

# **Procedure Manual**

**for**

## **Kansas Family, Career and Community Leaders of America**

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

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# **GENERAL INFORMATION**

## **OPERATIONS**

The Kansas Association is one of 53 State Associations, including the District of Columbia, Puerto Rico and the Virgin Islands, in the national organization of Family, Career & Community Leaders of America.

At the district level, leadership is provided by the number of district officers determined by each individual district, a district advisor, an assistant district advisor and a state leadership council advisor.

In Kansas, each of the twelve districts may elect three state officer candidates. The candidates participate in the state officer selection process to fill the possible eight Executive Council (state officer) positions.

At the state level, leadership is provided by up to 8 state officers, a state board of directors, a state leadership council consisting of: a state leadership council advisor and an assistant district advisor from each district, teacher educator, state staff members, KATFACS representative, KAFCS representative, state alumni and associates representative, district president representative and the chairperson of the Kansas Peer Education Teams.

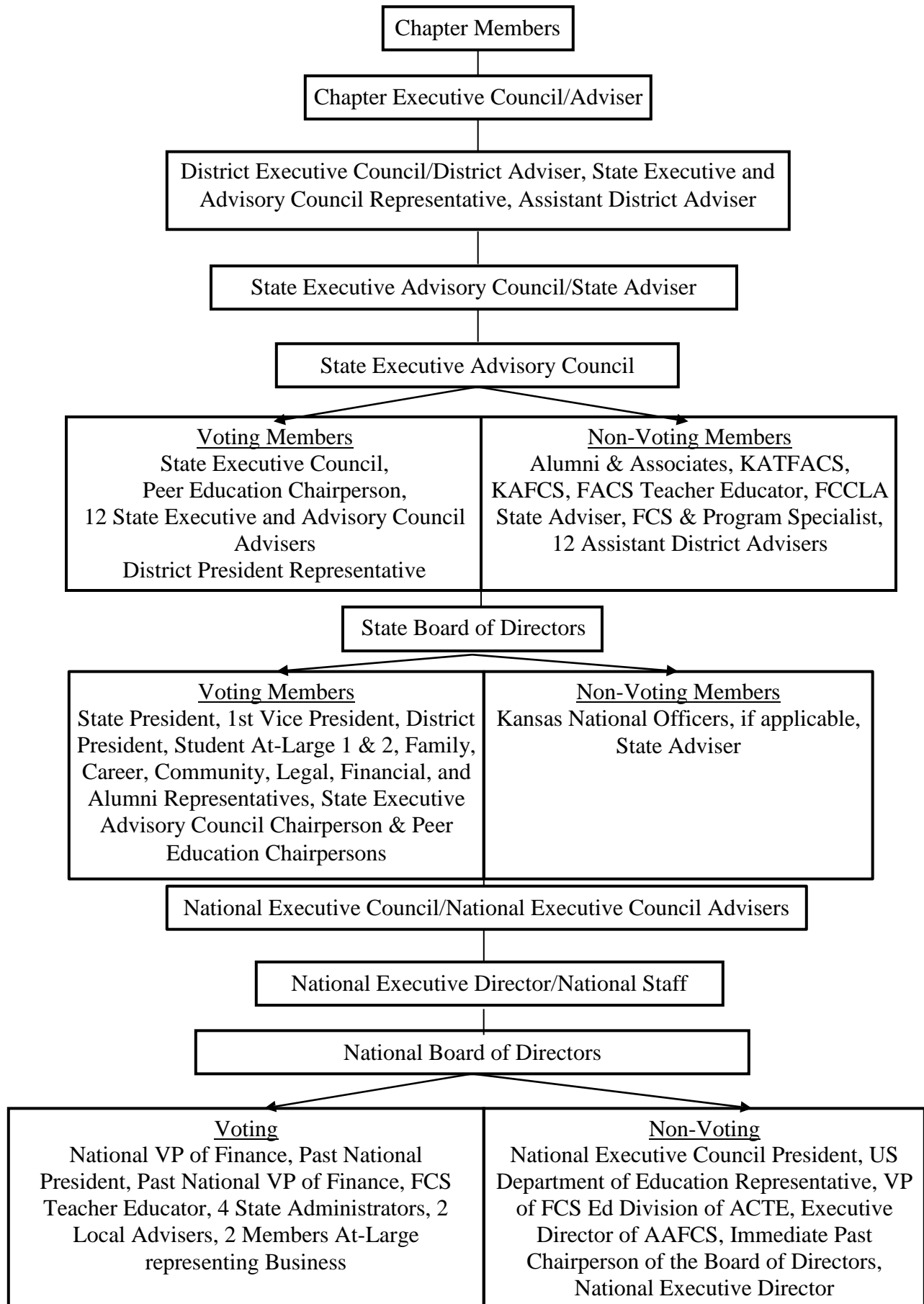
The Executive Council and State Leadership Council coordinate a state program of work and provide leadership for state and district meetings. They serve as an important link between the national and chapter levels.

At the national level, leadership is provided by ten national officers, a Board of Directors and the National Professional Staff.

## **KANSAS FCCLA 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 state president's advisor will work with the state officers when the state advisor is not available.
3. All national policies and procedures will be followed.
4. There will be no appeals process for Kansas STAR events.
5. All state sponsored activities will work to be self-supporting with the exception of National Leadership Conference.
6. There should be two year's operating expenses in liquid assets.
7. The fiscal year will be September 1 to August 31.
8. Alumni and associates will be allowed a sales booth at all state sponsored activities.
9. No chapter will be allowed a fund raising project at state activities.
10. State advisor will prepare a financial statement for each state executive and advisory council and each state board meeting.
11. All registrations and fees must be paid in full (by check only) by two weeks before the event/meeting. This payment will make the chapter members and advisers eligible for participation at each level.
12. All students must be accompanied by an advisor/adult (age 21 & over) that will be responsible for them at every event sponsored by Kansas FCCLA.

# KANSAS FCCLA HIERARCHY



# CHAPTER

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.

- I. Chapter Information
- II. Affiliation Information
- III. Active Chapter Report – can be found on the Kansas FCCLA website  
[www.ksfccla.org](http://www.ksfccla.org)

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## CHAPTER INFORMATION

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. There are five basic components of an FCCLA chapter:

1. **Membership:** to become an FCCLA chapter member, a student must be taking (or have taken) a FCS 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 positions, take part in national programs, 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 FCS 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 FCS 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 FCS program and school situation. The chapter structure is flexible and can be changed as the needs of the chapter change.

## AFFILIATION INFORMATION

### DUES: REQUIRED

- National \$9.00 per member/Adviser
- Kansas \$5.00 per member/Adviser
- Scholarship \$15.00 per chapter



**Affiliation will be completed on the National website.**

**The date the PAYMENT is posted is the official affiliation date.**

Chapter affiliation shall be designated by school building.

**November 1** - to receive all materials (Teen Times, Adviser, etc.) provided by Nationals; to compete for Spotlight Chapter; Japanese Exchange and competition at National Cluster meeting.

- **December 15** - to participate in Kansas district or state STAR Events, to run for District, State, or National Officer, or be on the Peer Education Team.
- **December 15 - for all chapters having current district, state and national officers and current peer education members**
- All District, State or National officer candidates and Peer Education candidates must be affiliated by the December 15 date.
- **January 31** - for new students to your school, arriving after December 15, and second semester students IF the chapter was previously affiliated by December 15 and meets all other requirements to participate in STAR events.
- STAR Event participants must be affiliated by January 31.

Chapters and students may affiliate after these dates BUT these chapters/students may NOT participate in district or state STAR Events, run for office or be a Peer Education team member.

Affiliation forms must be posted at nationals by the dates above. **THESE DUE DATES ARE STRICTLY ENFORCED.** Make sure ample time is allowed for the local school district to process the payment when affiliating.

### **DISTRICT ADVISER:**

1. Payment for District Dues (Contact the District Adviser for the amount)

### **LOCAL CHAPTER:** (file for later use)

# DISTRICT

## I. GENERAL INFORMATION

If weather does not permit holding the district meeting, the host school will contact the District Adviser, who contacts the Assistant District Adviser and notifies 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.

## II. DISTRICT ADVISER RESPONSIBILITIES

District functions are planned by district officers with the assistance of the District Adviser and Assistant District Adviser.

The District Adviser duties are chiefly advisory, but the ultimate success of the District Meetings will rest with you. Specific responsibilities will be delegated to the officers and their advisers, but you, as district adviser, will need to know that everything has been done.

As the District Adviser you should:

- A. Maintain communication with Assistant District Adviser, State Advisory Council Adviser and District Officers to assist them as they carry out responsibilities.
- B. Supervise the planning of the District Meetings.
  - 1. District Presidents shall send you copies of the meeting agendas two weeks prior to the meetings for your approval. If there are issues to be discussed of which District Presidents may not be aware, please inform/discuss well in advance.
  - 2. District Presidents shall send you copies of their correspondence for chapters two weeks before it is to be distributed for your approval.
  - 3. Please respond promptly to the District President indicating your approval or corrections to be made.
- C. Determine policies and procedures for the district.
- D. Determine the time and place for the district planning meetings, spring and fall, with suggestions from chapter advisers.
- E. Arrange for district meeting dates and places one year in advance and prior to leaving post.
- F. Cancel annual district meeting by joint decision with host school and district adviser.
- G. Maintain current file of materials related to the district business.
  - 1. Budget and financial records for three years
  - 2. Current releases from State and National Officers
  - 3. Officers' and advisers' names and addresses
  - 4. Copies of current correspondence (sent and received)
  - 5. List of current affiliated chapters

6. Miscellaneous handbooks and guides
  7. Executive Council Minutes
  8. District project information
  9. Calendar of District events
  10. District Meeting plans
  11. Minutes of meetings for previous three years
  12. Suggestions for future years
- H. Use a jump drive to store information and transfer to the next district adviser.
- I. Have President distribute completed officer candidate qualifications, instructions for voting, and district election meeting information to each affiliated chapter two weeks prior to the district election deadline.
- J. Oversee District finances.
1. Keep a record of District finances.
  2. Assist in planning the district budget.
  3. Assist District Vice-President of Finance and his/her adviser to prepare and give reports at District Executive Council Meetings.
  4. Make sure all bills are paid.
  6. Have Vice President of Finance include financial reports at all district meetings.
  7. Transfer District financial records to the new District Adviser and the adviser of the newly elected District Vice President of Finance immediately upon designation. Transfer District finances to the new District Vice President of Finance and his/her adviser each year.
    - a. District Vice-President of Finance shall receive the amount of money budgeted for district meetings and open a two signature (officer and adviser) checking account.
    - b. District Vice-President of Finance shall pay district meeting bills.
    - c. The District Adviser shall decide whether she or the Vice President of Finance is to receive district dues and registration monies.
- K. Maintain file of affiliation information and travel fund assessment payments of current and immediate past year to assure which chapters are in good standing and therefore permitted to have District, State and Local Officers and participate in functions of these divisions of the Association.
- L. Correspond with new District Officers to assure that they attend State Leadership Conference.
- M. The District Adviser, State Executive Advisory Council Adviser and Assistant District Adviser are highly encouraged to attend State Leadership Conference.
- N. Encourage schools in the district to affiliate with Kansas FCCLA.
- O. District Advisers shall know and be able to interpret **election** rules and procedures.



1. Qualification forms and election rules can be found in the procedure manual on the Kansas FCCLA web site. The District Adviser will inform chapter advisers about the election process.
  2. Ensure that a district officer sends election reminders to chapters at least two weeks in advance of the due date set by the District Executive Council.
  3. A District Executive Council meeting may be held prior to the district elections to compile qualifications and develop election procedures. All district officers should have definite responsibilities at the election meeting unless they are running for another office.
  4. A copy of the officer candidate qualifications (**no school or town names**) is to be sent to each FCCLA chapter in the district by January 10.
  5. The District Executive Council, except those running for office, will select and approve election questions. Knowledge questions for elections will be developed by the state adviser and mailed to district advisers in a sealed envelope. Answers to questions will be provided for voting delegates. Questions and answers will come from official FCCLA publications. The envelope should be opened the day of elections.
  6. Certificates of honor will be given on the district level to officers who have completed the responsibilities of their office and met all deadlines. The District Adviser and Assistant District Adviser shall determine which district officers will receive this award. District level certificates will be presented at District Elections.
- P. District Advisers shall know and be able to interpret **STAR Event** guidelines. Should a problem arise contact the state FCCLA Adviser on the day of the competition.
1. STAR Events guidelines can be found on the national web site, [www.fcclainc.org](http://www.fcclainc.org).
  2. Ensure that each district STAR Event participant is an affiliated FCCLA member by requiring each chapter to send you a current membership list.
  3. Ensure that all chapters participating in district STAR Events were affiliated by the required Kansas deadline of December 15.
  4. A district executive council meeting may be held prior to district STAR Events to organize room consultants and evaluators for each event.
  5. A STAR Event entry fee may be charged by the district if they so desire.
  6. STAR Events that require handouts from the state adviser will be mailed to the district adviser.
  7. Ensure that the individual or team in each category of each event with the top score is the representative from your district to state STAR Events regardless of whether they earn a bronze, silver or gold ranking. If the top scoring individual or team cannot participate in state STAR Events then the district adviser will determine their replacement.
  8. Send district STAR Events report form by e-mail to the state office within two days of the competition.
- Q. District STAR Event Report Form – can be found on the Kansas FCCLA website. [www.ksde.org/ksfccla](http://www.ksde.org/ksfccla)

### III. DISTRICT OFFICER RESPONSIBILITIES

#### A. Responsibilities of Elected District Officers:

1. All district officers must be a member of an active chapter in the assigned FCCLA district. Active is interpreted as having a currently employed FCS teacher be the FCCLA adviser and national, state and district dues have been paid.
2. Attend all district meetings
3. Participate in planning district meetings
4. Report on planning meeting to local chapter(s)
5. Become acquainted with students holding same/similar office at chapter and state levels
6. Keep appropriate records and pass them on to successor
7. Know opening and closing ceremonies and installation ceremony
7. Serve as a member of the District Executive Council

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

1. District Leadership Training
2. State Leadership Conference
3. District Fall Planning Meeting
4. District Fall Leadership Conference
5. District STAR events and Elections
6. District Executive Council Meetings as requested

Exceptions are serious illness, death, inclement weather or excused absences approved by the district and assistant 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. Elected district presidents are required to attend the following meetings in addition to the above stated meetings for district officers.
- a. National leadership conference and assigned meetings with the alumni assistant as scheduled. Each district president will be allowed \$100 by Kansas FCCLA.
  - b. Take AIM conference and assigned meetings with the alumni assistant as scheduled. Meals and lodging will be paid for each district president by Kansas FCCLA.

- D. 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.
- E. District Presidents should understand, interpret and enforce the election rules.
- F. Districts may elect an alternate during District Elections. The alternate will fill any positions that are vacant any time one month before FLC.
- G. Failure to meet these responsibilities may result in loss of “honor” status upon retiring from office, placement of the officer on probationary status, or a request for resignation from office.
- H. District Officer Uniforms will consist of black FCCLA oxford shirt, black pants/skirt, black closed-toed shoes, and tie/ascot.

## F. DISTRICT OFFICER POSITIONS

### 1. District President

- a) Attend the Spring District President training at same meeting as Peer Education.
- b) Required attendance at National Leadership Conference and Take AIM Leadership Conference. Advisers of district presidents are strongly encouraged to attend these two activities also.
- c) Preside at district meetings:
  - i. Opening session at Fall Leadership Conference
  - ii. STAR events and Elections District meeting
- d) District Planning Meetings
- e) Any other district meetings of FCCLA members and officers
- f) Become familiar with all district business; using the procedure manual as a guide
- g) Have a prepared agenda of all business matters that need to be discussed and settled; know necessary background to be able to discuss/share all items on agenda or know who will present information
- h) Work closely with District Officers, District Advisers, all district chapters, and the State Officers and State Adviser
  - Develop meeting releases and agendas; these must be approved by district adviser before distribution and implementation
- i) Be familiar with parliamentary procedure

### 2. Vice President of Membership

- a) Substitute or serve in place of President when necessary
- b) Preside at one session of the Fall Leadership Conference or other district meetings as appropriate
- c) Participate at all district meetings and planning meetings
- d) Work with State Vice President of Membership on promoting membership in our organization
- e) Assist in recognizing chapters/members for membership promotion
- f) Have on hand for each meeting copies of the district bylaws, state bylaws, national bylaws and *Robert's Rules of Order* most current edition.
- g) Be familiar with parliamentary procedure and act as consultant during general business meetings and executive council meetings

- h) Keep bylaws up-to-date by consulting State Leadership Advisers after State Leadership Council meetings
- i) Compile and discuss meeting evaluations for future reference

### **3. Secretary**

- a) Keep accurate minutes of all district meetings
- b) Keep one copy in secretary's book
- c) Send one copy within one week to each of the following; District Adviser, Assistant District Adviser, State Executive and Advisory Council Adviser and all District Officers
- d) Have creative ideas for roll call for all district meetings
- e) All minutes should include:
  - i. Business that was brought before the group
  - ii. Decisions made and dates, time and location of coming events
  - iii. Contest winner names, chapters, schools
  - iv. Copy of agenda or program if available
- f) Send thank you notes following meetings as appropriate
- g) Keep records, pictures, and other materials of historic importance to the organization

### **4. Vice President of Finance**

- a) Cooperate with the District Adviser in keeping financial records of district organization
- b) Develop a district budget each year – proposed budget presented in summer, at fall planning meeting
- c) Present a financial report at all executive council meetings
- d) Collect and present ideas about chapter budgets and fundraising projects through district newsletter or other methods available.
- e) Complete a voucher for all bills presented to you; send this to the district adviser who will complete the check and forward to appropriate party
- f) Keep a copy of the financial record on an official sheet; compare with the district adviser at various times
- g) Complete an annual financial report at the end of the term of office.

### **5. Vice President of Power of One**

- a) Annually review district participation of Power of One program (at fall planning meeting)
- b) Make recommendations for state and district level implementation of Power of One and Step One programs through newsletters and correspondence
- c) Provide for recognition at the district level of all members who have completed modules
- d) Promote program and develop interest through whatever means are available at the district and local levels
- e) Gain personal background knowledge of the individual growth programs to be prepared for questions and opportunities to discuss benefits
- f) Work with the State Vice President of Recognition

## **6. Vice President of Public Relations**

- a) Be responsible for publicity and news releases concerning Fall Leadership Conference and Spring STAR Events and Elections distributed to all chapters in the district
- b) Work with the State Vice President of Public Relations
- c) Edit and distribute fall and spring District Newsletters (collect articles from District Officers and chapters):
  - i. Send copies to district chapters, district adviser, state leadership council adviser, assistant district adviser, district officers
- d) Share with chapters innovative ways to project a positive image of the organization and gain more public recognition
- e) Arrange for contact of media in host chapter area for local coverage

## **7. Vice President of STAR Events**

- a) Work with the State Vice President of STAR Events
- b) Be familiar with the STAR Events conducted at both the district & state level
- c) Have working knowledge of the general guidelines for STAR Events
- d) Plan and carry out recognition for STAR Events at the district level
- e) Assist the District Adviser in conducting district STAR Events:
  - room signs, greeting participants and judges, review rules, assist in verifying score sheets and complete certificates, if necessary

# **IV. DISTRICT ELECTIONS**

## **A. Offices available for candidates**

- 1. Officers to be elected at FCCLA District Elections are up to three State Officer Candidates, District President, VP of Membership, Secretary, VP of Finance, VP of Power of One, VP of Public Relations, VP of STAR Events, and others as deemed necessary.
- 2. Districts with junior high chapters should consider a method for selection of a delegate to represent junior high members at all District Executive Council meetings.
- 3. Each district is eligible to elect up to three state officer candidates. Members wanting to run for State Officer Candidate shall follow the same election procedure as the District Officer Candidates. Candidates wanting to run for State Officer/National Officer do not have to be included in the three candidates allowed per chapter if they have previously served as a District Officer, Peer Education Member and/or State Officer in good standing.
- 4. Districts will not elect national officer candidates but instead state officer candidates wanting to run for National Officer Candidate. They must be selected as a state officer by the state/national officer selection committee. Candidates who have previously served as a District Officer/Peer Education Member/State Officer must have completed their term with honors to run for a National Office. They must still follow the election process.
- 5. Districts may elect an alternate during District Elections. The alternate will fill any positions that are vacant any time one month before FLC.

## B. Chapters eligible to submit officer candidates

1. Chapters affiliated by **December 15** may send two voting delegates.
2. Should a chapter not affiliate for the current school year, they will not be eligible to run any officer candidates or have voting delegates.
3. Each chapter will be allowed three officer candidates per chapter to run at District Elections unless otherwise noted by the district bylaws.

If not enough officer applications are obtained by having each school submit 3 candidates, alternates from the schools with 3 candidates will also be allowed to run. The advisor will submit 3 candidates and up to 3 additional alternate candidates (the alternates will be numbered in the order they will be allowed to run). All interested candidates would need to submit their applications at the initial due date with the alternates labeled and be contacted as to whether the alternates will be allowed to run.

4. A chapter may have a state officer and district president in the same year.
5. Chapters may use election participation when applying for Spotlight Chapter or completing the Active Chapter Report Form.
6. Chapter observers may attend the election meeting at the discretion of each district.
7. If district STAR Events are held in conjunction with elections, contestants may observe but cannot be counted as official observers.

## C. Qualifications for National, State and District Officer Candidates

1. A candidate must have completed two courses of Family and Consumer Sciences courses for a state or national office and one course of Family and Consumer Sciences for a district office before assuming official responsibilities. State and National officer candidates shall presently be an affiliated FCCLA member at the 8th grade level or above. A district officer candidate must presently be an affiliated FCCLA member at the 7th grade level or above. National Officer Candidates must have a 3.0 GPA or above on a 4.0 scale. State and District Officers must be in good standing with their schools and a cumulative 3.0 GPA for the past three courses.
2. A candidate must have been an FCCLA member for one year before assuming official responsibilities. They must have demonstrated leadership in the chapter as a chapter officer, committee chairperson, or active responsible member.
3. District or state officers desiring to run for a second term of district, state or national office must have completed their current term of office with honors and meet the two courses FCS requirement stated above. If current term of office was not completed with honors the student may run after a one year waiting period.

4. No individual may hold the same district or state office for two consecutive terms, unless otherwise stated in district policies.

## **D. Responsibilities of Officer Candidates**

1. State and district officer candidates should study carefully the election rules, qualifications form and contract form. The qualification form and contract must be completed, signed, and sent to the district president and district adviser in charge of elections by the date set by district executive council or by January 10.
2. State and district officer candidates shall follow the same district level election procedure.
3. Each candidate must participate at the District Election Meeting unless excused by the adviser in charge of elections because of illness or death. If the candidate is excused because of illness or death, the candidate's name is allowed to remain on the ballot as a candidate for district officer. The candidate is considered based on information on their qualification form only. No additional speech or written comments or video presentation would be given. An announcement would be made that the candidate is excused because of illness or death and should still be considered as a candidate for district office. Voting would continue as normal.

## **E. Election Procedure**

1. After all District officer candidate qualification forms, evaluation forms, and contracts are turned in, the district adviser will randomly assign each officer candidate a letter which will be placed on both parts of the qualification form (candidates should be lettered randomly - not in alphabetical order or any order that could be an indicator as to what officer candidate the qualifications are referencing).
2. The district adviser should cut off the officer candidate name and address and make copies (at least two copies per each chapter in the district) of all candidate forms as submitted by the candidate. (except Personal Profiles)
3. The district adviser, assistant district adviser and the state executive and advisory council representative shall be the final decision making body concerning district elections. The results are final that day and will not be discussed any further.
4. District and state officer candidates should be introduced by number only. Their school name shall not be announced at all during the election process.
5. Any candidate who desires to be considered for only a state officer candidate must inform the District Adviser prior to voting for the district officer slate.
6. All officer candidates will give a prepared oral presentation in 3 minutes or less on one of the following topics: (Candidate will stop speaking at the 3-minute time limit)
  - a. FACS Career, Power of One, Planning Process, FCCLA Week, Honor Chapter, Parliamentary Procedure, National Programs, Leadership or any area of Family and Consumer Sciences. Speeches should not contain anything on officer qualifications, or what they would do if elected, or anything else that could possibly be considered campaigning.
  - b. Copies of the speeches shall be submitted to the adviser in charge of elections prior to their presentation. The candidate may use notes.
  - c. The candidate is the only person allowed to speak during his or her presentation.

- d. Campaigning is **NOT** permitted. Failure to follow this will result in disqualification from running for an office. Examples of campaigning may include but are not limited to: I have held the following offices, when I was an officer I..... I will make the following changes when elected.
  - e. Candidates cannot distribute or post any campaign materials or campaign in any other way prior to the election.
  - f. Candidates cannot request votes.
  - g. Candidates are not permitted to pass out business cards or other paraphernalia (such as candy, trinkets, gifts, etc.) before or during the election process.
  - h. Official Dress Code is required.
  - i. Music, sound effects, costumes and visuals, including power point, may not be used during candidate's presentation. Failure to follow this will result in disqualification from running for an office.
7. The District Executive Council may choose to ask the officer candidates a Fun question. They will be allowed 1 minute to answer one question. (Questions will be provided by the State Office to the District Adviser in a sealed envelope.)
  8. State Officer candidates cannot be elected as district president.

## **G. Election Day Procedures**

Even if District Officer elections and STAR Events are the same day and elections follow STAR Events this is the procedure to follow.

1. **Upon arriving at District Officer Elections** each officer candidate is escorted to a meeting room only for officer candidates. Voting delegates, other members and advisors are directed to a separate room.
2. **Officer candidates** will answer a written FCCLA fact question. Five minutes will be given for organizing and writing the answer, which will be read word for word to the voting delegates. All of the candidates papers will be turned in to the district adviser and a copy will be made for the District Adviser to follow along as the candidate reads his/her answer. All officer candidates will answer the same question. (FCCLA fact questions will be provided by the State Office in a sealed envelope.)
3. After completing and handing in the written answer to the fact question by all officer candidates, the officer candidates will be given a 10 point written knowledge test on FCCLA and parliamentary procedure. This test will be compiled and provided by the State Office in a sealed envelope. (A different test will be compiled for each District.) Officer Candidates will be given 20 minutes to complete this test. All officer candidates will remain in the officer candidate meeting room until voting delegates have finished reviewing and rating officer candidate qualification sheets using the rubric provided in the state procedure manual.
4. **Voting delegates** will procedure to the main meeting room where they should have appropriate name badges and a special seating section.
5. While district officer candidates are answering the FCCLA fact question and taking the written test, voting delegates will be given officer candidate qualification forms, identified by random letters only, to review and rate using the rubric provided in the state procedure manual. All rubrics will be given to the District Adviser at the end of the given time. (Approximately 30 minutes, depending on the number of officer candidates.)
6. District Adviser team (District Adviser, State Executive and Advisory Council Representative, and the Assistant District Adviser) will review Qualification Form rubrics and transfer to the scores to the district officer election tally sheet.



7. The district officer in charge of elections will read the fact question and the correct answer to the voting delegates.
8. Each candidate (both district officer and state officer candidate only), one at a time, by officer candidate number in numerical order will present an up to 3-minute presentation followed by reading their fact question answer word for word to the voting delegates.
9. If the district chooses to ask the candidates a Fun question, it shall be asked immediately following the fact question. A time limit of 1 minute will be given for each answer.
10. Voting delegates will complete the rubrics for Speech, Fact Question, Spontaneous/Fun Question, and Professional Image Displayed for each district officer candidate.
11. All rubrics will be returned to the district officer in charge of elections to be given to the District Adviser. Scores will be recorded on the tally sheet by District Adviser team (District Adviser, State Executive and Advisory Council Representative, and Assistant District Adviser). A total score for each officer candidate will be determined. The top total scores will be elected as the officer team.

## H. Elected district officer candidates

1. After candidates are elected, the following will take place:
  - a. The District Adviser team will review the officer position preference list on the qualification sheet for any of the elected candidates desiring to seek the position of state officer candidate or district president. It must be indicated on the qualification sheet. All additional paperwork for state officer must have been completed and handed in to the District Adviser prior to elections.
  - b. Candidates desiring to run for the State Officer candidate positions, one at a time, by officer candidate number in numerical order shall tell the voting delegates why they desire the position. The district may ask the state officer candidates another question from the FCCLA fact or fun questions provided by the State Office, if the district desires. Voting delegates shall elect a maximum of three state officer candidates. The voting delegates vote will be combined with the total rubric score, and the highest scores will be elected as State Officer candidates. If there is a tie the candidate or candidates with the highest total rubric scores will be elected as the State Officer candidate(s).
  - c. Any state officer candidate may seek the position of national officer candidate if elected as a state officer at state officer selection. A state officer candidate may not run for national office, if they are not elected to the state executive council.
  - d. **If there are any candidates wishing to run for District President**, as indicated on the written officer priority list on the qualification sheet, then proceed to “e”. **If no candidates listed District President**, as indicated on the written officer priority list on the qualification sheet, then the procedure below is followed:
    1. The elected district candidates will have a maximum of 5 minutes to discuss with their local chapter which positions they want to seek.
    2. The elected district candidates will meet in a private room with the District Adviser, Assistant District Adviser, and the State Executive and Advisory council representative.

- e. Candidates desiring to run for the District President position, one at a time, by officer candidate number in numerical order, shall tell the voting delegates why they desire the position. The district may ask the District President candidates another question from the FCCLA fact or fun questions provided by the State Office if the district desires. The voting delegate vote will be combined with the total rubric score, and the highest score will be elected as district president. If there is a tie the candidate with the highest total rubric scores will be elected as district president.
- f. The District Officer team will be announced to the voting delegates.
- 2. All candidates shall return to their private meeting room to determine the other officer positions.

**V. FORMS – see Kansas website**

- A. District Officer Qualification Form
- B. District Officer Candidate Contract
- C. District Officer Code of Conduct
- D. Social Media Contract
- E. Personal Profile Sheet
- F. Photo Release Form

## District / State Officer Qualification Form

### OFFICERS' QUALIFICATION FORM FOR DISTRICT AND STATE ELECTIONS

All information **must be TYPED and kept to this one page format.**

EMAIL TO DISTRICT ADVISER BY MIDNIGHT on JANUARY 10

STATE OFFICER CANDIDATES EMAIL TO: [plamb@ksde.org](mailto:plamb@ksde.org) by FEBRUARY 10

Officer Candidate for District: \_\_\_\_\_ Chapter: \_\_\_\_\_ GPA: \_\_\_\_\_  
 Name: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Please list in order your top 3 officer position preferences. (include district & if running for state)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

☐

Candidate Letter (office use only)

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Candidate Letter (office use only)

District officer candidates must complete one unit of Family and Consumer Sciences at 6th grade or above prior to assuming responsibilities. State or National Officer Candidates must have completed two courses of Family and Consumer Sciences courses at 6th grade or above prior to assuming responsibilities. List FACS courses, course length, and year taken.

Candidates must have been an FCCLA member for **one year** prior to assuming official responsibilities.  
 Number of years as an FCCLA member \_\_\_\_\_.

Identify ***only TWO specific*** responsibilities or activities completed in each category that would help you in serving as an FCCLA officer. Example: Basketball; Student Council Officer

|                            |                       |
|----------------------------|-----------------------|
| FCCLA CHAPTER<br>1.<br>2.  | HOME<br>1.<br>2.      |
| DISTRICT FCCLA<br>1.<br>2. | SCHOOL<br>1.<br>2.    |
| STATE FCCLA<br>1.<br>2.    | COMMUNITY<br>1.<br>2. |

Check Power of One modules completed

\_\_\_\_\_ A Better You

\_\_\_\_\_ Take the Lead

\_\_\_\_\_ Family Ties

\_\_\_\_\_ Speak Out for FCCLA

\_\_\_\_\_ Working on Working

Tell why you feel you should be an FCCLA officer in 50 words or less. Please do not directly include previous FCCLA offices.

I am also seeking the position of National Officer Candidate. \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

## District Officer Candidate Contract

### KANSAS FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA RECEIVED BY THE DISTRICT ADVISER & DISTRICT PRESIDENT BY \_\_\_\_\_

As a district and/or state officer candidate of the Family, Career and Community Leaders of America I,

\_\_\_\_\_, of \_\_\_\_\_  
(Name of candidate) (Name of chapter)

If elected I will:

1. Attend and participate in all activities of my local chapter, all district meetings, and all meetings designated for my office by the state association or state advisor.
2. Adhere to the code of conduct rules for officer work and travel. Violation of conduct rules may result in the delegate being sent home immediately at his/her own expense.
3. Complete my officer responsibilities on time or will notify the appropriate adviser as to the reason for delay. Officer must receive approval and extension by the appropriate adviser.
4. Required attendance at National Leadership Conference and Take AIM Conference, if elected as State Officer or District President. District President is required to also attend the District President Training in April.
5. Maintain privacy by keeping personal address, home phone numbers, and personal email confidential.
6. Remain in good standing with the school, which includes expulsion or probation.

Failure to meet any of the above requirements may result in immediate removal from office or loss of the "Honor Officer Certificate".

Signed \_\_\_\_\_ Candidate Date: \_\_\_\_\_

Our daughter/son \_\_\_\_\_ has our permission to become an FCCLA officer candidate. If elected, we shall cooperate in every way to assist her/him to attend the above meetings and to fulfill their officer responsibilities.

Signed \_\_\_\_\_ Parent/Guardian Date: \_\_\_\_\_

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

As a chapter adviser, I believe the candidate has the qualifications for the office she/he is seeking. If elected, I will assist in all assigned duties and attend meetings with them as requested.

Signed \_\_\_\_\_ Adviser Date: \_\_\_\_\_

The school administration gives approval for the above officer candidate and if elected, we pledge our support.

Signed \_\_\_\_\_ Administrator Date: \_\_\_\_\_

## Code of Conduct

### KANSAS FAMILY, CAREER, & COMMUNITY LEADERS OF AMERICA DISTRICT OFFICER CODE OF CONDUCT

All meetings and activities of the Kansas 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 Kansas 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 best representing our organization both at meetings and in daily life. 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 Kansas Association.

I will:

1. NOT smoke, possess or consume alcohol or other drugs unless prescribed by a doctor.
2. Use the internet/social media in any way that will degrade myself, others or Kansas FCCLA.  
(Sign the attached social media document.)
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. Meet students of the opposite sex only in public meeting areas. Sleeping rooms are off limits without the presence of assigned adult.
8. Wear appropriate clothing, which for FCCLA events are NO jeans.
9. NOT wear caps/hats inside meeting rooms.
10. Maintain the volume of audio devices (i.e. Cell phones, I-pods, etc.) at a reasonable level (the State Association is not responsible for theft).
11. Properly secure valuables (recommend using safe in hotels) and use caution in displaying these items. The State Association will not be responsible for theft or damage.
12. Review schedules or agendas with advisor & keep them informed of my whereabouts at all times.
13. Will not leave meeting without permission of adviser.
14. Keep my belongings together and out of the way of others (especially hotel cleaning services).
15. Keep hotel room key with me at all times. I will NOT loan it to others or block the door open.
16. NOT charge any expenses to my room including food, telephone, pay TV, etc.
17. Not violate the above statements, but if violated and needed to be reviewed, the **DISTRICT OFFICER ADVISORY BOARD** consisting of the District President, District Vice President and the District Advisor will resolve district officer conduct issues as they arise. All decisions of this board will be final.

**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/conference and may not be allowed to attend any future functions of the Kansas 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



## KANSAS FCCLA

### *Social Media Code of Conduct*

I, \_\_\_\_\_, agree to follow all the guidelines of Family, Career and Community Leaders of America (FCCLA) with regard to social media use. This includes, but is not limited to, Facebook, Twitter, Pinterest, Vine, Tumblr, and Instagram. As an elected officer of Kansas FCCLA, I agree to the following:

- └ I will not post any content on my social media pages that reveals myself or anyone else participating in any illegal activity or other questionable activities
- └ I will not say anything derogatory towards a specific religious or political group
- └ I will not post any pictures or statuses that reveal inappropriate public displays of affection (PDA)
- └ I will not post any content with vulgar language

In addition, officers will abide by the following guidelines:

- └ My posts on any social media site will reflect that of a real-life teenager but also that of an FCCLA officer. This will include:
  - Using proper grammar on social media
  - Maintaining a positive and professional image
  - Wearing appropriate clothing in a modest manner
- └ I will promote FCCLA and build excitement for members through my social media pages whenever it is asked of me
- └ I will support the other officers on social media with regard to FCCLA and personal activities
- └ I will keep the other officers accountable for their actions on social media by use of private messaging and in connection with an appropriate advisor. When others ask for removal of a certain post, I will respect that opinion and take down the post.
- └ I will always be respectful on social media.

If I am found in violation of any of these areas, the appropriate advisor and governing body will decide upon a consequence that fits the transgression.

Signature of Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Local Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Disclose Social Media User Names Facebook \_\_\_\_\_

Instagram \_\_\_\_\_ Twitter \_\_\_\_\_

Snapchat \_\_\_\_\_ Other \_\_\_\_\_

## VI. STAR Events

A. Kansas FCCLA STAR Event Information Sheet

B. STAR Event Forms

1. District STAR event entry form

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### Kansas FCCLA STAR Event Information Sheet

A. District and State STAR Events will be conducted according to the rules and regulations of the national STAR Event manual found on the national website, [www.fcclainc.org](http://www.fcclainc.org).

B. Affiliation Date: All STAR Event participants are required to be affiliated by December 15 (of current year). The affiliation form, student membership list and payment must reach National FCCLA with a received by date on or before December 15 (see affiliation information sheet). *Students must be designated occupational on the affiliation form student list to compete in an occupational event.*

C. New student(s) to your school or program after the December 15 deadline date may be added to an affiliated chapter by a posted date of January 31 or before of the current year. These new students may participate in District and State STAR Events as long as the chapter affiliated by the December 15 deadline.

D. ALL state STAR Events must first be presented at FCCLA District STAR Events with the exception of Culinary Arts and Post-Secondary events. Culinary Arts competition will take place at the State Leadership Conference. Each school with an approved Culinary Arts Curriculum may enter one culinary arts team of three in the state competition.

E. One entry per FCCLA District for each national event in all three categories may participate at the state STAR events competition. All state STAR Event entries will receive recognition at the State Leadership Conference with top scorers, with an 85 or higher score in each category of each event qualifying to represent Kansas at Nationals, but only the top qualifier with a 90 or above gets STAR Event registration paid. Any member substitutions for team events must be less than half of the team.

F. **District Advisers only:** Report the top two competitors in the junior, senior and occupational categories for each event.

**STAR Event Entry Form**  
**DISTRICT STAR EVENT ENTRY FORM**

USE 1 FORM PER CONTEST

District: \_\_\_\_\_

Event Entered: \_\_\_\_\_ Circle Level Entered: Junior, Senior, or Occupational

Presentation Title: \_\_\_\_\_

Chapter: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

School Phone Number: \_\_\_\_\_

School Fax Number: \_\_\_\_\_

Circle Entry: Individual or Team      Total number of participants on team: \_\_\_\_\_

Print Participants' Name(s) and Grade Level(s): (additional sheets may be attached)

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

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

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

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

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

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

Type of visual used (if applicable): \_\_\_\_\_

Circle items that need to be provided according to the STAR Events Manual:

☐

table

other items are the responsibility of the contestant

By checking the box below, I certify that no part of this event has been previously used by our chapter for district or state level competitive events.

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

PLEASE ATTACH ONE COPY OF YOUR AFFILIATED MEMBERSHIP FORM  
WITH THE NAMES OF PARTICIPANTS HIGHLIGHTED.

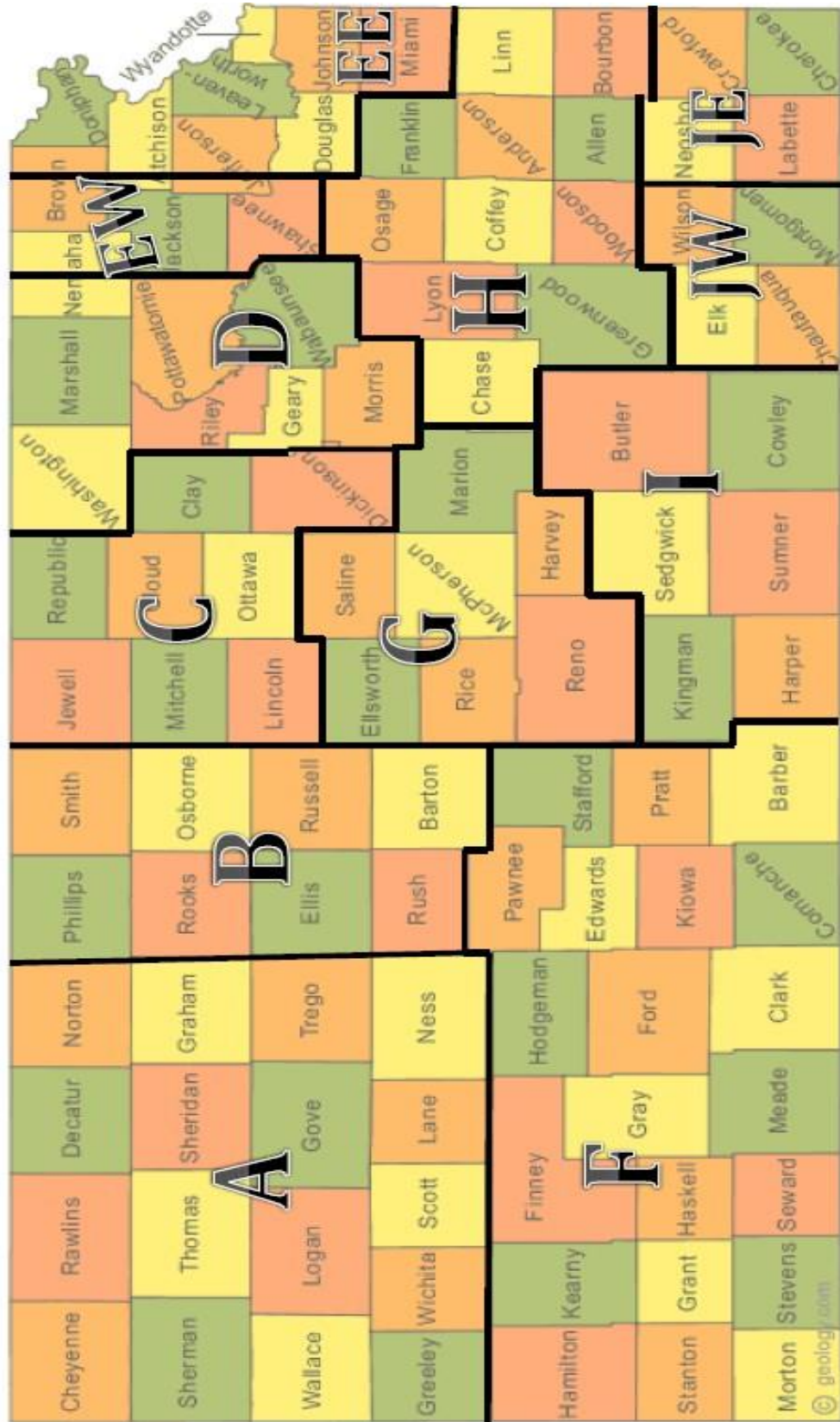
**INSERT DISTRICT BYLAWS**

**INSERT DISTRICT BYLAWS**



## **INSERT DISTRICT BYLAWS**

# KANSAS FCCLA DISTRICT MAP



Effective 1/2015

# STATE

## I. STATE OFFICER RESPONSIBILITIES

A. All state officers of Kansas Family, Career & Community Leaders of America shall:

1. Be required to attend all state-sponsored meetings including:
  - a. State Leadership Conference
  - b. State Officer/CTSO Training
  - c. State Executive and Advisory Council Meetings
  - d. National Leadership Conference
  - e. State Officer Executive Council Meetings
  - f. Take AIM Conference
  - g. Citizenship Day
  - h. Briefcase Exchange
  - i. Optional meetings include K-ACTE Advisor Workshop, United Conference, New Advisor Workshop, Cluster Meeting and Capitol Leadership.

Meals and lodging will be provided by Kansas FCCLA at all required state-sponsored meetings except for National Leadership conference where \$500 will be allotted for each state officer to attend. If a state officer attends Capitol Leadership, Kansas FCCLA will provide registration, quad lodging and 8 meals. The state adviser, adviser of the state president or another adviser designated by the state adviser will be asked to be the chaperone and will be paid \$1000 for expenses to attend. If state officers attend cluster meeting their registration costs may be reimbursed by Kansas FCCLA. All other optional meetings expenses will be at the discretion of the Kansas FCCLA state adviser.

If elected State Officers are not in attendance at the above required meetings, they will automatically forfeit their office. Personal extenuating circumstances or death in the family are exceptions to the above rule. The officer must make verbal contact to the state adviser before the date of the event followed by a written letter of explanation for the absence within 2 weeks of the missed date. The State FCCLA Adviser will notify the officer in writing that they have forfeited his/her office. Vacated state offices will not be filled.

Any officer removed from a state office who seeks to have the removal determination reviewed must petition for review in writing to the State Adviser within two weeks for the date of removal. The State Adviser will assemble a peer review committee consisting of three District Presidents (chosen by random draw), the State Leadership Council President, two State Officers (chosen by random draw) and an adult from the State Board of Directors. The peer review committee will conduct a hearing in accord with parliamentary procedure within two weeks of the date of the written petition for review. The determination by the peer review committee shall be final.

2. Meet with the advisory council members to consider long-term procedures as they affect the annual state program of work and to recommend short-term procedures.

3. Recommend the business to be brought before the delegates at the State Leadership Conference.
4. With the advisory council, officers determine the time, place and type of State Leadership Conference.
5. With the advisory council, officers determine the procedures to follow in case an emergency arises which result in cancellation of the State Leadership Conference.
6. With the advisory council, officers review and make recommendations on the procedure for electing state officers and conducting elections within the regulations established by the State Bylaws and Policies.
7. Be responsible for planning and promoting the state program of work.
8. Conduct such other business as shall be necessary to facilitate the progress of the organization.
9. Travel with advisory council members to state executive and advisory council meetings as appropriate
10. Fulfill official duties as related to appointed office.
11. Consult and communicate with your parents, advisers and school administration about your responsibilities.
12. Participate in local and district FCCLA activities as schedule permits.
13. Conduct your business promptly and professionally.
14. Use parliamentary procedure during official business meetings.

## **II. STATE OFFICER SELECTION PROCESS**

- A. Each district may elect three state officer candidates at district elections. The three candidates will run for one of eight possible state officer positions.
- B. Selection Committee
  1. The State Officer selection committee shall be composed of up to seven representatives from Kansas Family and Consumer Sciences. The Family and Consumer Sciences Education State Staff will appoint the selection committee members and facilitator.
  2. The selection committee will be composed of:
    - a. 2 FCCLA Chapter Advisers
    - b. 1 FCCLA Alumni and Associates
    - c. 4 student representatives (past state officer out of high school, district president & two at-large)

3. The selection committee shall evaluate all state officer candidates and select up to 8 to serve as the State FCCLA State Executive Council. The selection committee will also appoint the specific offices to those selected to serve on the State Executive Council. In the event that there are not eight candidates, those offices that may not be left vacant are president and first vice-president. The duties of the office(s) that are left vacant in the event of lack of candidates will have their duties equally distributed amongst the newly elected officer team.

C. Process

1. The selection process will include the following components:
    - a. Interview
    - b. Officer Presentation
    - c. Written Exam
    - d. Written Activity
    - e. Committee Involvement
  2. The selection committee will meet with a facilitator for training on the selection process prior to the selection date. The candidates, advisers and selection committee will have an orientation session before the selection process begins.
  3. Each candidate will have a set amount of time with the selection committee for the interview portion. The candidate will give a 3-minute presentation and respond to interview questions. The interview questions will be related to qualities necessary for being a state officer.
  4. A written test will be administered to determine the student's knowledge of Kansas FCCLA. The candidate's writing skills will be assessed via a situational FCCLA writing activity.
  5. The selection process will include an informal interaction time where committee members can evaluate character qualities of the candidates
- D. Within 24 hours of the completion of the selection process, State Officer Candidates will be notified of the selection results.
- E. State Officer Candidates will serve on the district officer team for the upcoming year if not selected to a state office, unless they had told the district advisor ahead of time they were only running for state officer candidate and not a district office.
- F. Vacated state offices will not be filled.
- G. Certificates of honor will be given on the state level to officers who have completed the responsibilities of their office and met all state officer goals. The state adviser shall determine officers receiving this award at the state level. State certificates will be presented at the new and retiring officers' banquet.

### **III. STATE OFFICER POSITIONS**

#### ***GENERAL: FOR ALL STATE OFFICERS***

According to the state procedural manual, any state officer desiring to run for a second term of office must have completed their current term of office with honors and met the two semester FACS requirement. If the current term of office was not completed with honors the student may run after a one year waiting period.

State officer advisers are encouraged to attend all required meetings for state officers.

The following guidelines must be followed to receive the state officer award with honors:

- Required to attend the following meetings: State Leadership Conference for two years, State Officer CTSO training, two State Executive Advisory Council meetings, National Leadership Conference, State Officer meetings, Take AIM conference, Citizenship Day, State BOD meetings for President and First Vice-President.
- Optional meetings include advisor update workshop, new advisor workshop, cluster meeting, United Conference, Capitol Leadership
- Jointly with the state executive council members determine plans for the State Leadership Conference
- Consult and communicate with your parents, advisers and school administration about your responsibilities
- Participate in local and district FCCLA activities as schedule permits
- Assist with membership recruitment and chapter development for area chapters
- Give leadership to chapters and members
- Develop state officer workshop that will be presented at various activities.
- Submit at least one news article to a local paper related to your role as a state officer
- Make a presentation to at least one civic group or your school board about FCCLA
- Develop and implement state officer focus related to the duties of the office. Submit State Officer Focus Report Form at each SEC meeting (found elsewhere in notebook)
- Chair state committees as designated by officer position
- Practice parliamentary procedure, presiding, public speaking, and business writing
- Attend State Executive Council meetings and preside over assigned sessions
- Attend the National Leadership Conference and complete related duties as assigned
- Work closely with chapter adviser for approval of all written correspondence, oral presentations, and officer project ideas; get final approval from the state adviser
- Keep your SEC notebook up to date with copies of all designated information
- Adhere to state officer code of conduct
- Adhere to all deadline dates for special responsibilities
- Meet the required number of individual state officer goals as determined by the state officers while at spring CTSO training

#### **PRESIDENT**

- Provide leadership to other state officers and delegate responsibilities
- Keep in close communication with state adviser and state officers
- Work closely with state adviser, State Executive/Advisory Council chairperson and State Board of Directors president
- Preside over all business meetings of the Kansas Association

- Prepare agendas for CTSO Training, NLC meetings, State Executive/Advisory Council meetings with help of state adviser
- Remain neutral while maintaining harmony during discussions
- Use parliamentary procedure at all state executive/advisory council meetings
- Lead the process for selection of the SEC goals and maintain an updated record of progress toward those goals
- Serve as an ex-officio member of all committees and check progress of committee work
- Serve as the official spokesperson for the state association

### **1<sup>st</sup> VICE-PRESIDENT**

- Assume the duties of the president in his/her absence
- Co-chair the Election, Bylaws and Policies Committee with a member of the Kansas FCCLA State Advisory Council
- Keep a written record of State Executive Council and Kansas Association meetings.
- Send minutes to the state adviser for approval within 7 days of all SEC meetings
- Review election rules annually with State Executive/Advisory Council
- Work with Election, Bylaws and Policies Committee to conduct the election of national officer candidate(s)
- Present information for consideration by voting delegates at State Leadership Conference
- Serve as parliamentarian at State Executive Council meetings and State Leadership Conference
- Assist with training in parliamentary procedure

### **VICE PRESIDENT OF INDIVIDUAL PROGRAMS**

- Co-chair the STAR events committee with a member of the Kansas FCCLA State Advisory Council
- Coordinate STAR events with state STAR events committee
- Assist the Kansas FCCLA state STAR events coordinator with conducting STAR events at Kansas FCCLA State Leadership Conference.
- Greet room consultants, evaluators and student helpers before STAR events begin
- Assist with medal awards for STAR event recognition ceremony
- Promote STAR events and individual programs at the district and chapter level at FLC
- Promote other individual programs including, Japanese Exchange, Career Connection and Power of One.
- Provide individual program project and STAR event project ideas at FLC
- Serve as the Kansas representative on the National STAR Events Network

### **VICE PRESIDENT OF RECOGNITION**

- Co-chair the Recognition committee with a member of the Kansas FCCLA State Advisory Council
- Review recognition forms annually and plan new ones, if necessary
- Recommend changes in current recognition awards or addition of new ones
- Using established committee, conduct a review of completed recognition forms in June and March
- Plan and coordinate presentation of all recognition awards
- Promote opportunities for recognition for the general membership

## **VICE PRESIDENT OF PEER EDUCATION PROGRAMS**

- Co-chair the Kansas FCCLA Leadership Service in Action Committee with a member of the Kansas FCCLA State Executive Advisory Council
- Act as the communication liaison between the state officer team and peer education officers and coordinator
- Plan and promote the Kansas FCCLA leadership service in action project throughout term of office at chapter and district levels at various FLC's
- Promote FCCLA's Peer Education programs including Families First, FACTS, Financial Fitness, STOP the Violence and Student Body.
- Promote Peer Education programs at chapter and district levels at various FLC's
- Serve as a Kansas voting delegate at the National Leadership Conference

## **VICE PRESIDENT OF PUBLIC RELATIONS**

- Co-chair the Public Relations Committee with a member of the Kansas FCCLA State Advisory Council
- Be responsible for the publicity of the association, including news releases for state-sponsored FCCLA activities
- Arrange for coverage of the State Leadership Conference by newspaper and TV
- Serve as the Kansas National Connection Team member
- Prepare NLC presentation for use at Fall Leadership Conferences
- Send invitations to and introduce special guests at state leadership conference
- Prepare monthly e-newsletter
- Develop new publications as needed for Kansas FCCLA
- Become familiar with Brand FCCLA and how it can be used effectively

## **VICE PRESIDENT OF MEMBERSHIP**

- Co-chair the Membership committee with a member of the Kansas FCCLA State Advisory Council
- Recognize chapters with increased membership and new chapters
- Promote increased membership for chapters across the state
- Contact chapters who were affiliated the previous year but not this year
- Serve as the Kansas representative on the National Membership Network committee

## **VICE PRESIDENT OF CORPORATE RELATIONS/FINANCE**

- Co-chair the Corporate Relations/Finance committee with a member of the Kansas FCCLA State Advisory Council
- Coordinate corporate contacts with state executive council
- Identify corporate financial support
- Develop annual plan for corporate relations
- Identify budget priorities
- Recommend financing plan for participation at national leadership conference
- Serve on the Kansas FCCLA Foundation Board of Trustees as a non-voting member.



#### **IV. STATE OFFICER CANDIDATE FORMS - See Kansas Website for all forms**

### **State Officer Candidate Contract**

#### **KANSAS FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA STATE OFFICER CONTRACT**

After being elected as a State Officer of the Kansas Family, Career and Community Leaders of America, I

\_\_\_\_\_, of the \_\_\_\_\_ chapter, will

1. Attend and participate in activities of my local chapter, District Meetings as time allows, and all meetings designated for my office by the state association or state adviser.
2. Adhere to the code of conduct for state officers. Violation of the code of conduct rules may result in being sent home immediately from an activity at my own expense and/or possible dismissal from office. The appropriate process for violation of the code of conduct will be followed.
3. Maintain good standing with their school, meet attendance standards set by the school and no disciplinary actions due to misbehavior at the discretion of the chapter adviser. The state officer will have an accumulative 3.0 GPA for the past three semesters.
4. not be found to have committed a felony by court of law or adjudicated for a felony.
4. Meet all deadlines and complete the responsibilities of my office on time or will notify the appropriate adviser as to the reason for delay. Officer must receive approval and extension by the appropriate adviser.
5. Attend CTSO state officer training, National Leadership Conference, State Executive and Advisory Council meetings, State Executive Council Meetings, State STAR Events, State Leadership Conference, Take AIM Conference, Citizenship Day and Briefcase Exchange.
7. Attend two (2) District Fall Leadership Conferences.
8. My privacy will be maintained by keeping personal address, home phone numbers, and personal email confidential.

Failure to meet any of the above requirements will result in the loss of the "Officer Certificate with Honors" and may result in removal from office as determined by the policy committee of the State Leadership Council.

Date: \_\_\_\_\_ Signed \_\_\_\_\_, State Officer

My/Our daughter/son \_\_\_\_\_ has our permission to become an FCCLA State Officer. I/We shall cooperate in every way to assist her/him to attend the above meetings and to fulfill his/her officer responsibilities.

Date: \_\_\_\_\_ Signed \_\_\_\_\_, Parent/Guardian

As a chapter adviser, I believe this officer has the qualifications for the office she/he was elected. I shall cooperate in every way to assist her/him to attend the above meetings and to fulfill her/his officer responsibilities.

Date: \_\_\_\_\_ Signed \_\_\_\_\_, Adviser

The school administration gives approval for the above officer to complete her/his duties and we pledge our support.

Date: \_\_\_\_\_ Signed \_\_\_\_\_, Local Administrator

## **Kansas Family, Career & Community Leaders of America**

### **State Officer Code of Conduct**

All meetings and activities of Kansas FCCLA are educational functions and plans are made with that objective in mind. Your behavior at these meeting and activities is a direct reflection of Kansas FCCLA. The Kansas Association wants every person to have an enjoyable experience with maximum attention to safety and comfort. The following policies are mandatory and non-negotiable. These policies will be enforced for every state officer attending a local, district, state or national FCCLA activity of the Kansas Association. This includes appropriate behavior on a daily basis as well.

#### **I, as a state officer of Kansas Family, Career & Community Leaders of America will NOT:**

1. Smoke, possess or consume alcohol or any other drugs unless prescribed by a doctor.
2. Use the internet/social media in any way that will degrade myself, others or Kansas FCCLA.  
Sign the attached social media document.
3. Use vulgar language or use any offensive verbal communication that may cause anger or may alarm anyone.
4. Wear inappropriate clothing to FCCLA meetings, which include jeans, flip-flops, hats or any other item of clothing that advisors feel, is demeaning to the organization as a whole.
5. Use any audio device during an FCCLA meetings (ex. Cell phones, iPod's, etc.) and well keep the items off at all times.
6. Leave any meetings without permission of an adviser.
7. Make charges to my hotel rooms and keep my room clean when traveling under Kansas FCCLA.
8. Break any establish curfews.
9. Discriminate against any person due to age, race, gender, religion or sexuality.
10. Be found to have committed a felony by court of law or adjudicated for a felony including probation.

#### **I, as a state officer of Kansas Family, Career & Community Leaders of America will:**

1. Attend all meeting sessions for the entirety for which I am registered.
2. Properly secure all valuables and be cautious in displaying these items. The State association well not be responsible for any lost or stolen items.
3. Review agendas with advisers & keep them informed of my location and activity at ALL times.
4. Meet other students or adults in public meeting areas. Other sleeping rooms are off limits without the permission of an assigned chaperone or adviser.
5. Behave professionally at all times; be courteous to all guests and friendly to other delegates. Respect the rights of others and use proper protocol at ALL times.
6. Attend all meetings I am required to be in attendance for, which include State Leadership Conference (2 years), National Leadership Conference, CTSO training, State officer meetings, Take AIM and/ or any meetings required for my selected position.
7. Behave in such a way that reflects me as a person, my school and the organization as a whole, in a positive manner.
8. Remember that I am a member of a team, and work together to better Kansas FCCLA.

#### **ALL RULES OF MY SPECIFIC SCHOOL AND DISTRICT WILL ALSO APPLY WHEN AT FCCLA ACTIVITIES.**

I understand that should I violate any of the policies above I may be dismissed from my current position in Kansas FCCLA, may be asked to leave from any meeting/ conference and may be responsible for any reimbursement of the State Association for all expenses relating to this event. If violated and need review, the current State Officer Advisory Board consisting of the State President, State Board of Director's President and State Adviser well make a decision if removal of position or attendance is needed.

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Date

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Participant's Signature

We have read and understand the Code of Conduct policies. We also agree that the state staff has the right to send our son/ daughter home from the activity at our expenses, provided he/she violated the conduct policies and/or his/her conduct had become a deterrent to the activity or image of the State Association as determined by the State Officer Advisory Board.

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Date

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Parent/ Guardian Signature



## KANSAS FCCLA Officer

### *Social Media Code of Conduct*

I, \_\_\_\_\_, agree to follow all the guidelines of Family, Career and Community Leaders of America (FCCLA) with regard to social media use. This includes, but is not limited to, Facebook, Twitter, Pinterest, Vine, Tumblr, and Instagram. As an elected officer of Kansas FCCLA, I agree to the following:

- └ I will not post any content on my social media pages that reveals myself or anyone else participating in any illegal activity or other questionable activities
- └ I will not say anything derogatory towards a specific religious or political group
- └ I will not post any pictures or statuses that reveal inappropriate public displays of affection (PDA)
- └ I will not post any content with vulgar language

In addition, officers will abide by the following guidelines:

- └ My posts on any social media site will reflect that of a real-life teenager but also that of an FCCLA officer. This will include:
  - └ Using proper grammar in every post on social media
  - └ Maintaining a positive and professional image
  - └ Wearing appropriate clothing in a modest manner
- └ I will promote FCCLA and build excitement for members through my social media pages whenever it is asked of me
- └ I will support the other officers on social media with regard to FCCLA and personal activities
- └ I will keep the other officers accountable for their actions on social media by use of private messaging and in connection with an appropriate advisor. When others ask for removal of a certain post, I will respect that opinion and take down the post.
- └ I will always be respectful on social media.
- └ If I am found in violation of any of these areas, the appropriate advisor and governing body will decide upon a consequence that fits the transgression.

Signature of Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Local Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Disclose Social Media User Names Facebook \_\_\_\_\_

Instagram \_\_\_\_\_ Twitter \_\_\_\_\_

Snapchat \_\_\_\_\_ Other \_\_\_\_\_

**District / State Officer Qualification Form**  
**OFFICERS' QUALIFICATION FORM FOR DISTRICT AND STATE ELECTIONS**  
 All information **must be TYPED and kept to this one page format.**  
 EMAIL TO DISTRICT ADVISER BY MIDNIGHT on JANUARY 10  
 STATE OFFICER CANDIDATES EMAIL TO: [plamb@ksde.org](mailto:plamb@ksde.org) by FEBRUARY 10

Officer Candidate for District: \_\_\_\_\_ Chapter: \_\_\_\_\_ GPA: \_\_\_\_\_  
 Name: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Please list in order your top 3 officer position preferences. (Include district & if running for state)  
 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

☐ Candidate Letter (office use only)

-----  
☐ Candidate Letter (office use only)

District officer candidates must complete one unit of Family and Consumer Sciences at 6th grade or above prior to assuming responsibilities. State or National Officer Candidates must have completed two courses of Family and Consumer Sciences courses at 6th grade or above prior to assuming responsibilities. List FACS courses, course length, and year taken.

Candidates must have been an FCCLA member for **one year** prior to assuming official responsibilities.  
 Number of years as an FCCLA member \_\_\_\_\_.

Identify ***only TWO specific*** responsibilities or activities completed in each category that would help you in serving as an FCCLA officer. Example: Basketball; Student Council Officer

|                            |                       |
|----------------------------|-----------------------|
| FCCLA CHAPTER<br>1.<br>2.  | HOME<br>1.<br>2.      |
| DISTRICT FCCLA<br>1.<br>2. | SCHOOL<br>1.<br>2.    |
| STATE FCCLA<br>1.<br>2.    | COMMUNITY<br>1.<br>2. |

Check Power of One modules completed

\_\_\_\_\_ A Better You                      \_\_\_\_\_ Take the Lead                      \_\_\_\_\_ Family Ties  
 \_\_\_\_\_ Speak Out for FCCLA                      \_\_\_\_\_ Working on Working

Tell why you feel you should be an FCCLA officer in 50 words or less. Please do not directly include previous FCCLA offices.

I am also seeking the position of National Officer Candidate. \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

# Kansas FCCLA Expenses Reimbursement Request Form

**Please forward to VP of Finance**  
**within two weeks of purchase for reimbursement.**

Payable to: \_\_\_\_\_

Position: \_\_\_\_\_

Event item(s) purchased for: \_\_\_\_\_

Address for Recipient of Check:

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

***Original receipts must be attached to receive payment.***

| Date Purchased | Item Purchased | Cost |
|----------------|----------------|------|
|                |                |      |
|                |                |      |
|                |                |      |
|                |                |      |
|                |                |      |

Signature of Chapter Adviser: \_\_\_\_\_

Date Sent to VP of Finance: \_\_\_\_\_

## **VP OF FINANCE USE ONLY**

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

Signature of VP of Finance: \_\_\_\_\_

Date Sent to State Office: \_\_\_\_\_

## **FOR STATE OFFICE USE ONLY**

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

State Adviser Signature: \_\_\_\_\_

# Bylaws

Approved April 3, 2001 State Leadership Showcase

Approved changes at 2005, 2006, 2007, 2008, 2009 State Leadership Showcase

## ARTICLE I

### **Name, Sponsors and Headquarters**

#### *Section 1. Name*

The name of the organization shall be Kansas Family, Career and Community Leaders of America, Incorporated. Only the state association and affiliated chapters shall use the name. The term “KS FCCLA” may be officially used to designate the association, its affiliated chapters or members thereof.

#### *Section 2. Sponsors*

The sponsors of the organization are the Kansas State Board of Education and the Kansas State Department of Education.

#### *Section 3. State Headquarters*

The location of the state headquarters will be determined by the Kansas State Department of Education.

## ARTICLE II

### **Mission Statement and Purposes**

#### *Section 1. Mission Statement*

The mission of Kansas Family, Career, and Community Leaders of America, Inc. is to promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and vocational preparation.

## ***Section 2. Purposes***

Organized instruction relating to the mission of KS FCCLA is part of the family and consumer sciences education program in schools. The purposes of the organization shall be as follows:

1. To provide opportunities for personal development and preparation for adult life;
2. To strengthen the function of the family as a basic unit of society;
3. To encourage democracy through cooperative action in the home and community;
4. To encourage individual and group involvement in helping achieve global cooperation and harmony;
5. To promote greater understanding between youth and adults;
6. To provide opportunities for making decisions and for assuming responsibilities;
7. To prepare for the multiple roles of men and women in today's society;
8. To promote family and consumer sciences and related occupations.

## **ARTICLE III**

### **Organizational Structure**

#### ***Section 1. National Organization***

Kansas Family, Career and Community Leaders of America, Inc. is a chartered member of the National Family, Career and Community Leaders of America, Inc. organization.

#### ***Section 2. State Organization***

- A. Kansas Family, Career and Community Leaders of America, Inc. shall be composed of all affiliated chapters within the state of Kansas.
- B. Chapter affiliation shall be designated by school building.

See national by-laws – Article 4; Section 3-A for further reference.

- C. Chapter affiliation requires payment of national, state and district dues. A copy of current chapter bylaws is to be on file at the local level. Chapter bylaws should be consistent with those of the national and state organization.
- D. Any chapter failing to meet the requirements for continued affiliation may not participate in the activities of Kansas FCCLA.
- E. Chapters must remain in good standing with the district and state organizations to participate in activities and meetings sponsored by them. This includes the maintaining of a current financial account with bills paid in full. Failure to keep a current financial account will result in the suspension of chapter participation in district, state and national activities and meetings until the chapter account is current.

### ***Section 3. Districts***

There will be twelve designated districts of Kansas Family, Career and Community Leaders of America, Inc. The State Executive and Advisory Council shall recommend the boundaries of the Kansas Family, Career and Community Leaders of America, Inc. districts to the Kansas FCCLA State Board. Each Kansas Family, Career and Community Leaders of America, Inc. district shall consist of local Family, Career and Community Leadership chapters affiliated with the national and state organization within those boundaries.

### ***Section 4. Chapters***

A chapter may be affiliated in public, private schools or home schools in which family and consumer sciences is offered and is composed of students who possess the qualifications for membership. Advisers shall be the Family and Consumer Sciences teacher(s).

### **Section 5. Membership Qualifications**

- A. **Active Membership.** Any student who is taking or has taken a course in family and consumer sciences education through post-secondary is eligible to become an active member of the affiliated chapter within the school. Active members are eligible to hold office and participate in the organization.



- B. Alumni and Associates. Former active members and other adults who share the goals and purposes of Kansas Family, Career and Community Leaders of America, Inc. and its programs are eligible for Alumni & Associates membership. Members of Alumni & Associates shall not be eligible to hold office, make motions, or vote in Kansas FCCLA.
- C. State Honorary Membership. Any individuals whose professional responsibilities are not directly related to Kansas Family, Career and Community Leaders of America, Inc. who have made outstanding contributions and who are giving continued service to the state organization by advancing its purposes, are eligible for honorary membership in Kansas Family, Career and Community Leaders of America, Inc. Honorary members have the privilege of attending all meetings of the organization but have no vote.

## ARTICLE IV

### **Dues, Fiscal Year, Budget and Audit**

#### ***Section 1. Dues***

- A. Members will pay all chapter, district, state, and national dues.
- B. The State Executive and Advisory Council will recommend the amount of state dues with approval by the Kansas FCCLA State Board and a simple majority of the voting members at a state meeting.  
District and chapter dues will be determined by the district/chapter
- C. Kansas Alumni and Associates shall determine Kansas Alumni and Associates member dues.
- D. State Honorary Members pay no dues.

#### ***Section 2. Fiscal Year***

The fiscal year shall be September 1 through August 31.

### ***Section 3. Budget***

The budget of Kansas Family, Career and Community Leaders of America, Inc. shall be developed by the State Staff with the approval of the State Executive and Advisory Council and the Kansas Family, Career and Community Leaders of America State Board.

### ***Section 4. Audit***

An audit of the financial statements shall be conducted every four years or whenever state advisers change. This audit will be presented to the State Executive and Advisory Council for recommendation to the Kansas FCCLA State Board for approval.

## **ARTICLE V**

### **Dissolution or Liquidation of Assets**

Upon final dissolution or liquidation of the state organization, and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets shall be used by the State Executive and Advisory Council with the approval of the Kansas Family, Career and Community Leaders of America State Board for any purpose which is consistent with the purposes of the state organization or shall be transferred to a qualified exempt organization within the meaning of section 501(c) (3) of the Internal Revenue Code of 1954, as amended.

## **ARTICLE VI**

### **State Executive Council**

#### ***Section 1. State Officers***

Kansas Family, Career and Community Leaders of America State Executive Council may have up to 8 elected officers. These offices may include: President, First Vice President, Vice President of Membership, Vice President of Corporate Relations/ Finance, Vice President of Public Relations, Vice President of Peer Education Programs, Vice President of Recognition, Vice President of Individual Programs. The National/State Executive Council Selection Committee shall determine the designation of each State Executive Council member's office.

## ***Section 2. Qualifications***

Members of the Kansas FCCLA State Executive Council shall have the following qualifications:

- A. Currently be an active member in an affiliated chapter;
- B. Have been an active member in good standing for at least one year;
- C. Have completed one year of family and consumer sciences education; and
- D. Have been elected as a state officer candidate at the district level.

## ***Section 3. State Officer Candidate Selection***

- A. Each district may elect three state officer candidates at district elections. The three candidates will run for one of eight possible state officer positions.
- B. A national/state officer selection committee shall be composed of up to seven representatives from Kansas Family and Consumer Sciences Education. The Family and Consumer Sciences Education State Staff will designate the committee facilitator.
- C. The selection committee shall evaluate all office candidates and select up to 8 to serve as the State Executive Council.

## ***Section 4. State Officer Positions***

- A. President – shall preside over all business meetings of the organization and co preside with the chair of the State Leadership Council; be a member of the Kansas Family, Career and Community Leaders of America, Inc. State Board; and be an ex officio member of all State Executive Council committees.
- B. First Vice President – shall assume responsibility in the absence of the president; keep the minutes of all state meetings and meetings of the State Executive Council; serve as parliamentarian by proving leadership in assuring that the business sessions for the state association and meetings of the State Executive Council are conducted in accordance with parliamentary procedure; and be a member of the Kansas Family, Career, and Community Leaders of America, Inc. State Board.
- C. Vice President of Membership - shall provide leadership in planning and implementing programs for membership promotion and development
- D. Vice President of Corporate Relations/Finance - Shall provide leadership by developing good corporate

relations and planning and implementing sound financial management.

- E. Vice President of Individual Programs - Shall provide leadership in planning and implementing all national programs including STAR events.
- F. Vice President of Public Relations – Shall provide leadership in planning and implementing the public relations programs.
- G. Vice President of Recognition – Provide leadership in planning and implementing the recognition of members accomplishments.
- H. Vice President of Peer Education Programs – Shall provide leadership in planning and implementing the community service project and peer education programs and serve as a communication link with the peer education team members and coordinator.

#### ***Section 5. Term of Office***

State Officers shall serve one year on the State Executive Council. The term will begin with the installation ceremony at the state conference and continue until their successors are installed.

#### ***Section 6. Vacancies***

If a State Officer position becomes vacant after elections, that office shall remain vacant for the remainder of the term. The other members of the State Executive Council will assume the duties of that office until the end of the year.

#### ***Section 7. Removal From Office***

Violation of the code of conduct or state officer contract may result in removal from office.

#### ***Section 8. National Officer Candidate Selection***

Each district may nominate two state/national officer candidates. Each national officer candidate must have the support of their district at district elections. Each national officer candidate must complete the state and national officer candidate application and submit it to the State Advisor.

A national officer candidate must be selected by the national/state officer selection committee and receive the majority vote of the Kansas Voting Delegates attending State Leadership Conference.

### ***Section 9. State Executive Council Duties***

The representative body of Kansas Family, Career and Community Leaders of America, Inc. shall be the Kansas State Executive Council. The functions of the council shall be representation of chapter members, program development, program implementation and public relations. The State Executive Council shall have the following responsibilities:

- A. Review the aims and objectives of the state program of Family, Career and Community Leaders of America, Inc.
- B. Recommend the establishment of programs, projects and activities;
- C. Plan the program for State Leadership Conference and other meetings sponsored by the state organization;
- D. Conduct the official business of the organization at a state conference;
- E. Interpret and advocate the goals and program activities of Family, Career and Community Leaders of America, Inc. to groups and individuals within and outside the organization.

### ***Section 10. Advisors***

Chapter advisors will serve as a consultant to their state officer.

## **ARTICLE VII**

### **Peer Education**

#### ***Section 1. Peer Education Team Members***

Kansas Family, Career and Community Leaders of America Peer Education Team may consist of sixteen members.

The National Programs that are available for use by Peer Education teams are:

Career Connection, Families First, Financial Fitness,

Stop the Violence, Families Acting for Community Traffic Safety and Student Body.

The following officers will be elected: chairperson, secretary and treasurer.

## ***Section 2. Qualifications***

Members of the Kansas Peer Education Teams shall have the following qualifications:

1. Currently be an active member in an affiliated chapter
2. Have been an active member in good standing for at least one year
3. Have completed one year of Family and Consumer Sciences Education classes
4. Have working knowledge of national programs
5. May not serve as state officer or district president during the peer education year
6. Must be in grades 9-12 during year of term

## ***Section 3. Peer Education Team Members Selection***

Each chapter is allowed up to three candidates for peer education team member selection.

A peer education selection committee shall be composed of past peer education team members.

The selection committee shall evaluate all video presentations and written applications and select up to 16 peer education team members.

## ***Section 4. Peer Education Team Member positions***

- A. Chairperson: conducts all meetings; spokesperson for the group; approves agenda with peer education coordinator two weeks prior to scheduled meetings; sends agenda for meetings to team members and advisers one week prior to scheduled meetings; coordinates on state presentation with other officers for State Leadership Showcase; serves as a voting member on the State Leadership Council.
- B. Treasurer: has knowledge of funds and where they are being spent; prepares financial statements and communicates totals with teams; will create and present a projected budget with the help of the peer education coordinator; assists chairperson with on-stage presentation for the State Leadership Conference.
- C. Secretary: takes and presents minutes of all meetings, mails out minutes to all members and advisers within two weeks of the meeting, keeps records of past documents, assists Chairperson with on stage presentation for the State Leadership Conference.

### ***Section 5. Term of Office***

Peer Education members may serve for consecutive years on peer education teams if selected by the peer education selection committee. The term will begin and end at State Leadership Conference.

### ***Section 6. Vacancies***

If a Peer Education position becomes vacant after elections, that office shall remain vacant for the remainder of the term. The other peer education team members will assume the duties of that office until the end of the year.

### ***Section 7. Removal from Peer Education Team position***

Violation of the code of conduct may result in removal from office. A code of conduct will be signed and kept on file for each peer education member.

### ***Section 8. Advisers***

- A. Contact person for individuals who are requesting workshop presenters
- B. Contact team members to coordinate workshops
- C. Oversee reimbursement requests from team members
- D. Prepare or make sure items are ready for workshops ahead of time
- E. Provide transportation for team members
- F. Communicate with state Peer Education Coordinator in regards to team concerns
- G. Be in attendance at all team presentations or arrange with another adult to attend

## **ARTICLE VIII**

### **State Executive Advisory Council**

The State Executive Advisory Council may be composed of up to 12 FCCLA assistant district advisers (non voting members), up to 12 FCCLA advisory council representatives (voting members), up to 8 State Executive Council members (voting members), peer education chairperson (voting member), 1 district president representative (voting member) and 1 representative each from Kansas FCCLA Alumni

and Associates, Family and Consumer Sciences teacher educator, Kansas Association of Teachers of Family and Consumer Sciences, and Kansas Association of Family and Consumer Sciences (non-voting members), 1 state adviser (non-voting member), and 1 Kansas FCS Educational State Staff (non-voting member).

### ***Section 1. Duties***

The State Advisory Council will:

- Act in an advisory capacity to the State Executive Council;
- Co-chair committees with the State Executive Council and
- Make recommendations to present to the FCCLA State Board.

### ***Section 2. Advisors***

Advisors serving on the State Executive and Advisory Council will be selected from affiliated chapters by their respective districts.

### ***Section 3. Term of Office***

FCCLA Advisors serve a two-year term on a rotating basis, one year as assistant district advisor and one year serving as the advisory council member.

### ***Section 4. Vacancies***

If a position becomes vacant, it is the responsibility of that district to fill that position. All other positions shall remain vacant for the remainder of the term. The other members of the State Executive and Advisory Council will assume the duties of that position until the end of the year.

## **ARTICLE IX**

### **Kansas Family, Career, and Community Leaders of America State Board**

#### ***Section 1. Membership***

The Kansas Family, Career, and Community Leaders of America State Board shall consist of members elected on a three-year rotation by the voting delegates at a state meeting. The membership of the board



may consist of up to fifteen (15). Members elected shall represent the family, career and community matters of the organization, one district president representative and three (3) students-at-large, serving terms according to the Procedural Manual. Members of the board shall also include the State Executive and Advisory Council chairperson, KS FCCLA President, KS FCCLA 1st Vice-President of the Executive Council, Peer Education Chairperson, serving one year each and one (1) alumni representative and one (1) KS FCCLA Educational Foundation representative as determined by their organizations. Financial and legal representatives will be secured by the state adviser and asked to serve a three-year term.

### ***Section 2. Authority and Powers***

The governing body of Kansas Family, Career and Community Leaders of America, Inc. shall be the Kansas Family, Career and Community Leaders of America State Board. The primary functions of the board shall be to set policies related to program and financial matters and to be responsible for sound management. The board receives and acts upon the recommendations of the State Executive and Advisory Council and the State Advisor consisting of, but not limited to matters of management of program and fiscal matters.

### ***Section 3. Officers of the Board***

Officers of the Kansas FCCLA State Board shall be President, Vice President, and Secretary.

### ***Section 4. Meetings of the Board***

The Kansas FCCLA State Board will meet a minimum of twice a year with other meetings scheduled as needed.

### ***Section 5. Committees of the Board***

The Kansas FCCLA State Board may appoint such committee(s) as deemed necessary by the Board.

### ***Section 6. Quorum***

A quorum of the State Board shall consist of a simple majority of the members of the board.

### ***Section 7. Channel to the Board***

Each member of the State Executive and Advisory Council shall receive 30 days prior to a State Executive and

Advisory Council meeting a written copy of the request/concern. SEAC will recommend the involvement of the FCCLA State Board.

### ***Section 8. Identification of Directors***

State Executive and Advisory Council Members will recommend candidates from their district for the consideration of the voting delegates.

### ***Section 9. Relationship of the Board and the State Leadership Council***

The State Executive and Advisory Council is the recommending body to the Kansas FCCLA State Board. The Kansas FCCLA State Board is the final decision making body.

## **ARTICLE X**

### **Meetings**

#### ***Section 1. State Leadership Conference***

The time and place of the State Leadership Conference shall be recommended by the State Executive and Advisory Council with the approval of the State Board. The purpose of the meeting shall be to transact business of the organization, to showcase member accomplishments and to provide leadership consistent with the mission and goals of KS FCCLA.

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

Each chapter affiliated with the national and state association by December 15 may have voting delegates.

A school with Junior and Senior chapters are allowed 2 voting delegates per chapter. A school with multiple chapters within a school shall be allowed a total of 2 voting delegates.

If a chapter is not in good standing with the district or state organizations, voting privileges will be suspended until financial accounts are current.

#### ***Section 3. Voting***

The privilege of making motions, debating and voting shall be limited to the designated voting delegates and the State Executive Council. Proxy voting shall not be allowed. A majority of the voting delegates from a majority of the chapters present at a designated state meeting shall constitute a quorum.

A written or electronic ballot may be used when a meeting of the chapters is not possible. The

majority of the affiliated chapters responding to the vote shall constitute a quorum when a written or electronic ballot is used.

#### ***Section 4. District Meetings***

District Meetings shall include a Fall Leadership Conference and Spring District STAR events and Elections. Meeting dates shall be provided to the state office. Other meetings shall be held as necessary for each district.

#### ***Section 5. National Leadership Conference***

Chapters must register with the state organization and be in good standing to participate in all meetings and activities which are in conjunction with the National Leadership Conference.

### **ARTICLE XI**

#### **State Leadership Opportunities**

State Leadership Opportunities may be established by Kansas Family, Career and Community Leaders of America, Inc. upon recommendations of the State Executive and Advisory Council and the State Advisor with approval by the Kansas FCCLA State Board.

### **ARTICLE XII**

#### **State Associations and Chapters**

##### ***Section 1. State and Chapter Advisors***

The state staff of family and consumer sciences education programs shall give general guidance to the program. The state advisor shall be a member of the state family and consumer sciences education program staff who is qualified in the family and consumer sciences discipline and shall function as the administrative officer of the state association. Teachers certified in comprehensive or occupational family and consumer sciences education shall serve as chapter advisors.

##### ***Section 2. District and Chapter Dues***

The district and chapter may determine local membership dues subject to approval by the members of the district/chapter. They shall be in addition to national and state dues.

### ***Section 3. Bylaws***

District and chapter bylaws shall be adopted to govern the transaction of business, provided such bylaws are in accord with those of the state and national organizations.

## **ARTICLE XIII**

### **Policies and Procedures**

A policy and procedure manual shall be maintained and updated as needed. The Kansas FCCLA State Board will approve policies in the manual. Procedures may be developed or revised by the state advisor.

## **ARTICLE XIV**

### **State Bylaws and Amendments**

- A. State Bylaws may be amended at a state meeting by a two-thirds vote of the voting delegates present or by mail or electronic voting. Amendments may be proposed by a written copy of the bylaw change sent to each member of the State Executive and Advisory Council 30 days prior to a SEAC Meeting and 90 days prior to a state meeting. The State Board shall review and approve proposed amendments recommended by the Kansas State Executive and Advisory Council.
- B. Notice of proposed amendments shall be provided by the State Advisor to all affiliated chapters for distribution to voting delegates 30 days prior to a state meeting. Bylaw amendments will be considered only as presented in the official notification to the chapters.

## **ARTICLE XV**

### **Parliamentary Authority**

#### ***Section 1. Parliamentary Procedures***

Roberts Rules of Order, Newly Revised shall govern the business of the state organization of Kansas FCCLA in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

#### ***Section 2. Parliamentarian***

A qualified parliamentarian shall be available, when needed, to assist with conducting the business of the organization.

## **ARTICLE XVI**

### **Ratification of the Bylaws of Kansas Family, Career and Community Leaders of America, Inc.**

Ratification of the Bylaws of Kansas Family, Career and Community Leaders of America, Inc. will be as a whole and will be considered only as presented in the official notification to the chapters. Each chapter affiliated with the national and state association by December 15 each year may have voting delegates. A school with Junior and Senior chapters are allowed 2 voting delegates per chapter. A school with multiple chapters within a school shall be allowed a total of 2 voting delegates. Proxy voting shall not be allowed. Ratification will require a two-thirds vote of the voting delegates present or by mail or electronic voting. Upon ratification this set of bylaws becomes the bylaws of the Kansas Family, Career and Community Leaders of America, Inc. Concerns with in these bylaws shall be addressed by following the state bylaw amendment procedure.

# PEER EDUCATION

**The Mission of Kansas Peer Education** is for teens to interact and reach out to other teens to promote individual and team communication skills, focus on national programs, address local needs, and develop family, career and community leaders.

## I. GENERAL INFORMATION

### A. An Effective Peer Educator

1. Is a good communicator, a self-starter and motivator
2. Is a team player and respects others
3. Is organized
4. Is someone willing to make the time and energy commitment
5. Is a leader who is respected and works well with others
6. Has good verbal and written communication skills

### B. Team Responsibilities

1. Have working knowledge of national programs.
2. Conduct research to prepare for presentations.
3. Present a minimum of three workshops or presentations during their term.
4. Attend peer education planning and training sessions as requested by the State FCCLA Office (approximately six school days)
5. Meet all deadlines and carry their share of the responsibilities.
6. Act professionally at all FCCLA functions (which include local to national levels).

### C. National Programs

The program materials used by KANSAS Peer Education are produced by the National FCCLA, Inc. office and include:

1. ***STOP the Violence***—Shares how teens can make their world a safer place for everyone
2. ***Families First***—A look at building stronger families.
3. ***Financial Fitness***—Shares the financial information teens need.
4. ***Career Connection***—Assists teens in making career decisions today that will affect their future
5. ***Families Acting for Community Traffic Safety***—Stresses the importance of practicing safety when addressing traffic issues
8. ***Student Body***—Keeping us healthy and well through making wise decisions about nutrition, physical fitness and wellness issues.
9. ***Leadership Service in Action*** – guides students to develop, plan, carry out, and evaluate projects that improve the quality of life in their communities.

### D. Training

1. Peer Education training for the new members is mandatory.
2. Training will include officer election, uniform selection, professional development training as needed by the members and workshop presentations
3. Cost for the training will be paid from the Peer Education budget
4. Training will be held annually.

## E. Uniforms

1. Uniforms will be discussed on or before the training meeting and are the expense of the members
2. The official uniform colors are white, red and black.
3. The complete uniforms are to be worn at all official FCCLA events beginning with National Leadership Meeting.
4. Nametags are to be worn at all official FCCLA events and replacement costs are up to the member.

## F. Conferences

1. The Peer Education Teams and the advisers of the team members will be in charge of and in attendance at the annual Take AIM Conference that is held in Kansas.
2. The Peer Education Team advisers will be responsible for planning the Take AIM Advisors track.
3. Meals and lodging expenses for the peer education members attending the Take AIM Conference will be paid for by Kansas FCCLA.
4. Kansas FCCLA will provide public relations posters and flyers for State Leadership packets.

## II. PEER EDUCATION RESPONSIBILITIES

### A . Responsibilities of the State Peer Education Coordinator are:

1. Has prior experience with peer education
2. Acts in an advisory capacity the following year.
3. Selected by past peer education team advisers that are present at the SLC meeting.
4. May serve for consecutive years.
5. Create request form and submit to state FCCLA office for distribution prior to summer adviser workshop
6. Meet with the newly elected team members at State Leadership Conference to discuss: team assignment, national meeting details and vouchers, meeting dates, training, state leadership conference presentation, uniforms, addresses and business cards.
7. Oversee peer education budget
8. Plan team training with state adviser and peer education officers
9. Coordinate Peer Education meetings at the National Leadership Conference
10. Oversee Take AIM conference planning

### B. Responsibilities of the Team Advisors are:

1. Contact person for individuals who are requesting workshop presenters
2. Contact team members to coordinate workshops
3. Oversees reimbursement requests from team members
4. Prepare or make sure items are ready for workshops ahead of time
5. Assist in transportation for the team members
6. Communicate with State Peer Education Coordinator in regards to team concerns
7. Be in attendance at all team presentations or arrange with another adult to attend in your place



### C. Peer Education Member Responsibilities

1. All team members will have a working knowledge of all peer education programs.
2. Team members will offer workshops as requested during their term.
3. Team members will attend peer education training sessions and governance meetings.
4. Team members are encouraged to attend National Leadership Conference and/or Cluster Meeting to provide members the opportunity for experience/learning of the national programs and gain a working knowledge of the assigned programs. Members are to attend sessions dealing with the assigned team they are a part of in Kansas.
5. Term of position is from State Leadership Conference to State Leadership Conference.
6. National Program Team Presentations are available September 1 through February 20.
7. Act in a professional manner when representing FCCLA.
8. Use red, white or black as the three uniform colors.
9. Give a minimum of three presentations.
10. Be informed about the Kansas and national web sites
11. Answer each e-mail immediately with an acknowledgement to the sender.
12. Failure to meet the responsibilities as stated will result in probation. The second offense will be the removal from the Peer Education Team. Exceptions to this will be a joint decision by the Peer Education Coordinator and Team Advisers.
13. Return state issued portfolio at end of term or be assessed \$50.00.

### D. Organization of Teams

1. The Peer Education Team may consist of up to a total of 16 members.
2. The themes of each team will be selected annually from the National Programs available.
3. Chapter Advisers of team members will oversee the responsibilities of the peer education teams.

### E. Financial Responsibilities

1. Expenses for peer education chairperson will be paid with peer education funds.
2. Kansas FCCLA will provide peer education team members with business cards, team flyers and portfolio bags. Replacement costs are up to the member.
3. All printing can be done at no cost to Peer Education if done through the Kansas Department of Education
4. Each team member will obtain the reimbursement form for supplies from the Kansas web site.
5. The team advisor will send the request for reimbursement to the elected treasurer.
6. Kansas FCCLA will reimburse the team members for workshop supply expenses within the budget set.
7. Kansas FCCLA will pay \$200 for each peer education delegate that attends National Leadership conference and \$100 for each peer education delegate that attends cluster meeting if they did not attend National Leadership Conference.
8. Meals and lodging are to be provided by the District/Chapter requesting a peer education presentation.
9. No candy is allowed with money generated for Peer Education unless approved by the team adviser.
10. The team advisers, coordinator, and officers can modify budget if appropriate.
11. Peer education coordinator will be paid a yearly honorarium of \$500.00 in June of the current fiscal year.

### **III. PEER EDUCATION SELECTION**

#### **A. Selection Process**

1. Anyone interested in applying for the Peer Education team will need to complete the application process by the determined date set by the state office.
2. Up to sixteen members will be selected by the existing team
3. No District President or State Officer can serve on the Peer Education Team
4. The existing team members will determine team assignments
5. Three applications are allowed per chapter
6. Candidates must be 9th grade or above during year of term.
7. Candidates must have completed 2 semesters or 1 full year of FACS classes to qualify as a peer education member
8. Candidates must have received honors in previous district and state level offices held in the year they are applying. If a term was not completed with honors, the student may run after a one year waiting period.

### **IV. PEER EDUCATION OFFICERS: ELECTED AT THE TRAINING MEETING**

#### **A. Chairperson:**

1. Conducts peer education meetings
2. Spokesperson for the peer education group
3. Approves agenda with peer education coordinator two weeks prior to scheduled meetings
4. Sends agenda for meetings to team members and all advisors one week prior to the meeting
5. Coordinates stage presentations with other members for State Leadership Showcase
6. Serves as voting member of the State Leadership Council.

#### **B. Treasurer:**

1. Has knowledge of funds and where they are being spent
2. Prepares financial statements with the help of the state adviser
3. Create a projected budget with the help of the peer education coordinator and present it at the fall business meeting
4. Assists Chairperson with stage presentation for the State Leadership Showcase.

#### **C. Secretary:**

1. Takes minutes of all meetings.
2. Presents minutes at meetings.
3. Mails out minutes to all members, advisors and state advisor within two weeks of the meeting.
4. Keep record of past documents.
5. Assists Chairperson with stage presentation for the State Leadership Showcase.

### **V. PEER EDUCATION FORMS**

- A. Peer Education Team Member Application Form
- B. Code of Conduct
- C. Social Media Contract
- D. Reimbursement Request Form

# KANSAS PEER EDUCATION TEAM MEMBER

## APPLICATION FORM

**Due postmarked by February 10**

- ◆ Sixteen peer education team members will be selected. Teams to be determined.
  - ◆ Team members will be selected and notified prior to State Leadership Conference.
  - ◆ Three applications are allowed per chapter.
  - ◆ Candidates must be 9<sup>th</sup> grade or above during year of term.
  - ◆ Candidates must have completed 2 semesters or 1 full year of FACS classes before accepting their peer education position\*
- (\* Same requirements as for State Officer or to compete in STAR Events.)

### CANDIDATE INFORMATION: Please Type

District: \_\_\_\_\_ Chapter Name: \_\_\_\_\_

**Candidate Name:** \_\_\_\_\_ **Parent/Guardian:** \_\_\_\_\_

Number of years in FCCLA: \_\_\_\_\_ Current Age: \_\_\_\_\_

Candidate E-mail: \_\_\_\_\_

Home Address: \_\_\_\_\_ (city) \_\_\_\_\_ (zip) \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_

**Advisors Name:** \_\_\_\_\_

Advisor E-mail: \_\_\_\_\_

School Mailing Address: \_\_\_\_\_ (city) \_\_\_\_\_ (zip) \_\_\_\_\_

School Phone: (\_\_\_\_) \_\_\_\_\_ School Fax: (\_\_\_\_) \_\_\_\_\_

**National Programs:** Indicate which programs you have experience with. (Check all that apply)

|                                   |   |
|-----------------------------------|---|
| ____ Stop the Violence            | ____ Financial Fitness                            |
| ____ Families First               | ____ Families Acting for Community Traffic Safety |
| ____ Leadership Service in Action | ____ Student Body                                 |
|                                   | ____ Career Connection                            |

### Written Application Guidelines:

1. Type a list including the following information (limit information to 1 page only) Do not include school, town or community (anything that would identify student's home community)

#### **Bullet items.**

Name at top of page (this will be blackened out before judging)

- ◆ List FCS classes taken and course length.
- ◆ Current age and years of membership in FCCLA, and Grade in School.
- ◆ List your participation in FCCLA at the local, district, state and national levels (including offices and peer education experience)
- ◆ List your experiences with peer education outside of FCCLA- Community Service or Leadership Opportunities.
- ◆ Describe in 50 words or less, why you want to be a peer ed. member.

2. Create a video 1-2 minutes in length following the guidelines provided in the "Video Guidelines" Section.
3. Candidates will be evaluated based upon peer education experiences within and outside of FCCLA, FCS classes taken, leadership within FCCLA and ability to communicate in written and oral forms. See the "Score Sheet Outline" section for more information.
4. Enclose a copy of the Chapter's Affiliation with date and member's name highlighted for each applicant.

### FLASH DRIVE GUIDELINES:

1. The Flash drive presentation is to be on a National program of the candidate's choice. (see National Programs list)
2. The presentation is to be 1-2 minutes in length and begins with first audio sound, music or voice. (-2 deduction if under 1 minute or over 2 minutes in length)
3. The Flash drive recording presentation must **not** include the candidate's school, district or name as part of the script, props or background. (-2 deduction if included per occurrence)
4. Review the score sheet outline below to see the scoring for the written and video/recording as well as the deductions possible.
5. Label only the top of the Flash drive with the candidate's name and school for identification.
6. If the presentation has a backdrop, please make it simple so as not to distract from the candidate or props.
7. Use a tripod to film so the movement of the camera is minimal.
8. If editing, make sure the change has a smooth transition
9. Be sure to zoom in on props and displays if used.
10. Speak clearly.
11. Please review the presentation before sending to keep imperfections to a minimum.
12. If you want the Flash drive returned, provide the envelope and/or mailing label with address and postage prepaid.
13. Others may assist. Limit speaking parts. (past or current Peer Ed members, district officers or state officers are not allowed).

### Other Guidelines

14. A minimum score of 70% is required for the candidate to be considered for the peer education team. A score lower will result in disqualification.
15. Application postmarked after the deadline OR recordings submitted in wrong format will be disqualified.
16. All written documents and recording presentations need to be postmarked **by February 10** and sent to Kansas FCCLA, 900 SW Jackson, Suite 653, Topeka, 66612.

### Helpful Hints-

- √ Be Creative
- √ Dress the part
- √ Be comfortable in front of the camera
- √ Check tape for good sound on more than one computer
- √ Center your presentation around your interests and talents
- √ Use your 2 minutes wisely
- √ Show as much experience and knowledge as possible
- √ Show your personality
- √ Try to memorize- read off the script as little as possible

## SCORE SHEET OUTLINE: Total Points Possible - 100

- I. Written Materials: 40 pts  
FCCLA Experience (Local, District, State, Region, National) ----- 20 pts  
Peer Education (Within and outside of FCCLA) ----- 10 pts  
Format, Grammar, Punctuation, Neatness, Completeness ----- 10 pts
- II. **Video Presentation: 50 pts**  
Content and Knowledge of National Program----- 20 pts  
Poise and Delivery----- 10 pts  
Appropriate appearance according to video----- 10 pts  
Creativity and Imaginative Props ----- 10 pts
- III. Deductions-----10 pts  
No deductions----- + 10 pts
- ( -2 per occurrence, not to exceed a total of 10 pts.)**  
Ten points will be given in full unless the following are found to apply:
- |  |    |
|--|----|
| Name said or displayed in video                                      | -2 |
| Name said or displayed on resume page<br>(other than on top of page) |    |
| School said or display in presentation                               | -2 |
| School or community included on resume page                          | -2 |
| Not on a flash drive   | -2 |
| Timing for presentation under one or over 2 minutes                  | -2 |
| 51 or more words in essay  | -2 |
| Incomplete Application<br>(missing documents, or information)        | -2 |
| Exceeds page limit   | -2 |

## PEER EDUCATION TEAM MEMBER AGREEMENT

### PERSONAL/FAMILY OBLIGATION

My parents and I understand the obligation of this position, the requirements to attend all meetings asked of me, and the responsibility for all personal expenses beyond those paid by the local, district, or state associations. The state or local association will not be held responsible in the event of an accident. I will allow my name and picture to be released for publicity purposes on web pages, brochures, etc. My privacy will be maintained by keeping school name, personal and school addresses, phone numbers and e-mail addresses confidential. If elected, I will serve to the best of my ability.

\_\_\_\_\_  
signature of applicant

\_\_\_\_\_  
signature of parent/guardian

\_\_\_\_\_  
date

\_\_\_\_\_  
date

### SCHOOL OBLIGATION

We understand the commitments inherent in this office and pledge our support and assistance if the candidate is elected. Obligations include attendance at all team meetings, some that will occur during the summer and some during the school year. By signing below, the adviser pledges to provide guidance and direction to the candidate during the term of office and understands that the local chapter and candidate must remain in good standing with the school, state, and national FCCLA offices of the association or the candidate may be removed from the position. It is understood that the local adviser, or another adult who has approval of the school district, will accompany the student member to all team related events.

We at \_\_\_\_\_ (school) realize that, should a student from our school be selected to serve on the State FCCLA Peer Education Team, he/she will be required to miss school days for workshops and presentations. The applicant, \_\_\_\_\_, has the full support of our school. It is understood that the local adviser, or another adult who has approval of the school district, will accompany the student member to all team related events.

\_\_\_\_\_  
Administrator signature

\_\_\_\_\_  
Adviser signature

\_\_\_\_\_  
title

\_\_\_\_\_  
date

Note- Signatures of the building administrator and advisor where the student will be attending classes for the specified year \_\_\_\_\_ are required. If you are changing buildings due to grade level or any other reason, please be aware of this provision.

(Updated Sept. 2013)

# Kansas Family, Career & Community Leaders of America

## Peer Education Member Code of Conduct

All meetings and activities of Kansas FCCLA are educational functions and plans are made with that objective in mind. Your behavior at these meeting and activities is a direct reflection of Kansas FCCLA. The Kansas Association wants every person to have an enjoyable experience with maximum attention to safety and comfort. The following policies are mandatory and non-negotiable. These policies will be enforced for every state officer attending a local, district, state or national FCCLA activity of the Kansas Association. This includes appropriate behavior on a daily basis as well.

### **I, as a state officer of Kansas Family, Career & Community Leaders of America will NOT:**

11. Smoke, possess or consume alcohol or any other drugs unless prescribed by a doctor.
12. Use the internet/social media in any way that will degrade myself, others or Kansas FCCLA.  
Sign the attached social media document.
13. Use vulgar language or use any offensive verbal communication that may cause anger or may alarm anyone.
14. Wear inappropriate clothing to FCCLA meetings, which include jeans, flip-flops, hats or any other item of clothing that advisors feel, is demeaning to the organization as a whole.
15. Use any audio device during an FCCLA meetings (ex. Cell phones, iPod's, etc.) and well keep the items off at all times.
16. Leave any meetings without permission of an adviser.
17. Make charges to my hotel rooms and keep my room clean when traveling under Kansas FCCLA.
18. Break any establish curfews.
19. Discriminate against any person due to age, race, gender, religion or sexuality.
20. Be found to have committed a felony by court of law or adjudicated for a felony including probation.

### **I, as a state officer of Kansas Family, Career & Community Leaders of America will:**

9. Attend all meeting sessions for the entirety for which I am registered.
10. Properly secure all valuables and be cautious in displaying these items. The State association well not be responsible for any lost or stolen items.
11. Review agendas with advisers & keep them informed of my location and activity at ALL times.
12. Meet other students or adults in public meeting areas. Other sleeping rooms are off limits without the permission of an assigned chaperone or adviser.
13. Behave professionally at all times; be courteous to all guests and friendly to other delegates. Respect the rights of others and use proper protocol at ALL times.
14. Attend all meetings I am required to be in attendance for, which include State Leadership Conference (2 years), National Leadership Conference, CTSO training, State officer meetings, Take AIM and/ or any meetings required for my selected position.
15. Behave in such a way that reflects me as a person, my school and the organization as a whole, in a positive manner.
16. Remember that I am a member of a team, and work together to better Kansas FCCLA.

### **ALL RULES OF MY SPECIFIC SCHOOL AND DISTRICT WILL ALSO APPLY WHEN AT FCCLA ACTIVITIES.**

I understand that should I violate any of the policies above I may be dismissed from my current position in Kansas FCCLA, may be asked to leave from any meeting/ conference and may be responsible for any reimbursement of the State Association for all expenses relating to this event. If violated and need review, the current State Officer Advisory Board consisting of the State President, State Board of Director's President and State Adviser well make a decision if removal of position or attendance is needed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant's Signature

We have read and understand the Code of Conduct policies. We also agree that the state staff has the right to send our son/ daughter home from the activity at our expenses, provided he/she violated the conduct policies and/or his/her conduct had become a deterrent to the activity or image of the State Association as determined by the State Officer Advisory Board.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/ Guardian Signature



## KANSAS FCCLA

### *Social Media Code of Conduct*

I, \_\_\_\_\_, agree to follow all the guidelines of Family, Career and Community Leaders of America (FCCLA) with regard to social media use. This includes, but is not limited to, Facebook, Twitter, Pinterest, Vine, Tumblr, and Instagram. As an elected officer of Kansas FCCLA, I agree to the following:

- └ I will not post any content on my social media pages that reveals myself or anyone else participating in any illegal activity or other questionable activities
- └ I will not say anything derogatory towards a specific religious or political group
- └ I will not post any pictures or statuses that reveal inappropriate public displays of affection (PDA)
- └ I will not post any content with vulgar language

In addition, officers will abide by the following guidelines:

- └ My posts on any social media site will reflect that of a real-life teenager but also that of an FCCLA officer. This will include:
  - └ Using proper grammar in every post on social media
  - └ Maintaining a positive and professional image
  - └ Wearing appropriate clothing in a modest manner
- └ I will promote FCCLA and build excitement for members through my social media pages whenever it is asked of me
- └ I will support the other officers on social media with regard to FCCLA and personal activities
- └ I will keep the other officers accountable for their actions on social media by use of private messaging and in connection with an appropriate advisor. When others ask for removal of a certain post, I will respect that opinion and take down the post.
- └ I will always be respectful on social media.
- └ If I am found in violation of any of these areas, the appropriate advisor and governing body will decide upon a consequence that fits the transgression.

Signature of Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Local Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Disclose Social Media User Names Facebook \_\_\_\_\_

Instagram \_\_\_\_\_ Twitter \_\_\_\_\_

Snapchat \_\_\_\_\_ Other \_\_\_\_\_



# Peer Education Expenses Reimbursement Request Form

**Please forward to Peer Education Treasurer  
within two weeks of purchase for reimbursement.**

**Send completed forms to Peer Education Treasurer for signature.**

Peer Education Team Name: \_\_\_\_\_

Peer Education Team Leader: \_\_\_\_\_

Payment is to be made to: \_\_\_\_\_

Address for Recipient of Check:

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

***Original receipts must be attached to receive payment.***

| Date Purchased | Item Purchased | Cost |
|----------------|----------------|------|
|                |                |      |
|                |                |      |
|                |                |      |
|                |                |      |
|                |                |      |

Signature of Team/Chapter Adviser: \_\_\_\_\_

Date Sent to Treasurer: \_\_\_\_\_

## **PEER EDUCATION TREASURER USE ONLY**

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

Signature of Peer Education Treasurer: \_\_\_\_\_

Date Sent to State Office: \_\_\_\_\_

## **FOR STATE OFFICE USE ONLY**

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

State Adviser Signature: \_\_\_\_\_

# STATE EXECUTIVE ADVISORY COUNCIL

## I. GENERAL INFORMATION

### A. Membership

The State Executive Advisory Council shall be composed of the following persons:

1. 12 FCCLA assistant district advisers (non-voting members)
2. 12 FCCLA advisory council advisers (voting members)
3. Up to 8 State Executive Council members (voting members)
4. 1 representative from Kansas FCCLA Alumni and Associates (non-voting)
5. 1 representative from Kansas Association of Teachers of Family and Consumer Sciences (non-voting)
6. 1 representative from Kansas Association of Family and Consumer Sciences (non-voting)
7. 1 Kansas FCCLA state adviser (non-voting)
8. 1 FCS Educational State Staff (non-voting)
9. 1 Peer Education Chairperson (voting member)
10. 1 District President (elected by the 12 district presidents) (voting member)

### B. Selection

Advisors serving on the State Executive Advisory Council will be selected or appointed from affiliated chapters from their respective districts.

### C. Term

FCCLA Advisers serve a two-year term on a rotating basis, one year as assistant district advisor and one year serving as state advisory council member. The third year the adviser will serve as district adviser, if this is the choice of the district.

### D. Vacancies

If a State Executive Advisory Council representative position becomes vacant, it is the responsibility of that district to fill that position. All other positions shall remain vacant for the remainder of the term.

### E. Duties

The State Advisory Council shall serve in an advisory capacity to the Executive Council. The duties are as follows:

1. To help determine policies and procedures.
2. To consult with the State Adviser on the work of the organization.
3. To review legal matters.
4. To review the budget with the State Executive Council.
5. To review, with the State Executive Council, the time, place, and type of meetings of Kansas FCCLA each year.
6. To determine procedures for electing officers and conducting other business of the organization in case annual meetings cannot be held due to an emergency.
7. To attend a national leadership conference if elected as chairperson or secretary.
8. To serve on committees throughout their term.

**F. Additional Challenges**

In addition, the State Executive Advisory Council as a group performs other services and duties. Some of these are the same as those identified as “additional challenges” of the Executive Council:

1. Provide leadership to chapters and encouraging them to participate in FCCLA meetings and activities at the state, district and local levels.
2. Encourage each member to be an active member of FCCLA and gain leadership skills.
3. Communicate FCCLA activities, purposes and goals to school and community.

**G. Teacher Educators**

1. Provide support for State Officers, their advisers, and district advisers to successfully complete their duties, assignments and responsibilities.
2. Communicate frequently with District Adviser in respective area of state.
3. Keep state adviser informed of activities, plans, and deadlines.
4. Assist classroom teachers and prospective teachers to integrate FCCLA and leadership development.
5. Keep all teachers informed of FCCLA activities and events. Involve Family & Consumer Sciences Education majors in activities and events.

## **II. STATE EXECUTIVE ADVISORY COUNCIL RESPONSIBILITIES**

**A. Assistant District Adviser**

The newly appointed/elected Assistant District Adviser will begin a two-year term. This first year will serve as a year of preparation for serving on the State Executive and Advisory Council and possibly for the position of District Adviser at the completion of the second year. The Assistant District Adviser will participate in all state and district meetings and events and will be a non-voting member of the State Executive and Advisory Council.

**B. State Advisory Council Representative**

The State Advisory Council representative will serve the second year of the two-year term. This year will help prepare the adviser for the position of District Adviser the following year, if this is the choice of the district. The newly elected State Executive Advisory Council chairperson and secretary will attend National Leadership Conference the summer before their term. They will serve in an advisory capacity to the State Officers and in the work of the State. The SEAC representative will be a voting member of the State Executive and Advisory Council.

**C. The State Executive and Advisory Council Member and Assistant District Adviser will participate in the state association in the following ways:**

1. Attend all scheduled State Executive Advisory Council Meetings
2. Serve in an advisory capacity to the State Officers. The duties are as follows:
  - a. Consult with the State Adviser on the work of the organization.
  - b. Determine with the State Officers the time, location and type of meetings to be held each year.
  - c. Assist the state officers in fulfilling responsibilities. Help them prepare, complete and evaluate assignments.
  - d. Be responsible for the health, safety, and well-being of the State Officers during their participation in FCCLA meetings and activities.
  - e. Coordinate transportation for State Officers. See that travel plans are submitted by deadline dates.

3. Attend the National Leadership Conference during the summer after being Assistant District Advisor if elected as chairperson or secretary for the following year.
4. Provide leadership to chapters and encourage them to participate in FCCLA meetings and activities at the state, district and local levels.
5. Communicate FCCLA activities, purposes and goals to the school, community, and district.
6. Know FCCLA deadlines, decisions, Bylaws and Policies made by the State Officers, State Executive Advisory Council and the FCCLA State Board.
7. Serve as a liaison between the State Association and local chapters. Encourage advisers and members in districts to communicate their ideas to the State Association. Keep the local level informed of State Association concerns and decisions.
8. Keep the State Adviser informed of district activities, decisions and concerns.
9. Give local administration advance notice of meeting dates and possible financial responsibilities.
10. Council members will not be appointed to two consecutive terms.

### **III. SEPTEMBER STATE EXECUTIVE ADVISORY COUNCIL MEETING**

#### **A. Purposes:**

1. Review National Leadership Conference and Summer Adviser meeting evaluations
2. Plan State Leadership Conference
3. Review plans for District Fall Leadership Conference
4. Committee Work
5. Make recommendations for state association business to be presented to the State FCCLA Board

#### **B. Committees for the State Leadership Conference may include but are not limited to:**

1. Community Service
  - Oversee the Leadership Services in Action Project and recognition at SLC
  - Coordinate the track sessions at SLC
  - Serve as the liaison to the peer education teams about their role as ambassadors at SLC as well as their onstage responsibilities
  - Plan, organize and carry out the state officer banquet
2. Public relations
  - Plan and organize the public relations events for SLC
  - Prepare a list and create the special guest invitations for SLC
  - Coordinate a schedule of volunteers from committee to staff the welcome table
  - Oversee the creation, printing, writing and distributing thank you notes
  - Plan, organize and carry out recognition of corporate partners
  - Present the annual financial report
3. Conference coordination
  - Work with SLC coordinators to oversee the planning and writing of the SLC script
  - Contact, organize and manage the state officers and their tasks
  - Plan for SLC evaluations
  - Communicate the new state officer responsibilities
  - Coordinate the SLC entertainment
  - Design booklet to inform chapter about SLC
4. Recognition
  - Plan, organize and carry out the recognition at SLC
  - Serve as the link to Kansas A & A
  - Serve as the link to Kansas FCCLA Foundation
  - Prepare, promote and publicize the Leadership Training Certificate

5. Official business
  - Plan for the official business needed at SLC including national officer election, state board elections and bylaw changes
  - Create roll call for district officers, send out script and assign committee members to assist with logistics
  - Coordinate volunteers from committee members to work at registration table
6. STAR events
  - Plan and organize the state STAR events schedule with help from committee, contact room consultants, help consultants secure evaluators, runners and timers
  - Plan, organize and promote the STAR events recognition session and national qualifier's session at SLC

#### **IV. DECEMBER STATE EXECUTIVE ADVISORY COUNCIL MEETING**

##### **Purposes**

1. Finalize Plans for State Leadership Conference
  2. Evaluate Fall Leadership Conferences
  3. Review Bylaws & Policies for Election Meeting
  4. Review Election Plans
  5. Committee Work
  6. Act on recommendations from September Meeting
- B. Committees for the State Leadership Conference may include but are not limited to:
1. Continue working on committees formed in September

# **STATE BOARD OF DIRECTORS**

**I. Membership** – The State Board of Directors shall consist of thirteen voting members and one ex-officio, non-voting member.

- a. Elected members of the State Board of Directors shall consist of the following:  
1 career representative, 1 family representative, 1 community representative, 1 district president, 3 members at large
- b. Appointed members of the State Board of Directors consist of the following:  
1 legal representative, 1 financial representative, 1 alumni and associates representative, 1 KS FCCLA Educational Foundation representative, 1 state leadership council chairperson, 1 state president, 1 state first vice-president and 1 peer education chairperson.
- c. Kansas FCCLA State adviser shall serve as an ex-officio, non-voting, member of the State Board of Directors.

## **II. Responsibilities of the FCCLA State Board**

- a. Set policy related to program and fiscal matters
- b. Be responsible for sound management.
- c. Receives and acts upon the recommendations of the State Executive Advisory Council and the State Advisor

## **III. Terms of Elected Members**

**IV.** Family, Career and Community Board representative shall serve for one three-year rotation.

**V.** No individual Board member may hold the same position for two consecutive terms.

**VI.** The following positions will go off the Board at the year listed. New board members will be elected to these positions at that time. Rotation will continue on a three-year basis.

|           |                  |
|-----------|------------------|
| Career    | 2018, 2021, 2024 |
| Community | 2019, 2022, 2025 |
| Family    | 2020, 2023, 2026 |

## **IV. Terms of Appointed Members**

- a. The Legal and Financial representatives shall serve on the State Board of Directors by appointment by the state adviser.

## **V. Qualifications of Members-At-Large:**

- a. Position 1 and Position 2 Student-At-Large members are elected for a two-year rotation. Position 3 Student-At-Large will be elected yearly. Position 1 will be elected in odd years and Position 2 will be elected in even years.
- b. Candidates for Student-At-Large Member 1 & 2 must meet the following requirements:
  - 1. A candidate must have completed one year of Family and Consumer Science courses as available, before assuming official responsibilities.
  - 2. A candidate must be a current affiliated FCCLA member at the 9th or 10th grade.
  - 3. A candidate must have been an FCCLA member for one year before assuming official responsibilities. A candidate must have demonstrated leadership in the FCCLA organization as an officer, committee chairperson, or active responsible member.
  - 4. A candidate must be affiliated by December 15 of the election year.
- c. Candidates for Student-At-Large 3 must meet the following requirements:
  - 1. Candidate must be a currently affiliated secondary or post-secondary FCCLA member.
  - 2. A candidate must have been an FCCLA member for one year before assuming official responsibilities. A candidate must have demonstrated leadership in the FCCLA organization as an officer, committee chairperson, or active responsible member.
  - 3. A candidate must be affiliated by December 15<sup>th</sup> of the election year.

## **VI. District President Election**

- a. At the time of their election as District President, district presidents will have the opportunity to submit a State Board Nomination form for a position on the State Board of Directors. District Presidents will vote for their representative to the State Board while at State Leadership Conference. If no nominations are received, the State Adviser may appoint the position. This will be a one-year term.

## **VII. Peer Education Team Member Selection**

- a. The Peer Education Chairperson shall serve as the Peer Education representative on the Kansas FCCLA State Board of Directors serving a one year term.

## **VIII. Nominations**

- a. Chapter members will nominate at-large members for the Kansas FCCLA State Board of Directors.
- b. Election of the State Board Directors will take place by secret ballot at the State Leadership Conference by Kansas FCCLA chapter voting delegates.
- c. The candidate(s) with the highest number of votes will be elected.

## **IX. Vacancies**

- a. If an elected position has no nominations for election at the State Leadership Conference, the state adviser will appoint a qualified person to fill the position prior to the first annual meeting of the State Board of Directors. Appointments to vacant positions shall serve the duration of the term for the position to which they are appointed.

## **X. Meeting Dates**

- a. The Kansas FCCLA State Board of Directors will meet a minimum of twice yearly on dates and at sites agreed to by the members of the State Board of Directors

## **XI. Miscellaneous**

- a. In the absence of the president and vice president the state advisor will conduct the meeting.

**STATE BOARD APPLICATION**  
Due electronically by Feb. 19 to [plamb@ksde.org](mailto:plamb@ksde.org)

**Position Description:**

The Kansas Family, Career and Community Leaders of America State Board acts in a decision-making capacity and responds to suggestions of the State Executive and Advisory Council. The diversity of the board provides a broad range of knowledge that is important to the success of the Association. The FCCLA State Board will meet a minimum of two times each year to address governing issues of the organization.

**State FCCLA Board Position Application:**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Home Address \_\_\_\_\_  
Business/School Address \_\_\_\_\_  
Business Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**Applicant Bio (Information – this will be presented on the ballot exactly as typed on this form)**

I \_\_\_\_\_ am willing to serve as the \_\_\_\_\_  
Representative on the FCCLA State Board of Directors. I will serve the position to the best of my ability  
for the benefit of Kansas FCCLA members on the State Association.

\_\_\_\_\_  
Applicant Signature

**Signatures: (if student/employed by school district)**

Adviser: \_\_\_\_\_

School Administrator: \_\_\_\_\_



# NATIONAL

## I. NATIONAL OFFICER CANDIDATE PROCEDURE

### A. District Procedures:

1. The national officer candidate shall participate in the district election process as a state officer candidate. Each candidate must gain the support of a simple majority of district voting delegates as a state officer candidate.
2. The national officer candidates should be prepared to:
  - a. Answer an impromptu knowledge question about FCCLA
  - b. Tell why they desire the office
  - c. Give up to 3-minute presentation on FCCLA

### B. State Procedures:

1. National officer candidates must have the endorsement of the local adviser, and district submitting application to the State Office. Only national officer candidates that have received the support of the district-voting delegates are eligible to be considered for the state level positions.
2. Eligible candidates must apply to the state office by a designated date of the current year by submitting the National Officer Candidate Application. The candidate will be elected as a National Officer Candidate at the State Leadership Conference by voting delegates after being selected as a state officer by the state officer selection committee.
3. Voting delegates will attend an orientation session prior to the Opening General Session. At this session, delegates will be briefed on the voting delegate's duties, election procedure and any proposed bylaw changes.
4. Qualified candidates and voting delegates will meet during State Leadership Conference for the selection process.
5. Each qualified candidate will a presentation of up to three-minute presentation during the first general session to the entire delegation, answer an impromptu knowledge question about FCCLA and tell why they want the position.
6. Each chapter may have two voting delegates.
7. Voting delegates will interview the candidates. In the interview, candidates will be given one minute to introduce themselves to the delegates. Voting delegates will then interview each of the candidates, and delegates will proceed to confer with their chapter and will cast their chapter ballot as scheduled.
  - a. Interview questions will be selected by the state adviser. They will be general FCCLA interview questions (NOT FCCLA fact questions). There will be 4-8 questions submitted to the voting delegates in a sealed envelope.

- b. All questions must be asked consistently for each candidate.
- 8. The national officer candidate(s) will be announced during a general session.
- 9. Each state is allowed two national officer candidates.
- 10. In order to be successful National Officer Candidates need to prepare extensively for the National Officer Election process. Contacting past National Officers and National Officer Candidates or their advisers is recommended prior to national elections.
- 11. The National Officer Candidates will serve on the state executive council for the upcoming year, if not elected to a national office, in the state officer position they were elected.
- 12. If the national officer candidate(s) is elected as a national officer then their state officer position will not be filled.

## **II. KANSAS NATIONAL OFFICER CANDIDATE APPLICATION**

### **A. Kansas National Officer Candidate Application**

#### **KANSAS NATIONAL OFFICER CANDIDATE APPLICATION**

### **Kansas National Officer Candidate Application Form Instructions**

#### **Instructions to Chapter Advisor**

#### **Read all instructions before filling out the application**

1. Please **type** all information requested on the form, using space provided.
2. **Attach recommendations** indicating personal qualifications from chapter advisor and school administrator or other school official. Recommendations need to indicate their support should the officer be elected. Please discuss the national officer and advisor responsibilities in detail before securing each recommendation.
3. Attach a copy of **chapter affiliation** form, verifying candidate's membership.
4. Attach an **official transcript**, which indicates the candidate's unweighted 3.0 G.P.A. for the previous 3 semesters.
5. A summary of the application form will be given to voting delegates. Please **use only the space provided**. Do not attach additional information or sheets.

NATIONAL OFFICER CANDIDATE APPLICATION

**RETURN ELECTRONICALLY TO:**

State Adviser  
Family, Career and Community Leaders of America, Inc  
900 SW Jackson – Suite 653  
Topeka, KS 66612

State \_\_\_\_\_ National Region \_\_\_\_\_ (See Bylaws for states in each region.)  
Place an "X" in appropriate box.

NAME OF CANDIDATE \_\_\_\_\_ Date of birth \_\_\_\_\_

Mailing address

Street or box \_\_\_\_\_ Home phone (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail address \_\_\_\_\_

Father's first name \_\_\_\_\_ Middle initial \_\_\_\_\_ Last \_\_\_\_\_

Mailing address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mother's first name \_\_\_\_\_ Middle initial \_\_\_\_\_ Last \_\_\_\_\_

Mailing address (if different from father's) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If candidate is living with a guardian, give full name: \_\_\_\_\_

Mailing address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

CANDIDATE'S SCHOOL

Name of school \_\_\_\_\_

Mailing address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

School phone (\_\_\_\_) \_\_\_\_\_ Place "X" in box. ☐ Jr. H.S. ☐ Sr. H.S. ☐ Other \_\_\_\_\_

Approx. School Enrollment \_\_\_\_\_ Current Grade level \_\_\_\_\_ Cumulative G.P.A. \_\_\_\_\_  
(on a 4.0 scale)

Note: Transcript should reflect same G.P.A. as above on a 4.0 scale. If different system is used, please explain in the space provided and have school official provide grade point on a 4.0 scale. Note: National Headquarters may verify this information with school officials.

CHAPTER ADVISER

Name \_\_\_\_\_ Home phone (\_\_\_\_) \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail address \_\_\_\_\_

If school is different from officer candidate's:

Name of adviser's school \_\_\_\_\_

-over-

CANDIDATE'S SUMMARY SHEET

Candidate's Name \_\_\_\_\_ State \_\_\_\_\_ National Region \_\_\_\_\_

Place "X" in appropriate box:

- ☐ Candidate to represent membership at-large  
☐ Candidate to represent regional membership

Chapter Name \_\_\_\_\_  
School Name \_\_\_\_\_  
School Enrollment \_\_\_\_\_  
Current Grade Level \_\_\_\_\_

Type of Candidate: ☐ Occupational ☐ Comprehensive

Number of membership years in FCCLA \_\_\_\_\_

Total years of family and consumer sciences instruction completed as of the end of this school year.

\_\_\_\_\_  
List family and consumer sciences course(s) and grade level when taken or family and consumer sciences occupation related course(s), grade level when taken, and area of occupational training (food service, clothing, child care, etc.). Note: Please list the course titles as they appear on the student's transcript. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**LIST YOUR PARTICIPATION, OFFICES IN FCCLA AND CONTRIBUTIONS TO THE FAMILY AND CONSUMER SCIENCES PROGRAM IN THE LEVELS BELOW. PLEASE USE THIS FORM ONLY, STAY WITHIN EACH BOX, DO NOT ATTACH ADDITIONAL INFORMATION, AND DO NOT ALTER THIS FORMAT.**

Local; District/Regional/Areas, etc.; State; and National Levels:

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

THE CANDIDATE'S CHAPTER, CHAPTER ADVISER, SCHOOL ADMINISTRATORS AND STATE ADVISER SUPPORT THIS PERSON'S CANDIDACY FOR NATIONAL OFFICE AND UNDERSTAND ALL NECESSARY REQUIREMENTS OF A NATIONAL OFFICER.

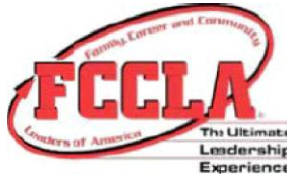
\_\_\_\_\_  
Chapter Adviser

\_\_\_\_\_  
Date

### **III. NATIONAL MEETING PARTICIPATION**

- A. The Kansas delegation to the national meeting shall include:
  - 1. Up to 8 state officers
  - 2. 12 District presidents
  - 3. National officer candidates
  - 4. 16 Peer Education
  - 5. State Executive and Advisory Council chairperson and secretary
  - 6. STAR event participants
  - 7. Additional delegates as space allows
- B. According to State Policy, financial assistance is provided to national Conference delegates as follows:
  - 1. State Officers - \$500.00 each
  - 2. District Presidents - \$100.00 each
  - 3. Peer Education - \$200.00 each (\$100 with approved voucher)
  - 4. SEAC Chairperson and Secretary - \$600.00 each
- C. Kansas participation plans for the national meeting will be made by the incoming state officers. Their plans are subject to the approval of the state executive and advisory council advisers.
- D. The state adviser will make National Leadership Conference sleeping room and duty assignments as well as arrange for the official lodging reservations. Chapters will make lodging payments to Kansas FCCLA, however, it will be the responsibility of the chapter adviser or assigned chapter sponsor to actually check in all delegates associated with their school group.
- E. It will be the responsibility of the chapter adviser or assigned sponsor to register online and to pick up their individual registration packets at National Leadership Conference.
- F. All Kansas delegates will be expected to stay in the designated hotel whether they are a STAR event winner, national award winner, district president, peer education member, state officer or members or guests attending.
- G. Delegates will receive specific information and suggestions concerning the NLC as it is available from the national office.
- H. Delegates will adhere to professional conduct guides or they will be subject to forfeiting their office and being sent home early.

# Bylaws



2013

*Family, Career and Community Leaders of America is incorporated as a nonprofit national career and technical student organization for young women and men in Family and Consumer Sciences education, as determined by the state department of education, in public and private schools through grade 12. It is open to students of all races and religious beliefs.*

## CREED

*We are the Family, Career and Community Leaders of America.  
We face the future with wondrous courage and high hope.*

*For we have the clear consciousness of seeking gold and precious values.  
For we are the builders of homes,  
Homes for America's future,  
Homes where living will be the expression of everything that is good and fair;  
Homes where truth and love and security and faith will be realities, not dreams.*

*We are the Family, Career and Community Leaders of America.  
We face the future with wondrous courage and high hope.*

(Revised July 1999)

## ARTICLE I

### Name, Sponsors and International Headquarters

#### Section 1. Name

The name of the organization shall be Family Career and Community Leaders of America, Incorporated. The name shall be used only by the national organization, state associations, and affiliated chapters.

#### Section 2. Sponsors

The sponsors of the organization are the United States Department of Education and the American Association of Family and Consumer Sciences.

#### Section 3. National Headquarters

The location of the national headquarters of the organization shall be determined by the National Board of Directors.

## ARTICLE II

### Mission Statement and Purposes

#### Section 1. Mission Statement

The mission of Family, Career and Community Leaders of America is to promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner and community leader, member, develop skills for life through character development; creative and critical thinking; interpersonal communications; practical knowledge; and career preparation.

#### Section 2. Purposes

Organized instruction relating to the mission is part of the Family and Consumer Sciences education program in schools. The purposes of the organization shall be as follows:

1. to provide opportunities for personal development and preparation for adult life
2. to strengthen the function of the family as a basic unit of society
3. to encourage democracy through cooperative action in the home and community
4. to encourage individual and group involvement in helping achieve global cooperation and harmony
5. to promote greater understanding between youth and adults
6. to provide opportunities for making decisions and for assuming responsibilities
7. to prepare for the multiple roles of men and women in today's society
8. to promote Family and Consumer Sciences and related occupations.

## ARTICLE III

### Organizational Structure

#### Section 1. Organization

The national organization consists of state association and independent chapters as approved by the national organization.

#### Section 2. Chartered State Associations

- A. Chartered state associations shall be composed of all affiliated chapters within the boundary of a state. As used herein, the term state shall be interpreted to apply to each state of the United States of America, the District of Columbia, Puerto Rico, the Virgin Islands, and Guam
- B. Continued affiliation requires payment of dues and submission of a copy of current bylaws to the national organization. State bylaws shall be consistent with those of the national organization.
- C. Suspension and reinstatement of state association.
- D. Any state association failing to meet the requirements for continued affiliation may be suspended from the national organization by the National Board of Directors.
- E. Upon meeting the requirements for affiliation and the approval of the National Board of Directors, the state association may be reinstated to the national organization.



### Section 3. **Regions**

There shall be four designated regions of Family, Career and Community Leaders of America composed of the states, District of Columbia, Puerto Rico, the Virgin Islands and Guam as follows:

**CENTRAL REGION**--Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin

**NORTH ATLANTIC REGION**--Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia

**PACIFIC REGION**--Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming

**SOUTHERN REGION**--Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, Virginia, Virgin Islands

### Section 4. **Chapters**

- A. **Affiliated Chapters.** A chapter may be affiliated in public and private schools in which Family and Consumer Sciences instruction is offered, as determined by the state department of education. The chapter shall be composed of students possessing the qualifications for membership.
- B. **Organization.** A chapter may be organized whenever, in the judgement of the teachers, students and administrators, it would be advantageous to do so.

### Section 5. **Independent Chapters**

An independent chapter may be affiliated where state associations do not exist but Family and Consumer Sciences instruction is offered, as determined by the state department of education. The chapter shall be composed of students possessing the qualifications for

membership. An independent chapter may be organized whenever, in the judgment of the teachers, students, and administrators, it would be advantageous to do so.

### Section 6. **Membership Qualifications**

- A. **Active Membership.** Any student who is taking or has taken a course, determined by the state department of education as comprehensive or occupational Family and Consumer Sciences through grade 12 shall be eligible for active membership in an organized chapter within the school. Active members shall be eligible to hold office, make motions and vote.
- B. **Alumni & Associates Membership.** Former active members and other adults who share the goals and purposes of Family, Career and Community Leaders of America and its programs and who wish to support the continuing development of FCCLA youth shall be eligible for Alumni & Associates membership. Members of Alumni & Associates shall not be eligible to hold office, make motions, or vote.
- C. **National Honorary Membership.** Any individuals whose professional responsibilities are not directly related to Family, Career and Community Leaders of America, who have made outstanding contributions and who are giving continued service to the national organization by advancing its purposes, are eligible for honorary membership in the national organization. Honorary members have the privilege of attending all meetings of the organization but have no vote.

## **ARTICLE IV**

### **Dues, Fiscal Year, Budget and Audit**

#### **Section 1. National Dues**

- A. The amount of national dues for active members shall be determined by the National Executive Council and the National Board of Directors subject to approval of the voting delegates at a national meeting.
- B. The amount of dues for the Alumni & Associates member category shall be determined by the National

Executive Council and National Board of Directors.

- C. National honorary members pay no dues.

### Section 2. **Fiscal Year**

The fiscal year shall be September 1 through August 31.

### Section 3. **Budget**

The budget shall be developed by the National Board of Directors Finance Committee in consultation with the national headquarters staff. The budget shall be approved by the National Board of Directors.

### Section 4. **Audit**

An audit of the financial statements shall be conducted annually by a certified public accountant and presented to the National Board of Directors for approval.

## **ARTICLE V**

### **Dissolution or Liquidation of Assets**

Upon final dissolution or liquidation of the national organization and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets shall be used by the National Board of Directors in accordance with the purposes of the national organization or shall be transferred to a qualified exempt organization within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1954.

## **ARTICLE VI**

### **National Executive Council**

#### **Section 1. National Officers**

The national organization shall have 10 elected officers. Such officers shall be members of the National Executive Council. The offices shall be President, 1st Vice-President, Vice-President of Community Service, Vice-President of Competitive Events, Vice-President of Development, Vice-President of Finance, Vice-President of Membership, Vice-President of Parliamentary Law, Vice-President of Programs, Vice-President of Public Relations. The designation of each National Executive Council members office shall be determined by the incoming National Executive Council.



## Section 2. **Qualifications**

National Executive Council members shall have the following qualifications:

- A. currently an active member in an affiliated chapter and has been an active member in good standing for at least one year
- B. a minimum of one year of comprehensive or occupational Family and Consumer Sciences classes
- C. approval of the state association
- D. not a present or former member of the National Executive Council.

## Section 3. **Nominations and Elections**

National Officer Candidates

- A. Each state association may nominate two national officer candidates. The candidates must be enrolled in or have taken a comprehensive or occupational Family and Consumer Sciences class.
- B. A nominating committee shall be composed of three student representatives from each region to be selected on a rotating basis by states within the region. It will be chaired by the immediate past National Executive Council president.
- C. The nominating committee shall evaluate the national officer candidates and select 20 candidates for consideration by the voting delegates. Unless precluded by lack of candidates from a category, the final 20 candidates will include at least two candidates with a comprehensive Family and Consumer Sciences membership and at least two candidates with an occupational Family and Consumer Sciences membership, as well as at least one candidate from each region, to move on to the next round of round robins or other type of session.
- D. All voting delegates shall evaluate the 20 national officer candidates as presented by the nominating committee. One voting delegate from each state must cast one vote for ten National Officer Candidates of their choice. At least one

occupational candidate, one comprehensive candidate, and one candidate per region are elected to the National Executive Council. The candidate receiving the highest number of votes will represent their respective region.

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

## Section 4. **Officer Duties**

- A. The President shall preside over all business meetings of the organization and of the National Executive Council; be a member of the National Board of Directors; appoint, after consultation with the Chair of the National Board of Directors and executive director, the chairperson and members of all executive council committees; and be a member ex officio of all National Executive Council committees.
- B. The 1st Vice-President shall assume responsibility in the absence of the president and shall keep the minutes of all national meetings and meetings of the National Executive Council.
- C. The Vice-President of Community Service shall provide leadership in planning and implementing the organization's community service programs.
- D. The Vice-President of Competitive Events shall provide leadership in planning and implementing the organization's Competitive Events.
- E. The Vice-President of Development shall provide leadership in seeking and continuing corporate sponsorships for the organization's programs and events.
- F. The Vice-President of Finance shall provide leadership by serving as a member of the National Board of Directors and the Finance Committee.
- G. The Vice-President of Membership shall provide leadership in planning and implementing programs for membership promotion and development.

- H. The Vice-President of Parliamentary Law shall provide leadership in assuring that the business sessions for the national organization and meetings of the National Executive Council are conducted in accordance with acceptable parliamentary law.
- I. The Vice-President of Programs shall provide leadership in planning and implementing the organization's individual recognition and peer education programs.
- J. The Vice-President of Public Relations shall provide leadership in planning and implementing the organization's public relations programs.

## Section 5. **National Executive Council Duties**

The elected representative body of Family, Career and Community Leaders of America shall be the National Executive Council. The essential function of the council shall be program development, program implementation and public relations. The National Executive Council shall have the following responsibilities:

- A. Review the aims and objectives of the national program of Family, Career and Community Leaders of America.
- B. Recommend the establishment of programs, projects and activities.
- C. Plan the program for the national meetings sponsored by the national organization.
- D. Conduct the official business of the organization at the National Leadership Conference.
- E. Interpret and advocate the goals and program activities of Family, Career and Community Leaders of America to groups and individuals within and outside the organization.

## Section 6. **Advisers**

- A. The executive director shall serve as official adviser to the National Executive Council.
- B. State or chapter advisers accompanying council members to meetings shall serve as consultants to the National Executive Council.



## Section 7. **Term of Office**

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

## Section 8. **Vacancies**

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

## **ARTICLE VII**

### **National Board of Directors** Section

1. **Authority and Powers** The legal governing body of Family, Career and Community Leaders of America shall be the National Board of Directors. The primary functions of the board shall be to set policy related to program, personnel, and fiscal matters and to be responsible for sound management. The board shall employ the executive director who shall be the chief administrative officer of the organization. The board receives and acts upon the recommendations of the executive director relative to the management of personnel, program, and fiscal matters.

### Section 2. **Membership**

The National Board of Directors shall consist of members elected by related organizations and groups, members ex officio, youth members, and members elected by the board, the total number of which shall not exceed 19.

- A. **Members Elected by Related Organizations and Groups.** There shall be seven directors elected by related organizations and groups (according to their election procedures) as follows: Family and Consumer Sciences teacher educator who shall be elected by

the Family and Consumer Sciences Education Association; two (2) state administrators of Family and Consumer Sciences who shall be elected by the National Association of State Administrators for Family and Consumer Sciences; two (2) state advisers of Family, Career and Community Leaders of America who shall be elected at the State Advisers Management Meeting; and two local advisers elected by the local advisers attending the National Leadership Conference, of which one shall be a teacher of comprehensive Family and Consumer Sciences and one of which shall be a teacher of occupational Family and Consumer Sciences.

- B. **Members Ex Officio.** There shall be six ex officio members of the board as follows: a United States Department of Education representative from the Office of Vocational and Adult Education who is Family and Consumer Sciences education program specialist with primary responsibility for Family and Consumer Sciences education programs; vice-president of the Family and Consumer Sciences Education Division of the Association for Career and Technical Education; executive director of the American Association of Family and Consumer Sciences; the National Executive Council president; the immediate past chairperson of the board of directors; and the executive director.
- C. **Youth Members.** In addition to the current president of the National Executive Council, there shall be three youth members as follows: the most recent past president of the National Executive Council, the current National Executive Council vice-president of finance and the most recent past National Executive Council vice-president of finance.
- D. **Members At-Large.** There shall be two members representing business and industry and one secondary school administrator elected by the board.
- E. **Terms of Directors.** Members elected by related organizations and groups and members elected by the board shall serve a term of three

years. Such directors may be reelected for a second three-year term. At least 12 months must have elapsed before any such director having served two consecutive terms may be elected for another term. The board chairperson, National Executive Council president and National Executive Council vice-president of finance shall each serve one year following their terms of office; other members ex officio shall serve on the board until the time they vacate their respective offices.

- F. **Voting Privileges.** Each member of the board (except for the executive director) shall have the power to cast one vote on any issue to be determined by the board.
- G. **Vacancies.** The board may fill vacancies at any stated meeting upon special elections by related organizations and groups and the National Executive Council. Any director elected for the balance of an unexpired term shall, in addition, be eligible for the maximum number of complete consecutive terms as director as provided in these bylaws.
- H. **Representation.** Members of the board shall serve as directors of Family, Career and Community Leaders of America as a whole and not solely as a representative of any other body, while taking into consideration the views and interests of others.
- I. **Assumption of Office.** Persons elected to the board shall ordinarily assume their office as director immediately following the annual national meeting of Family, Career and Community Leaders of America.

### Section 3. **Officers of the Board**

The officers of the board shall consist of a chairperson, a vice-chairperson, a treasurer, a secretary and the immediate past chairperson.

- A. **Election, Terms and Vacancies of Officers.** The above officers shall be elected by the members of the board from among voting members of the board. They shall serve for a term of one year or until their successors shall have been elected and assume office. Officers may be eligible for reelection. No director, however, shall serve in the same office for



more than three consecutive terms. Any vacancy among the officers may be filled at any duly constituted meeting of the board.

- B. Chairperson and Vice-Chairperson. The chairperson shall preside at all meetings of the board and shall perform the duties customary to that office. The chairperson shall chair the Executive Committee and shall be a member ex officio of all committees of the board. In the absence of the chairperson, the vice-chairperson shall perform all duties pertaining to the office of chairperson. The vice-chairperson shall serve as chair-elect and succeed to the position of chairperson at the next election of officers. The chairperson shall appoint all standing and ad hoc committees of the board annually.
- C. Treasurer. The treasurer of the board shall serve as chair of the Finance Committee; shall have authority to sign any official documents duly prepared and requiring signature of the treasurer of the board.
- D. Secretary. The secretary of the board shall record all motions and actions and keep a record of all meetings. The secretary's records shall be kept in the headquarters office of the organization.

#### Section 4. Meetings of the Board

The board shall have regular and special meetings as follows:

- A. Regular Meetings. There shall be at least two regular meetings of the board each year.
- B. Special Meetings. Special meetings may be called by the chair of the board of directors or shall be called for upon the written request of five voting members of the board of directors. Written notice of any special meeting shall be sent to each member at least 15 days in advance, with a statement of time, place and meeting agenda.
- C. Location. One regular meeting of the board shall be in conjunction with the National Leadership Conference. One regular meeting each year shall be at the site of the national headquarters or at a nearby location determined by the executive

committee. Special meetings shall be designated by the board or executive committee.

- D. Notice. The board shall establish a calendar of regular meetings at least six months in advance upon the recommendation of the executive committee.
- E. Order and Nature of Business. The selection and order of business during board meetings shall be determined by the chairperson in consultation with the executive committee. Agenda items submitted by any voting member of the board shall be considered by the executive committee.
- F. Attendance by Non-Directors. Non-directors may attend all board meetings except when the board of directors are called into executive session.
- G. Executive Session. The board may hold an executive session in the course of any meeting in which only voting members shall participate.
- H. Expenses. The board shall make provision for the reimbursement of expenses incurred by its members in attending meetings and conducting official board business that are not otherwise covered or contributed.

#### Section 5. Committees of the Board

There shall be an executive committee, standing committees, and ad hoc committees of the board. Standing committees shall include: Finance Committee, Program Committee and Communications/Membership Committee. Ad hoc or advisory committees and task forces may be appointed by the chairperson of the board with the approval of the board, and they shall report to the board through the appropriate standing committee.

- A. Executive Committee. The members of the Executive Committee shall consist of all officers of the board, the chairpersons of all standing committees, the president of the National Executive Council and the executive director. The Executive Committee shall exercise all powers of the board at such times as the board is not in session, except that it

shall not have the power to alter or revoke any previous order, resolution or vote of a meeting of the board unless specifically granted such power by the board, and it shall not have the power to elect or remove officers and members of the board, elect or remove the executive director or amend the charter or bylaws of the organization. The Executive Committee shall report all its interim actions in writing at the next regular meeting of the board for approval. Meetings of the Executive Committee shall be held at the call of the chairperson. The agenda and information relative to items of business shall be sent in advance whenever possible. Conference telephone meetings shall be permissible.

- B. Standing Committees. Following the National Leadership Conference and upon recommendation of the incoming officers of the board of directors and the incoming national president, the chairpersons and members of standing committees shall be appointed by the chairperson of the board. The chairpersons of standing committees shall be directors. Non-board members may serve as voting members of the committees, except the Finance Committee. The vice-president of finance of the National Executive Council shall serve as a member ex officio of the Finance Committee. There shall be at least one member of the National Executive Council on each standing committee. Each committee shall meet at least two times a year.

#### Section 6. Quorum

A majority of the voting members of the board shall constitute a quorum for the transaction of business. The same shall pertain to all committees of the board. Proxy voting is not allowed.

Section 7. **Channel to the Board** Any official communication from individuals or groups shall be presented in writing to the board of directors.

#### Section 8. Indemnification of Directors



Any person made party to any action, suit or proceeding by reason of the fact that the person is or was a member of the National Board of Directors shall be indemnified by Family, Career and Community Leaders of America against expenses actually incurred by the person in the defense of such action.

### **ARTICLE VIII** **Relationship of the National Board of Directors and the National Executive Council**

The National Executive Council and the National Board of Directors are interdependent in matters of program development, program implementation and public relations. The council and the board are recognized in these bylaws as the two key decision making bodies of the national organization. National officers shall have membership on the board and its committees as provided in these bylaws. The council and the board shall meet jointly to discuss matters of common interest. Official business to be presented to delegates at the National Leadership Conference shall be discussed jointly by the council and the board prior to board approval.

### **ARTICLE IX** **Meetings** **Section 1. National Leadership Conference**

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

**Section 2. Voting Delegates**  
The number of voting delegates to which each state is entitled shall be determined by the number of affiliated active paid members within the state on May 31 of the meeting year according to the following scale:

Each state with affiliated members shall have one voting delegate.

Each state shall have one additional delegate following the affiliation of the first 1,000 members.

Each state shall have one additional delegate following the affiliation of the second 1,000 members.

Each state shall have one additional delegate following the affiliation of each 2,000 members, thereafter.

From the total number of voting delegates per state determined by the membership as of May 31, each state shall designate one delegate to vote for all National Executive Council members.

The current National Executive Council shall cast one joint vote in the election of incoming National Executive Council members.

#### **Section 3. Voting**

- A. The privilege of making motions, debating and voting shall be limited to the designated voting delegates and the National Executive Council. Proxy voting is not allowed.
- B. Voting delegates from a majority of the state associations shall constitute a quorum.
- C. Changes in the motto and creed shall be determined by the National Executive Council and National Board of Directors, subject to approval of the voting delegates at a National Leadership Conference. Changes in the emblem and other official symbols shall be determined by the National Executive Council and National Board of Directors, subject to majority vote of approval by written or electronic mail ballot of all responding chapters affiliated as of May 31 in the year the vote is taken.
- D. One voting delegate from each state must cast one vote for ten National Officer Candidates.
- E. The current National Executive Council must cast one joint vote for ten National Officer Candidates.

**Section 4. Regional Meetings**  
Regional meetings shall be held at the time and place of the National

Leadership Conference for the purpose of presenting national officer candidates and transacting necessary business. Voting delegates from a majority of the state associations within the region shall constitute a quorum.

### **ARTICLE X** **National Staff**

#### **Section 1. Executive Director**

The executive director shall be the chief administrative officer of Family, Career and Community Leaders of America and its national headquarters and shall serve as ex officio member of the National Board of Directors and of all committees of the board without vote. The responsibilities of the executive director shall be determined by the National Board of Directors. Election or removal of the executive director shall be by a majority vote of the National Board of Directors after consultation with the National Executive Council. The terms and conditions of employment shall be determined by the board.

#### **Section 2. Personnel**

- A. Department head-level staff shall be appointed or removed by the executive director with prior confirmation by the National Board of Directors.
- B. National staff shall be governed by personnel policies established by the National Board of Directors.

#### **Section 3. Relationship to the Board**

No member of the national headquarters staff, including the executive director, shall serve as a voting member of the board, as an officer of the board or act as a parliamentarian.

### **ARTICLE XI** **Ethics**

#### **Section 1. Code of Ethics**

All members of the board, National Executive Council, committees of the board and employees of the Family, Career and Community Leaders of America, Inc. shall follow a code of ethics developed by the board and reviewed annually by the board.



## Section 2. **Conflict of Interest**

Any duality of interest or possible conflict of interest on the part of any National Board of Directors member, National Executive Council member, board committee member or employee of Family, Career and Community Leaders of America shall be disclosed to the board chairperson. Disclosure shall be made a matter of record either through an annual procedure or when the conflict of interest becomes a matter of board or committee action.

Section 3. **Compensation** Members of the National Board of Directors, National Executive Council or committees of the board shall receive no monetary compensation for Family, Career and Community Leaders of America services.

## **ARTICLE XII**

### **Official Publication**

There shall be an official student publication of the national organization, which shall be published as determined by the National Board of Directors.

## **ARTICLE XIII**

### **National Student Committees**

National student committees may be established by the National Board of Directors upon recommendation of the National Executive Council.

## **ARTICLE XIV**

### **State Associations and Chapters**

#### Section 1. **State and Chapter Advisers**

- A. The head state supervisor of Family and Consumer Sciences education programs shall give general guidance to the program within each respective state.
- B. The state adviser shall be a qualified professional in the Family and Consumer Sciences discipline and shall function as the administrative officer of the state association.
- C. Teachers certified in comprehensive or occupational Family and Consumer Sciences education, as determined by the state department of education, shall serve as chapter advisers.

#### Section 2. **State Association Dues**

State membership dues shall be determined by the state association

subject to the approval of the membership. Such dues shall be in addition to the national dues.

## Section 3. **Chapter Dues**

The chapter may determine local membership dues subject to approval by the members of the chapter. They shall be in addition to national and state dues.

## Section 4. **Bylaws**

State and chapter bylaws shall be adopted to govern the transaction of business, provided such bylaws are in accord with those of the national organization.

## **ARTICLE XV**

### **Policies and Procedures**

A policies and procedures manual shall be maintained and updated as needed. Policies in the manual will be approved by the board of directors. Procedures may be developed or revised by the executive director.

## **ARTICLE XVI**

### **National Bylaws Amendments**

National bylaws may be amended at the National Leadership Conference by two-thirds of the voting delegates present and voting with the following provisions:

- A. Amendments shall be proposed by: a state association and received at the national headquarters 90 days prior to the national meeting; the National Executive Council; or the National Board of Directors.
- B. The National Board of Directors shall review and approve proposed amendments for recommendation to the voting delegates.
- C. Notice of proposed amendments shall be circulated by the National Board of Directors to all state associations for distribution to voting delegates thirty days prior to the National Leadership Conference. Bylaws amendments will be considered only as presented in the official notification to the states.
- D. Allow the Executive Committee with Board of Directors approval to make editorial changes in the Bylaws.

## **ARTICLE XVII**

### **Parliamentary Authority**

#### Section 1. **Parliamentary Procedure**

*Roberts Rules of Order, Newly Revised* shall govern the business of the national organization of Family, Career and Community Leaders of America in all cases in which they are applicable and in which they are consistent with these bylaws.

#### Section 2. **Parliamentarian**

A qualified parliamentarian shall be available, when needed, to assist with conducting the business of the organization.

## **State Adviser's Suggested Monthly Guidelines**

### **May**

- National STAR Events Registration DUE to Nationals by April 25
- National Registration Due by May 1
- Attend Peer Ed training meeting in the Spring
- Consult with New State President
- Meeting with retired and new President and State Adviser in early May
- Contact with new officers and order polos
- Order backpacks, polos, trading pins and/or t-shirts for NLC
- Approve officer reports for CTSO
- Approve agendas for CTSO
- Keep in contact with all new state officers
- Before CTSO check the location and check with facilitator about information
- Take AIM Registration due May 15
- Prepare Kansas Schedule for National Leadership Meeting
- Choose Voting Delegates for NLC (none from the same district)
- District President; 1- State Officer; 1- Peer Ed member; 1-member at large
- Plan room assignments for NLC

### **June**

- CTSO Training for state officers
- Incorporate State Officer Meetings into CTSO training
- Discuss Capitol Leadership Training Attendance with state officers
- Assign state officer duties for K-ACTE meeting for Advisors
- Establish state officer goals with state executive council
- Oversee Fall Leadership Academy slideshow and state report
- NLC Scripts approval
- Community Service partner approval
- Discuss with state officers: goals, corporate partners, workshops
- Plan NLC Schedule
- Brainstorm SLS Speakers
- Assign National Program Teams and Voting Delegates for NLC
- Oversee E-newsletter and website
- Brain Storm Public Relations ideas
- SLC after CTSO (NLC Delegation Meeting Planning with SLC reps)
- Oversee planning of NLC Delegation meetings
- State Board Meeting after SLC
- Oversee script for NLC and Agendas- Outline budget for NLC expenses
- Oversee Alumni Assistant room registration and District Presidents' training
- Ship NLC State items to NLC Hotel

## **July**

- NLC (arrive two days before meeting begins)
- State Adviser will hand out room keys with help from assistant.
- Early Registration
- Carry all code of conduct forms for Kansas Delegates
- Meet with Peer Education to organize distribution of registration
- Attend State Adviser meetings
- Oversee practice and set up for delegation meetings
- State officer meetings held
- K-ACTE planning meeting for Advisors workshop
- Approve and print brochures and Corporate Partner Packets
- Approve state officer workshops

## **August**

- Attend K-ACTE meeting and host FCCLA Adviser Workshop
- State Officer and Adviser meeting after the conference
- Approve State Officer and Adviser meeting agenda
- Finalize Take AIM Registration
- Prepare handouts and name tags for Take AIM
- Complete Room arrangements for Take AIM
- Meet with SLS coordinator and State Officers before Take AIM
- Book facilities for all of next years' events
- Assist Peer Education Coordinator in planning Advisor workshops
- Approve and distribute State Report for Officers to share at FLC meetings
- Fiscal year ends August 31

## **September**

- Prepare Budget for SEAC to review
- Write scholarship checks to various colleges
- Start preparing Income Taxes
- Set and Approve Agenda for SEAC with State President
- Applications for Capitol Leadership due
- Registration and Room arrangements for SEAC
- Procedure manual changes printed for SEAC meeting
- Prepare agenda for State Board
- Attend SEAC meeting
- Meet with State Officers before SEAC meeting
- Prepare State Adviser Report for SEAC
- Serve as an advisory member to the SEAC and Executive Council
- Help prepare advisor agenda

## **October**

- Capitol Leadership (State Adviser or assigned adviser must attend)
- State Board Meeting
- Preside over the election of State Board President
- Attend District FLC meetings and offer to speak to delegation
- Register to attend National Cluster Meeting
- Work with United Conference to secure time on the agenda
- Contact SLC keynote speaker and track session speakers

## **November**

- Attend District FLC meetings and offer to speak to delegation
- Tour and meet with Marriott for SLC to finalize facility plans.
- Attend National cluster meeting
- Registration and rooming assignments for SLC
- Prepare budget for SEAC to review
- Set agenda for SEAC with State President
- Review SLC Scripts
- Submit tax information to Accountant and request a financial statement
- Attend SEAC meeting
- Meet with State Officers before SEAC meeting
- Prepare State Adviser Report
- Serve as an advisory member to the SEAC and Executive Council
- Help prepare advisor agenda

## **December**

- Confirm SLC Location and Dates
- Confirm Marriott and Century II contracts
- Send out all District STAR Events and Elections Packet to District advisors
- Meet with Accountant to finalize financial statement and Income Tax Return
- Prepare a State Board agenda with the president
- Send State Board the January meeting agenda
- Mail State Officer packet for preparations for Citizenship Day
- Confirm members of officer selection committee
- Review SLC Scripts
- Order STAR Events Medals if needed
- Complete taxes to be ready for mailing

## **January**

- Final preparations for Citizenship Day and Attend Citizenship Day
- Attend State Board meeting
- Finalize income tax return
- Complete secretary of state's report online
- Be available on designated dates of district elections and STAR events to answer any questions or problems that may occur
- Review SLC Scripts
- Contact DJ for State Leadership Conference
- Mail packets to state officer selection committee and team members
- Attend SAMM in preparation for NLC

## **February**

- Organize State STAR Events
- Recognition and Scholarship selections
- Prepare materials for State Officer Selection
- Follow Up and secure SLC Speakers
- Review final SLC Scripts.
- Oversee VP of STAR Events state officer to make phone calls to room consultants
- Send out room consultant packets by end of month

## **March**

- Peer Ed and State Officer Selection and Release Results
- Process all SLC registrations
- Attend United Conference
- Create dance tickets and track session tickets
- Prepare materials for SLC adviser packets
- Prepare materials for state STAR events

## **April**

- Attend SLC
- Assist with registration
- Assist with STAR Events
- Supervise practice sessions for SLC staging
- Distribute officer awards at honors banquet
- Oversee all workshops and trainings
- Meet with New and old officers
- Meet with all NLC Attendees at the end of SLC
- National STAR Events Registration
- Hotel Registration and assignments for NLC
- Consult with peer education coordinator
- Order business cards and name tags for state officers



