

# **Idaho Association**

Family, Career and Community Leaders of America



## **IDAHO STATE ASSOCIATION**

Policy & Procedure Manual

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Idaho FCCLA  
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# Organizational Structure

Topic	Policy					
<b>District Boundaries</b>	<b>District 1</b>	<b>District 2</b>	<b>District 3</b>	<b>District 4</b>	<b>District 5</b>	<b>District 6</b>
	Benewah Bonner Boundary Kootenai Shoshone	Clearwater Idaho Latah Lewis Nez Perce	Ada Adams Boise Canyon Elmore (West) Gem Owyhee Payette Valley Washington	Blaine Camas Cassia Elmore (East) Gooding Jerome Lincoln Minidoka Twin Falls	Bannock Bear Lake Bingham(South) Caribou Franklin Oneida Power	Bingham (North) Bonneville Butte Clark Custer Fremont Jefferson Lemhi Madison Teton
	<ul style="list-style-type: none"> <li>• Borderline chapters may petition the Board in writing to be transferred to another district.</li> <li>• Postsecondary chapters—Idaho institutions with related Family &amp; Consumer Sciences content delivery, including teacher education programs, constitute the Idaho postsecondary chapters regardless of location in the state.</li> </ul>					
<b>Membership Affiliation</b>  (April 2022)	<ul style="list-style-type: none"> <li>• To attend state or national leadership conferences, participate in competitive events, sponsor officer candidates, and access state and national resources, chapters must affiliate members annually through the online National FCCLA portal. Affiliation status is officially finalized upon receipt of state and national dues paid directly to National FCCLA.</li> <li>• National Dues               <ul style="list-style-type: none"> <li>○ \$9 per secondary member/ \$15 per postsecondary members</li> <li>○ \$9 per adviser (applies to both secondary and postsecondary advisers)</li> </ul> </li> <li>• State Dues               <ul style="list-style-type: none"> <li>○ \$9 per member</li> <li>○ \$16 per adviser (applies to both secondary and postsecondary advisers)</li> </ul> </li> <li>• District Dues               <ul style="list-style-type: none"> <li>○ Any dues levied in a district will be at the discretion of the district executive council subject to recommendations from the District Adviser. Such dues will be in addition to the national and state dues and may be collected via the online membership system. To have voting delegates at a district meeting, the chapter must affiliate members.</li> </ul> </li> <li>• Chapter Dues               <ul style="list-style-type: none"> <li>○ The chapter will determine local membership dues subject to approval of the members of the chapter. They may be in addition to national, state and district dues.</li> </ul> </li> <li>• Alumni &amp; Associates               <ul style="list-style-type: none"> <li>○ Affiliated advisers are automatically Alumni and Associates members. Postsecondary members are recognized as Alumni &amp; Associates members as part of the affiliation process.</li> </ul> </li> </ul>					
<b>Honorary Membership</b>	<p>To be eligible for state honorary membership, a candidate must have made outstanding contributions to the development of Family, Career and Community Leaders of America at the state level. Additionally, candidates must have actively promoted organizational objectives by providing exceptional services, implementing effective public relations programs to elevate FCCLA's profile within the state, or offering vital assistance in executing organizational goals. Any local chapter in Idaho is eligible to submit nominations for individuals or organizations. Completed nomination forms must be submitted by the sponsoring chapter to the State office for final review and selection. The State Executive Council and the Board of Directors retain the authority to directly nominate individuals or organizations for this honor.</p>					
<b>Electing District Officers</b> (Sept 2019)	<p>The district officer election process shall be determined by each district. The election of officers for the following school year shall be completed by the conclusion of the State Leadership Conference.</p>					
<b>Sexual Harassment Policy</b>  (Feb 2000)	<p>The Family, Career and Community Leaders of America (FCCLA) oppose sexual harassment of any kind. Sexual harassment of students is a real and serious problem in education at all levels. It can affect any student, regardless of sex, race, or age. Sexual harassment can threaten a student's physical or emotional well-being, influence how well a student does in school, and make it difficult</p>					

	<p>for a student to achieve his or her career goals. Moreover, sexual harassment is illegal – <u>Title IX of the Education Amendments of 1972 (Title IX)</u> prohibits sex discrimination, including sexual harassment.</p> <p>Title IX protects students from unlawful sexual harassment in all school programs or activities, whether they take place in the facilities of the school, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere. Title IX protects both male and female students from sexual harassment, regardless of who the harasser is.</p> <p>The sexual harassment policies and procedures in effect in a student’s home school or schools last attended are the means by which sexual harassment issues at FCCLA events will be addressed.</p> <p>FCCLA reserves the right to respond to any disciplinary situation, as they deem appropriate and independent of any action by a school.</p> <p>If a student feels they have been sexually harassed while participating in an FCCLA event or activity, they are strongly encouraged to report the incident immediately to: 1) the Adviser responsible for FCCLA activities; 2) the student’s home school principal; or 3) the State Adviser of FCCLA. Harassment issues reported to the FCCLA State Adviser will be referred to the student’s Adviser, the students’ school administrator(s) and local law enforcement as may be necessary.</p> <p>*This Sexual Harassment Policy is adapted from the Policy of the National Coordinating Council of Career and Technical Student Organizations. (NCC-CTSO)</p>
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## Board of Directors

Topic	Policy
<b>Code of Ethics</b>	All Board members are required to adhere to a Code of Ethics established and reviewed annually by the Board. During the new Board orientation or the initial Board meeting, incoming members will receive a detailed briefing on the ethics statement. Following this overview, each member must sign a formal agreement committing to uphold and abide by these ethical standards.
<b>Fiduciary Responsibility</b>	Board of directors are called fiduciaries because they are legally responsible for managing a nonprofit entity's assets. Fiduciary duty requires board members to stay objective, unselfish, responsible, honest, trustworthy, and efficient. They are expected to put the welfare and best interests of the Association above their own personal or other business interests. Board members, as stewards of Idaho FCCLA, must always act for the good of the organization, rather than for the benefit of themselves. The fiduciary duties may include care, confidentiality, loyalty, obedience, and accounting.
<b>Approval of Board Minutes</b>	Minutes shall be available electronically within 15 calendar days and shall be approved by consent agenda at the following board meeting.
<b>Distribution of Meeting Minutes</b>	Approved minutes of all Board of Directors meetings will be posted on the Idaho FCCLA website.
<b>Meeting Documents Permanent Record</b>	The State Association will maintain a permanent copy of all meeting documents.
<b>Meeting Attendance (Nov 2001)</b>	A State Board of Directors Board Member must notify the Board Chair of a meeting absence prior to the start of the meeting. Failure to notify the Board Chair of an absence for two consecutive meetings may result in dismissal.
<b>Board Member Meeting Substitute (Sept 2009)</b>	If a district board representative is unable to attend a scheduled meeting, they may designate an affiliated adviser from their same district to attend as a proxy. The representative must notify both the Board Chair and the state adviser of the substitution prior to the meeting.
<b>Resignation</b>	To resign from the Board of Directors, a member must submit a formal letter of resignation to both the State Adviser and the Board Chair.
<b>Board of Director Expenses</b>	Idaho FCCLA provides meal coverage for mandatory board meeting activities that span six hours or longer, including events such as the annual Executive Council meeting.

# State Executive Council

Topic	Policy
<b>Requirements for State Officer Candidates (SOC) and National Officer Candidates (NOC)</b>	Candidates for state executive council and national officer shall meet the following requirements: <ol style="list-style-type: none"> <li>1. Be an active member in good standing with an affiliated chapter for at least the current academic year.</li> <li>2. Be currently enrolled in or have completed a Family and Consumer Sciences class.</li> <li>3. Earn a minimum GPA of 2.5 for SOC or 3.0 for NOC for the previous three semesters/trimesters</li> <li>4. Demonstrate leadership ability in responsibilities above the chapter level.               <ul style="list-style-type: none"> <li>• Experience as an FCCLA chapter or district officer and knowledge about the FCCLA organization and its programs is preferred. However prior experience as a State Officer is not required to qualify as a NOC.</li> </ul> </li> <li>5. Approval from the chapter adviser, school administrator(s), and parents/guardians.</li> <li>6. Be in grade 9 or above when running for office.</li> <li>7. Current State Officers seeking another term must have met all the requirements of their current term.</li> </ol>
<b>Candidate Election Process</b>	<ol style="list-style-type: none"> <li>1. Candidates for state and national office must submit the following application packet to the state office by the deadline:           <ul style="list-style-type: none"> <li>• Cover letter stating reasons for running for office</li> <li>• Current official scholastic transcript that indicates cumulative GPA on a 4.0 scale</li> <li>• Current headshot in in .jpeg format</li> <li>• Introduction video including name, district, chapter, and why you are running for office</li> <li>• State or National Officer Candidate Application</li> <li>• Recommendation Sheet</li> <li>• FCCLA Code of Conduct Agreement &amp; Code of Ethics</li> </ul> </li> <li>2. Completion of an online Idaho FCCLA proficiency test to measure the candidate’s general knowledge of FCCLA.</li> <li>3. Candidates will participate in a virtual screening interview prior to SLC.           <ul style="list-style-type: none"> <li>• State adviser and current board chair will recruit a 3–5-person interview panel for the screening interview. The panel may include the current state president, member of the board of directors, industry partner, FCCLA alumni, etc.</li> </ul> </li> <li>4. During SLC, Candidates will complete a 1-min grab bag activity. The candidate will choose an item blindly and relate it back to FCCLA. Candidates will give a 1–2-minute candidate speech based on the SLC theme during the Voting Delegate session.</li> <li>5. The application, proficiency test, and interview will account for 60% of the criteria to be elected. The student votes will count for 40%.</li> </ol>
<b>Determining State Officer Position</b>	The designation of each State Executive Council member’s office shall be determined by the incoming State Executive Council.
<b>Additional State Officer Policies</b>	<ol style="list-style-type: none"> <li>1. If a State Officer fails to fulfill the duties and responsibilities as stated in the bylaws, they may be removed from office. A State Officer’s termination is at the discretion of the State Adviser, and Idaho FCCLA Board of Directors.</li> <li>2. If a President does not fulfill their duties, the First Vice President will assume the position for the remainder of the year.</li> <li>3. State Officers are directly responsible to the State Adviser.</li> <li>4. Unless otherwise agreed, it is the State Adviser’s responsibility to assign all official activities.</li> <li>5. The State Adviser must pre-approve travel if Idaho FCCLA is incurring expenses for appearances as a State Officer. State Officers may not solicit invitations to any type of meeting.</li> <li>6. State Officers are responsible for determining who will pay for any travel expenses not paid by Idaho FCCLA.</li> <li>7. The State Adviser will set deadlines for various assignments and/or activities. State Officers are expected to meet the appropriate deadline for each assignment. The State Adviser should be notified if a deadline cannot be met. Education takes precedence over extra assigned activities. If there are conflicts because of school, the State Adviser should be notified immediately. Should a personal conflict arise with assigned activities, the State Adviser should be informed at least one week before the deadline.</li> </ol>

<p><b>State Executive Council Travel</b></p>	<ol style="list-style-type: none"> <li>1. State officers shall follow local district travel policies regarding travel to and from events.</li> <li>2. The State Adviser or state staff will provide an up-to-date itinerary before travel.</li> <li>3. The state office will pay directly for State Officers’ hotel rooms for necessary meetings and conferences. Idaho FCCLA will cover all meals during the event and approved travel.</li> <li>4. Room service, telephone calls, and other incidentals when staying in hotels are the responsibility of the state officer.</li> <li>5. The State Adviser must approve all travel before an event.</li> <li>6. If state officers travel by means other than a car, the state office must approve the cost of bus, train, or plane before the event. Claim the fare amount and attach the ticket or a receipt.</li> <li>7. FCCLA will reimburse gas receipts. However, if mileage is approved instead, it will be reimbursed up to the board-approved allowable amount per mile.</li> <li>8. The cost of meals will be reimbursed for State Officer meetings and other approved activities up to \$35 per day. Receipts are necessary to claim the cost of meals up to the approved state rate of per day. ALL expenses must be pre-approved by the State Adviser.</li> <li>9. Expenses incurred more than 60 days before submitting reimbursement will not be paid.</li> <li>10. Expense reimbursement by Idaho FCCLA will be made only when submitted on official expense report forms. Receipts must be attached to each report to substantiate tickets, meals, or lodging expenditures. Explain any unusually high or questionable expense on the form.</li> </ol>
<p><b>Disciplinary Procedures</b></p>	<ol style="list-style-type: none"> <li>1. Failure to meet deadlines or submit required monthly reports will result in the following actions: <ul style="list-style-type: none"> <li>• 1st offense: A notice will be emailed to state officer and your chapter adviser.</li> <li>• 2nd offense: A letter will be sent to state officer with copies to the State Adviser, parents/guardians, and the school administrator.</li> <li>• 3rd offense: State Officer will be placed on probation. If more deadlines are missed, state officer may be asked to resign.</li> </ul> </li> <li>2. Students placed on probation for academic reasons that have not shown improvement may be removed from office upon the State Adviser or the local school administrator’s recommendation. The State Adviser will ask for random grade checks as necessary.</li> <li>3. State officers will be expected to resolve minor dress code violations, and no additional action will be needed. Flagrant disregard for the dress code may result in the suspension of duties for a time determined by the State Adviser in consultation with the chapter adviser.</li> <li>4. For any serious code of conduct violation, the State Adviser and local school administrator may send a state officer home from any event and the officer may be removed from office. The State Adviser, chapter adviser, or school administrator will resolve other violations.</li> </ol>
<p><b>National Officer Candidate (NOC)</b></p>	<ul style="list-style-type: none"> <li>• If elected as the NOC, the forms and other information will be sent by the state office to the National Office following board approval after Idaho’s State Leadership Conference.</li> <li>• A NOC may declare intent to serve as the State Officer if not elected to a national office. The NOC shall support the SEC team and fulfill duties as assigned by the State Adviser. The State Adviser may combine responsibilities if there is less than a full officer team. If a full officer team is in place, the NOC will propose a project to complete to the and State Adviser before their NLC experience. If this project is accepted, the candidate may serve on the Executive Council as the National Liaison.</li> </ul>

## Meetings & Events

Topic	Policy
<b>Attending State Meetings</b> (Nov 2001)	Students may not attend district, state, or national FCCLA without being accompanied by an adviser, parent or officially sanctioned chaperone. <ul style="list-style-type: none"> <li>● One adviser cannot chaperone more than their own chapter without written permission of the district and parents of the student seeking adviser by proxy. School district travel policies must be followed.</li> <li>● To qualify for attendance at any FCCLA function, a chapter must maintain "good standing" by settling all outstanding financial obligations.</li> <li>● All persons (students, advisers, chaperones) attending official FCCLA functions must complete all forms required for the meeting. The required forms must be kept in possession of the adviser for the duration of the meeting and a completed "Adviser Possession of Documents" form shall be submitted during registration.</li> </ul>
<b>District Meetings</b>	District leadership conferences shall be held annually in the fall. The date and place will be arranged by the district adviser.
<b>State Leadership Conference</b>	State Leadership Conference will be held each spring.
<b>Executive Council</b>	The Executive Council meeting is held each year in the fall. All members of the State Executive Council, their advisers and the Board of Directors are expected to attend.
<b>National Leadership Conference</b>	National Leadership Conference is held each summer. State meetings and activities for the Idaho delegation will be planned by the State Executive Council.
<b>Dress Code</b> (Oct 2018)	The FCCLA official dress code is mandatory for the State Leadership Conference. Students may select the attire that best fits the gender with which they identify. This is a personal choice as long as the FCCLA guidelines are followed.

## Competitive Events

Topic	Policy
<b>Competitive Event Participation</b> (Sept 2025)	Districts may permit members to compete in up to two events at the district level, but participation at the state level is limited to one STAR Event and one IDAHO Event. Exception: Students may <i>also</i> compete in one Online STAR Event or Parliamentary Procedure. Each project must be developed and completed during a one-year span starting July 1 and ending June 30 of the school year preceding the National Leadership Conference. New projects are to be completed every year regardless of the event; projects cannot be reused.
<b>District STAR Events</b> (Sept 2025)	All District STAR Event competitions must be completed five weeks prior to the state competition.
<b>Qualifying for a State STAR Event</b> (Sept 2025)	All district competitors who receive a minimum score of 60 points will qualify to compete at the State competition. Exception: ONLY the top two qualifiers in Baking and Pastry and Culinary Arts will qualify for the state competition. If any district fails to provide two qualifiers, the vacant spots will be filled by the next highest-scoring competitors statewide.
<b>Qualifying for a National STAR Event</b> (Sept 2025)	The top two finishers in each event at the state competition will advance to the national competition, provided they meet a minimum score requirement of 60 points. In years where National FCCLA permits a third national qualifier for specific events, the state association will honor that extension and advance the third-place finisher accordingly.
<b>National Qualifier Participation Form</b>	All national qualifiers must submit the official Intent to Compete Form by the established deadline. Failure to meet this deadline will result in the forfeiture of the spot, at which point the designated alternate will be contacted and permitted to compete.
<b>National Competitive Events Handbook</b> (Aug 2019)	The current National Competitive Events Handbook will be used to facilitate Idaho STAR Events. The Board of Directors will set policies as needed to facilitate and clarify STAR Events on the State Level.
<b>IDAHO Competitive Events</b>	IDAHO Events are held on the state level; presentations will be judged, and awards will be presented. IDAHO Event winners do not advance to Nationals.

## Awards

Topic	Policy
Outstanding/ Exemplary Chapter Award	The Outstanding and Exemplary Chapter awards recognize Idaho FCCLA chapters that plan and execute a well-balanced Program of Work. Through a self-evaluation process, this program allows chapters to showcase their achievements and highlight overall success. A balanced Program of Work includes initiatives focused on Membership Recruitment, Chapter Operations, and District, State, & National Involvement. Chapters earning 75 to 99 points will be recognized as an "Outstanding Chapter," while chapters achieving 100 points or more will receive the "Exemplary Chapter" designation. To ensure the integrity of these designations, all submissions are subject to review and verification by the state adviser. For the purposes of this recognition, the chapter year runs from the beginning of one State Leadership Conference to the beginning of the next, thus encompassing portions of two consecutive school years. Awards are strictly reserved for chapters that officially register for and participate in the annual State Leadership Conference (SLC). The application must be completed by the chapter adviser and applications received after the established deadline will not be counted.
Adviser of the Year	An FCCLA adviser who has made a continuous contribution for four or more years to the growth and development of FCCLA in Idaho.
Outstanding New Adviser	An FCCLA adviser who has made a continuous contribution to the growth and development of FCCLA in Idaho within the first three years of advising.
Years of Service	Using the chapter adviser portal, adviser years of service will be calculated. Advisers will receive recognition for first year, five years, ten years, 15 years, 20 years, etc. in increments of five at the annual state leadership conference.