing: Approximately 2 days in the Fall
6. State Conference: Approximately 4 days in the Spring
7. National Conference: Approximately 5 days in July
8. All district meetings and activities
9. Invitations from other chapters or local, state and civic organizations when approved by state, district, or local adviser. When the State Office requests the presence of a state officer at a particular function, these expenses will be paid by the association upon presentation of receipts for travel by the state officer.
10. Other meetings as designated by the State Executive Director

Financial Responsibilities:

See Expense Grid located in appendix of this document

1. The State Association financial responsibilities will be:
 - a. Expenses for room and meals while attending executive council meetings and state conference. Transportation to and from these meetings when approved by FCCLA State Executive Director.
 - b. Expenses to attend meetings of other state organizations when approved by FCCLA State Executive Director
 - c. Expenses for ½ of the basis monies needed for National Leadership Conferences for state officers provided these dollars are available.
2. The State Officers financial responsibilities will be:
 - a. Each Officer will purchase the official uniform selected by the Executive Council. Approximate cost is \$400.
 - b. Each officer attending the National Leadership Conference will be expected to provide for at least ½ of his/her national meeting basic expenses. All other expenses (ex; film, souvenir, tours, snacks) will be the responsibility of the individual.
3. The Local Chapter financial responsibilities will be:
 - a. Chapter inviting state officers to appear on program will be responsible for any expenses incurred for travel, room and/or meals.

Candidate Criteria for State Officers:

1. A candidate may not campaign wearing any official designations of his/her current office (name badge, officer pin and guard, etc.).
2. No campaigning materials will be allowed (pamphlets, pens, buttons, goodies, etc.).
3. The candidates must attend all the meetings designated for candidates at the State Leadership Conference.
4. Candidates are required to be registered for and to attend the State Leadership Conference the year of candidacy.
5. Candidates must meet the qualifications as stated in the Bylaws.
6. Failure to comply with these policies will result in the disqualification of the candidate.

State Officers Running for Re-Election:

In order to run a fair and even election, these guidelines must be followed by those seeking re-election:

- At District Meeting - no candidates may appear on stage prior to voting. During campaigning, current state or district officers cannot wear clothing that identifies them as an officer (tie, scarf, pin or nametag). Failure to follow these guidelines may result in disqualification.
- At State Leadership Conference - candidates cannot campaign in clothing that identifies them as a state officer (tie, scarf, pin or nametag). Campaigning includes standing at round robin sessions, giving speeches, meet and greet, introductions and during regional meetings.

Duties Of State Officers

The **President** shall preside over the state meeting of the Association, over meetings of the State Executive Council, appoint committees, and serve as an ex-officio member of all committees. This office may also prepare and present presentations dealing with leadership skill development.

The **President-Elect** shall learn the duties and responsibilities of the presidency in order to be prepared to assume the office of President the following year, shall preside at state conference sessions as assigned by the State Executive Council, shall promote membership by encouraging the organization of new chapters and increasing membership within affiliated chapters and shall serve as the National Membership Committee Member from Florida. This officer may prepare and present presentations dealing with leadership skill development. This may be in conjunction with the current president.

The **Vice-President of Junior Relations** shall serve as liaison for the middle level members. Shall be responsible for promoting the National Project and Power of One, shall post a newsletter on the Florida FCCLA website with an e-mail link and shall assist with membership growth while encouraging Participation with the state project.

The **Vice-President of Parliamentary Law** shall assist in conducting meetings in a businesslike way, shall be the recipient of proposed bylaw change from affiliated chapters, shall serve on the State Bylaw Committee, shall preside at State Leadership Conference as assigned by the State Executive Council, may be asked to prepare and present presentations, dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program - Stand Up.

The **Vice-President of Management** shall keep an accurate record of the business meetings of the state conference and of the State Executive Council (submitting them to the state office

within 2 weeks following the adjournment of said meetings), shall make a report of the financial status of the Association at State Executive Council and state meetings, shall preside at state conference sessions as assigned by State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote all the national programs and National Program - Financial Fitness.

The **Vice-President of Careers and Alumni** shall be responsible for encouraging and educating members to consider opportunities in Family and Consumer Science careers as well as actively pursue professionals that represent those careers. He/she shall also be responsible for encouraging active members to move into alumni status after graduation. Vice-President of Careers and Alumni may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program - Career Connections.

The **Vice-President of Community Service** shall be responsible for creating interest in and promoting one of the National Outreach Projects, shall be responsible for planning and distributing information related to the State Project, shall preside at state conference sessions as assigned by the State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program - Community Service.

The **Vice-President of Public Relations** shall maintain the state newsletter, *The Rose Petal*, shall serve as the chairperson of the Chapter in Action Scrapbook Committee, shall be responsible for compiling the state scrapbook from chapter entries for Chapter in Action Scrapbook Event, shall display the state scrapbook at state conference, shall encourage chapters to contribute materials for the publication, shall preside at state leadership conference as assigned by the State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Programs - Families First and FACTS.

State Officer Code of Conduct

All meetings and activities of the Florida FCCLA are educational functions and plans are made with that objective in mind. Your behavior at these meetings and activities is a direct reflection on yourself, your local chapter, school, home, district and the state association. The Florida Association wants every person to have an enjoyable experience with maximum attention to safety and comfort. Everyone is expected to conduct him/herself in a manner that best represents our organization. In order that everyone may receive maximum benefits from their participation, the following policies are mandatory and non-negotiable. These policies will be enforced for every student attending a district, state and/or national FCCLA activity of the Florida Association.

I will:

- NOT smoke, possess or consume alcohol or other drugs unless prescribed by a doctor.
- NOT use the internet in any way that will demean myself or Florida FCCLA.
- NOT use vulgar language or make demeaning remarks to any student or adult.
- Attend all sessions in their entirety for which I am registered.
- Behave appropriately at all times: be courteous to all guests and staff, friendly to other delegates (students and adults), respect property of others (private and public), use proper manners, and refrain from unnecessary physical contact.
- Follow established curfews.
- Wear appropriate clothing.
- NOT wear caps/hats inside meeting rooms.
- Maintain the volume of audio devices at a reasonable level (the State Association is not responsible for theft).
- Properly secure valuables and use caution in displaying these items. The State Association will not be responsible for theft or damage.
- Review schedules or agendas with adviser & keep them informed of my whereabouts at all times.
- Will not leave meeting without permission of adviser.
- Keep my belongings together and out of the way of others (especially hotel cleaning services).
- Keep hotel room key with me at all times. I will NOT loan it to others or block the door open.
- NOT charge any expenses to my room including food, telephone, pay TV, etc.
- **Rules Of My Specific School District Will Also Apply When Attending an FCCLA Activity.**

Procedures for Electing State Officers

1. In order to vote or present a candidate(s) for office, a chapter must have paid state and national dues to the Association prior to the deadline set by the SEC.
2. Officer Candidates shall compete at each level following the State Officer candidate procedures and election procedures outlined by the State Office.
3. A chapter may submit one candidate for VP of Junior Relations, one candidate for President Elect and one candidate for state level office. These candidates will compete at the district level.
4. Each District may submit up to 1 President-Elect candidate, 1 VP of Junior Relations Candidate, and 2 Regional Officer candidates. These candidates shall be elected by majority vote at District meetings. The two Regional Officer candidates receiving the highest number of votes will be declared the winners and will move on to the State conference to compete. The President-Elect and VP of Junior Relations candidates receiving the highest number of votes for each position will be declared the winner and will move on to the State conference to compete. When District meetings are not held, the candidate shall be nominated by other means authorized by the SEC.
5. At State Conference, all candidates will be selected by majority vote.
6. Districts shall be combined into regions for the purpose of electing officers at the State Conference.

The candidate from District 1 or 2 with the highest number of votes will be elected as the State Officer from Region 1.

The candidate from District 3 or 4 with the highest number of votes will be elected as the State Officer from Region 2.

The candidate from District 5 or 6 with the highest number of votes will be elected as the State Officer from Region 3.

The candidate from District 7 or 8 with the highest number of votes will be elected as the State Officer from Region 4.

The candidate from District 9 or 10 with the highest number of votes will be elected as the State Officer from Region 5.

7. At state conference the total number of candidates can be:

10 President-Elect Candidates

10 VP of Junior Relations Candidates

20 Regional Officer Candidates

8. At the state conference, the incoming state officers shall select the actual office they feel best able to assume during the coming year with the exception of President-Elect, President, and VP of Junior Relations. If two officers desire the same position then a vote will be held to determine which officer receives the position. The vote will be conducted among the State Executive Council.

State Officer Candidate Procedures

Procedures for electing state officers at the State Leadership Conference, from the district nominees, will include the following elements.

1. Each Officer Candidate will review and complete the State Officer Application Packet. The application packet will be submitted to the State Office by the listed deadline.
2. All Officer Candidates will attend a pre State Leadership Conference interview, virtually, with a selected application review committee to ensure qualifications are met.
3. All Officer Candidates will attend a pre State Leadership Conference informational session, virtually, with members from the SEC and or State Office in order to obtain all pertinent information and requirements of a candidate when at the State Leadership Conference.
4. Officer Candidate Meet and Greet with Voting Delegates (all Officer Candidates).
5. Officer Candidate Round Robin where Voting Delegates will be allowed to interview the candidate (for Regional Officer and VP of Jr. Relations candidates).

6. President-Elect Officer Candidate Round Robin where Voting Delegates will be allowed to interview the candidate (for all President-Elect candidates).
7. Knowledge Testing (10 questions composed to gauge the candidates knowledge of FCCLA) The candidate will complete the test at a designated time, in a designated room. Results of the knowledge test will be provided to Voting Delegates.
8. All candidates will present a **two-minute speech** during a general session for the membership in attendance. The speech will be delivered without props, campaign-type posters or costumes. The speech may be on the completed project, of a campaign nature, or combination of both.
9. Candidates for State President-Elect will participate in a symposium during one of the general sessions. The symposium will consist of one fact and one thought questions related to FCCLA. Each candidate will receive the same questions. The candidate will be asked the one thought question and one fact question after the delivery of their speech. The questions will remain confidential and will not be known by the candidates.
10. There are to be **no campaign-type materials** distributed or displayed before or during the conference. Verbal campaigning at the conference is approved and encouraged.
11. At the State Conference, opportunities will be provided for voting delegates to meet and interview the candidates for state office.
12. At the State Conference, voting will be at a designated time and in a central polling place. Only properly identified voting delegates will be admitted, receive ballots, and vote.
13. Previous state officers and state office candidates may run again provided they meet the requirements of the Bylaws.

Voting Delegates

- each affiliated chapter may have 2 affiliated members serve at voting delegates
- will wear ribbons/badges at district and/or state leadership meetings
- should meet and interview the candidates for each office at the appropriate times
- should discuss candidates qualifications with chapter members
- will be seated in assigned seating area prior to start of meeting
- will listen closely to explanation of voting procedures
- meet with Election's Supervisor to cast vote
- stay in designated voting, area until ballots are counted, in case of a run off

MISCELLANEOUS

Appeal Procedure

1. Any member, adviser, or chapter may appeal procedural decisions of the District Adviser to the Executive Director. This shall be accomplished by filing a written request for review of the action within five business days after being notified of the decision in question. This petition must describe the decision being appealed and the factual basis for review. If the appeal is not resolved by the Executive Director, the petitioner can request in writing a final decision by the FCCLA Board of Directors.
2. Upon receipt of the petition, the Board of Directors shall conduct a hearing at the earliest possible time to hear the appeal. The Board of Directors may affirm, reduce, or reverse the decision. The petitioner shall be notified of the ruling.
3. Throughout the appeal process, the petitioner shall have the opportunity to be heard and present evidence to support his/her/their position.
4. The decision of the Board of Directors shall be final.
5. This appeal procedure shall not apply to or supersede the procedure either for contestant disqualifications as defined in the FCCLA Competitive Events Manual, or in the decision of judges for competitive events.

Member Questions & Concerns

Any member questions/concerns should initially be directed to the local chapter adviser, the District Adviser, then Executive Director; and finally, the Board of Directors Chair may be called upon to answer questions or resolve concerns.

Conference Dress Code Policy

The State Leadership Conference is an excellent opportunity for members to convey to others the positive and professional image of FCCLA. Members' behavior in the hotels and throughout the State Leadership Conference is the only image others in the hotel may ever have of our organization. Student conduct and dress should contribute to the positive and professional image of FCCLA. **Advisers are responsible for enforcing the dress policy with their students. Delegates and guests not adhering to the dress policy will not be admitted into sessions.**

Students

Students Mandatory Attire for General Sessions / Exhibits / Workshops

- 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
- FCCLA Red blazer is encouraged but NOT required for general members

Students Mandatory Attire for Excursions

- Casual - slacks, blouse or skirt, socks and casual shoes, jeans, shorts, t-shirts and athletic shoes or sandals

Students Mandatory Attire for Banquet

- Semi-formal
- Jeans, t-shirts, athletic wear and athletic shoes are NOT included in semi-formal attire

Advisers / Chaperones / Guests (non-students)

Non-Student Mandatory Attire for General Sessions / Exhibits / Workshops

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

Non-Student Mandatory Attire for Excursions

- Casual - slacks, blouse or skirt, socks and casual shoes, jeans, shorts, t-shirts and athletic shoes or sandals

Non-Student Mandatory Attire for Banquet

- Semi-formal or Business Casual
- Jeans, t-shirts, athletic wear and athletic shoes are NOT included in semi-formal attire

Other Unacceptable Attire at Any FCCLA Session or Event:

- Skin-tight or revealing clothing
- Midriff-baring clothing
- Extremely short skirts (shorter than 2 inches above the knee)
- Clothing with printing that is suggestive, obscene or promotes illegal substances
- Athletic clothing
- Swimwear (unless waterpark or beach event)
- Rubber, beach type flip flops (unless waterpark or beach event)
- Night wear (pajamas) should not be worn outside of your hotel room

APPENDIX

Florida FCCLA District Map

FLORIDA FCCLA DISTRICTS MAP



State Executive Council Expense Grid & Report

Updated 2022

Officers	Meals	Lodging	Transportation	Excursion	Banquet	Registration	Other
Summer Council	Y	Y	Y	N	N/A	N/A	
Leadership Training	N	Y	N	N/A	N/A	50%	
National Conference	N	Y	N	N	N	Y	
National Fall Conference	N	President, Pres. Elect	N	N	N/A	President, Pres. Elect	
Winter Council	Y	Y	Y	N	N/A	N/A	
Script Writing	Y	Y		N/A	N/A	N/A	
State Conference	Provided by State Coordinator; Officers eat together	Y	Y	N	Y	Y	
Uniform							Office Polo, Name Badge, Officer Pin
District Advisers	Meals	Lodging	Transportation	Excursion	Banquet	Registration	Other
Summer Council	Y	Y	Y	N/A	N/A	N/A	
Leadership Training	N	N	N	N/A	N/A	N	
National Conference	N	N	N	N	N	N	
National Fall Conference	N	N	N	N	N	N	
Winter Council	Y	Y	Y	M	N/A	N/A	
Script Writing	Y	Y	N	N/A	N/A	N/A	
State Conference	Pre-Conference Only	Pre-Conference Only	Y	N	Y	Y	
Uniform							Office Polo, Name Badge

Meals provided by the State Office at any meeting (even if you choose not to attend that meal service) will not be reimbursed. Officers and Advisers should travel together to minimize expenses. Florida FCCLA will not reimburse expenses when school districts cover the cost. Meals at any meeting that are provided will not be reimbursable.

Florida Association & Foundation of FCCLA, Inc.

P.O. Box 22733

Tampa, FL 33622

813.300.2458

EXPENSE REPORT

****IN ORDER TO BE REIMBURSED FOR EXPENSES, ALL EXPENSE REPORTS MUST BE RECEIVED WITHIN 30 DAYS FOLLOWING A MEETING OR EVENT, OR YOU WILL NOT BE REIMBURSED.**

Please sign the form and attach ALL receipts for anything other than meals. Also be sure to include a clear mailing address complete with street (or P.O. Box) in order to collect your reimbursement in a timely manner.

Name:	
Title:	
SS#	
Address to send check	
Street:	
City/Zip	
Dates Covered:	
Purpose of Expense:	

DATE	DESCRIPTION	TRAVEL	TOLLS	TRANSPORT RENTAL/AIR	MEALS \$6/\$11/\$19	POSTAGE	OTHER (DESCRIBE)	TOTALS
	Travel :							
	Fr: To: (RT) _____miles x .585							
	TOTALS:							

Signature: _____ Date: _____ Executive Director _____ Date: _____

Florida FCCLA District Adviser's Responsibilities & Code of Ethics

Responsibilities

1. Interpret and promote the work of the FCCLA in your district.
2. Insure proper affiliation procedures with correct selection of chapter "types" (Constitution, Article II)
3. Become acquainted with the state and district officers in your district.
4. Coordinate and supervise the District Planning Meeting.
5. Arrange for date, place, speaker, and coordinate District Meeting.
6. Plan with committees, arrange and serve as consultant for other district activities, workshops, and/or meetings on district level (example: scholarship, scrapbook)
7. Be familiar with the district budget and how monies are to be spent. Keep accurate records and all receipts.
8. Attend all meetings of the State Executive Council.
9. Coordinate and supervise the district Proficiency Events.
10. Chaperone the state officer(s) from your district while attending council meetings, state conference, and other appropriate meetings.
11. Check to see that state officer(s) from your district are on time and attend all sessions of each meeting.
12. Travel with the state officer(s) in your district when the officer is attending approved meetings of other organizations.
13. Check to see that state officer(s) from your district have transportation to all called meetings.
14. Serve as a consultant for state and/or other meetings as requested.
15. Plan to attend the national conference in the year your district is designated.
16. Keep all chapters within your district informed of meetings, deadlines, activities, and results by newsletters.
17. Send copy of newsletters to state FCCLA State Director, Family and Consumer Science county supervisors, other current District Advisers, and vocational directors in your district.
18. If a District Adviser needs to have additional family members attend any official FCCLA meeting, please be aware that the District Adviser will be responsible for 1/2 the cost of lodging, the cost of their meals, childcare during meetings, and any other expenses associated with their attendance. Family members cannot participate in official meetings unless approved by the Executive Director and State President in advance. The District Adviser will also be required to fulfill all duties as assigned for that meeting.

Code of Ethics

Family and Consumer Sciences programs offer training to those students who have set career objectives and whose goals are geared toward leadership. Individual conduct and appearance is a phase of this training.

Since educators teach by example and students participating in this organization are impressionable, a Code of Ethics is hereby set for **District Advisers**.

Conduct of the District Advisers shall be above reproach so as to maintain the respect and trust of each other and all members.

Florida FCCLA District Advisers shall:

- Conduct themselves, collectively and individually, in good faith while maintaining a high level of ethical and professional behavior. With this in mind, District Advisers of the opposite sex may not room together at **any** FCCLA functions/events unless legally married to each other.
- Consider themselves as “trustees” to ensure that FCCLA is well maintained, financially secure, growing and always operating in the best interests of the organization and its membership.
- Utilize opportunities to increase public understanding of Family and Consumer Sciences and FCCLA.
- Use FCCLA resources with scrupulous regard and only for the purpose for which they are intended.
- Keep well informed about developments relevant to FCCLA and bring to the attention of the decision-making bodies any issues that may have an impact on the organization.
- Declare conflicts of interest and abstain from voting or discussion when appropriate.
- Listen to and respect the opinions of others and support majority decisions.

Florida FCCLA District Advisers shall not:

- Seek or accept on behalf of themselves or any other person, any financial advantage or gifts of other than a nominal value offered as a result of affiliation with FCCLA.
- Knowingly place themselves in a position that poses a conflict between their interests and those of FCCLA.
- Publicly use any FCCLA affiliation in connection with the promotion of partisan politics, religious matters, positions, or any issue not in conformity with the policies of FCCLA.
- Disclose confidential information about FCCLA to any person or entity not authorized to receive such information.
- Knowingly take any action intended to influence FCCLA in such a way as to confer financial benefit on any entity in which the individual has a significant interest or affiliation.
- Criticize fellow members or their opinions, interfere with the duties of the administrator or undermine the administrator’s authority with staff members.
- Operate in any manner that is contrary to the best interests of the membership of Family, Career and Community Leaders of America, Inc.

As a member of the FCCLA State Staff, District Advisers must adhere to the Code of Ethics of Family, Career and Community Leaders of America, Inc. Any infringement of these guidelines shall be addressed in a timely manner. If any District Adviser chooses not to abide by this code of ethics, the FCCLA State Board of Directors will have the authority to remove that District Adviser from their position with FCCLA.

This form must be acknowledged and signed by the District Adviser(s), their school Principal and their County Supervisor/CTE Director.

****This form must be signed by all parties concerned or the District Adviser will be removed from their position.**

As Lead or Co District Adviser for District _____, I have read the above Code of Ethics and agree to abide by these conditions.

Printed Name and Signature of District Adviser

Date

As Principal, I agree to fully support the above listed District Adviser in fulfilling their responsibilities.

Printed Name and Signature of Principal

Date

As the County Supervisor/CTE Director, I agree to fully support the above listed District Adviser in fulfilling their responsibilities.

Printed Name and Signature of County Supervisor/CTE Director

Date

FLORIDA ASSOCIATION & FOUNDATION OF FCCLA, INC.
District or State Officer Code of Conduct

All meetings and activities of the Florida FCCLA are educational functions and plans are made with that objective in mind. Your behavior at these meetings and activities is a direct reflection on yourself, your local chapter, school, home, district and the state association.

The Florida Association wants every person to have an enjoyable experience with maximum attention to safety and comfort. Everyone is expected to conduct him/herself in a manner that best represents our organization. In order that everyone may receive maximum benefits from their participation, the following policies are mandatory and non-negotiable. These policies will be enforced for every student attending a district, state and/or national FCCLA activity of the Florida Association.

I will:

1. NOT smoke, possess or consume alcohol or other drugs unless prescribed by a doctor.
2. NOT use the internet in any way that will demean myself or Florida FCCLA.
3. NOT use vulgar language or make demeaning remarks to any student or adult.
4. Attend all sessions in their entirety for which I am registered.
5. Behave appropriately at all times: be courteous to all guests and staff, friendly to other delegates (students and adults), respect property of others (private and public), use proper manners, and refrain from unnecessary physical contact.
6. Follow established curfews.
7. Wear appropriate clothing.
8. NOT wear caps/hats inside meeting rooms.
9. Maintain the volume of audio devices at a reasonable level (the State Association is not responsible for theft).
10. Properly secure valuables and use caution in displaying these items. The State Association will not be responsible for theft or damage.
11. Review schedules or agendas with adviser & keep them informed of my whereabouts at all times.
12. Will not leave meeting without permission of adviser.
13. Keep my belongings together and out of the way of others (especially hotel cleaning services).
14. Keep hotel room key with me at all times. I will NOT loan it to others or block the door open.
15. NOT charge any expenses to my room including food, telephone, pay TV, etc.

RULES OF MY SPECIFIC SCHOOL DISTRICT WILL ALSO APPLY WHEN ATTENDING AN FCCLA ACTIVITY.

I understand that should I violate any of the above policies I may be dismissed from the meeting or conference and may not be allowed to attend any future functions of the Florida FCCLA and may have to reimburse the District or State Association for all expenses relating to this event.

Date

Participant's Signature

We have read and understand the conduct policies. We also agree that the district/state staff has the right to send our son/daughter home from the activity at our expense, provided s/he violated the conduct policies and/or his/her conduct has become a detriment to the activity or image of the District/State Association.

Date

Parent/Guardian Signature