



**EXECUTIVE COUNCIL MEETING  
2022**

# Idaho FCCLA Executive Council Members!

## STATE OFFICERS & ADVISERS

### State President

Liberty McGuire—Renaissance High  
[president@idahofccla.org](mailto:president@idahofccla.org)  
 Adviser: Brooke Scoville

### First VP/VP of Parliamentary Law

Sierra Lund—Mountain View High School  
[firstvp@idahofccla.org](mailto:firstvp@idahofccla.org)  
 Adviser: Chloe Muthiora

### VP of Competitive Events and Programs

Madison Honn—Capital High School  
[vpevents\\_programs@idahofccla.org](mailto:vpevents_programs@idahofccla.org)  
 Adviser: Marica Farrar

### VP of Development and Finance

Elizabeth Danielson—Mountain View High  
[vpdevelopment\\_finance@idahofccla.org](mailto:vpdevelopment_finance@idahofccla.org)  
 Adviser: Chloe Muthiora

### VP of Public Relations and Membership

Marcie Patterson—Kuna High School  
[vppr@idahofccla.org](mailto:vppr@idahofccla.org)  
 Adviser: Lisa Wood Miranda



## IDAHO FCCLA BOARD OF DIRECTORS

### Chair, Alumni Representative

Nancy Lancaster  
[nancybfccla@yahoo.com](mailto:nancybfccla@yahoo.com)

### Past Chair, FCS Ed

Lori Chavez—BYUI  
[chavezl@byui.edu](mailto:chavezl@byui.edu)

### District 1 Representative

Molly Miller —Timberlake High School  
[mmmiller@lakeland272.org](mailto:mmmiller@lakeland272.org)

### District 2 Representative

Kare Herndon—Tammany High School  
[KJHerndon@lewistonschools.net](mailto:KJHerndon@lewistonschools.net)

### District 3 Representative

Jessica Skollingsberg —Elevate Academy  
[jskollingsberg@elevate2c.org](mailto:jskollingsberg@elevate2c.org)

### District 4 Representative

Lyndsay Anderson—Filer High School  
[landerson@filerschools.org](mailto:landerson@filerschools.org)

### District 5 Representative

Shantel Tavoian—Malad High School  
[shantel.tavoian@malad.us](mailto:shantel.tavoian@malad.us)

### District 6 Representative

Jessica Wahlen—Rigby High School  
[jwahlen@sd251.org](mailto:jwahlen@sd251.org)

### Chair Elect, Alternative School Representative

Jaime Mileski—Frank Church High  
[jaime.mileski@boiseschools.org](mailto:jaime.mileski@boiseschools.org)

### Jr. High School Representative

Natasha Campbell—Madison Jr. High  
[campbelln@msd321.com](mailto:campbelln@msd321.com)

### IFCS Representative (President)

Shantel Tavoian—Malad High School  
[shantel.tavoian@malad.us](mailto:shantel.tavoian@malad.us)

### IDAFCS Representative

Kathee Tifft—UI  
[ktifft@uidaho.edu](mailto:ktifft@uidaho.edu)

### University Representatives

Dr. Brenda Jacobsen—FCS Ed. ISU  
[jacobren@isu.edu](mailto:jacobren@isu.edu)  
 Dr. Shelley McGuire—FCS Ed. UI  
[smcguire@uidaho.edu](mailto:smcguire@uidaho.edu)  
 Lori Chavez—BYUI  
[chavezl@byui.edu](mailto:chavezl@byui.edu)

### Industry Representative

Paola Aguilar  
[paoladaguilar@outlook.com](mailto:paoladaguilar@outlook.com)

### State Staff—Ex-Officio

Teresa Danielson—FCCLA Manager  
[Teresa.danielson@cte.idaho.gov](mailto:Teresa.danielson@cte.idaho.gov)  
 Theresa Golis—State Adviser  
[theresa.golis@cte.idaho.gov](mailto:theresa.golis@cte.idaho.gov)

# Opening Ceremony

**President:** *Gives a rap with the gavel signaling the officers and members to stand.* Then says: We are the Family, Career and Community Leaders of America. Our mission to promote personal growth and leadership development through family and consumer sciences education.

**Officers:** Focusing on the multiple roles of family member, wage earner and community leaders, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge and career preparation.

**Members:** As we work toward the accomplishment of our goals, we learn cooperation, take responsibility, develop leadership and give service.

**President:** The 2022 Executive Council of the Idaho Association of Family, Career and Community Leaders of America is now in session. You may be seated.

# Closing Ceremony

**President:** *Gives a rap with the gavel signaling the officers and members to stand.* Then says: FCCLA members, we are challenged to accept the responsibility of making decisions that affect our lives today and the world tomorrow. Let us repeat our creed.

## Members & Officers:

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

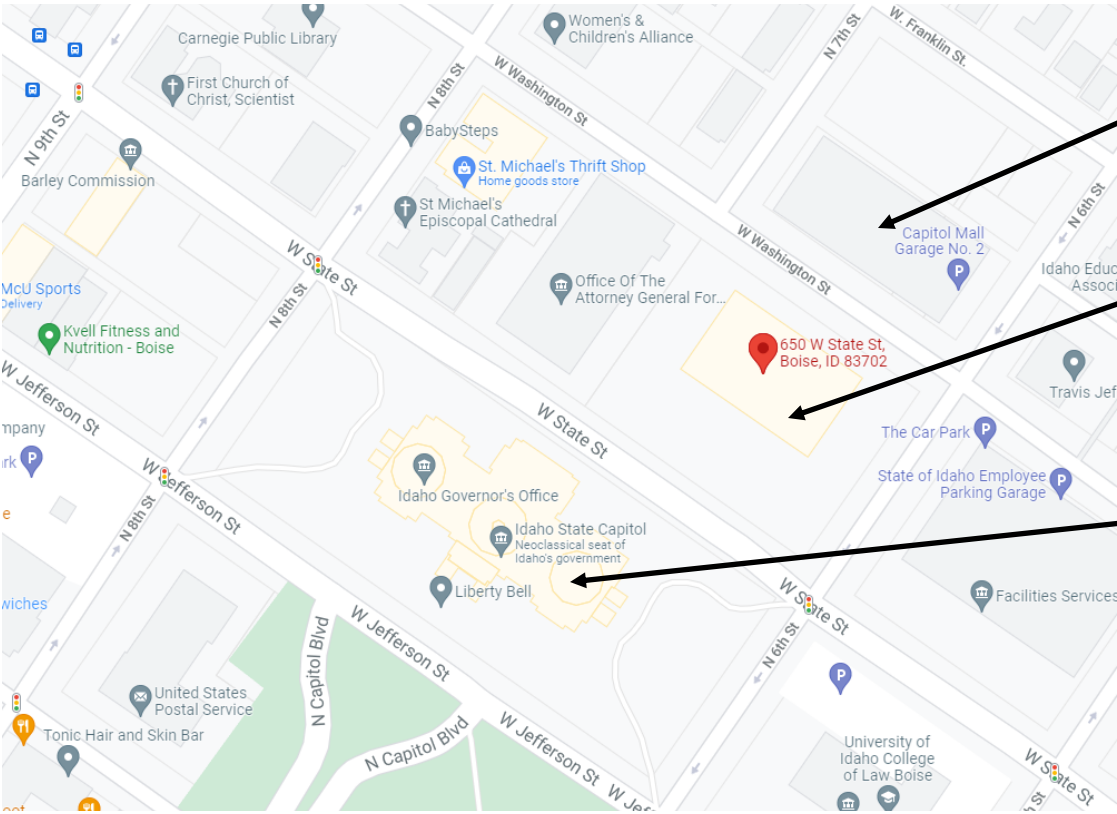
For we have the clear consciousness of seeking old and precious values. For we are the builders of homes, homes for America's future, homes where living will be the expression of everything that is good and fair, homes where truth and love and security and faith will be realities, not dreams.

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

**President:** This meeting of the Idaho Family, Career and Community Leaders of America is now adjourned.



Area map—IDCTE, parking, and Idaho State Capitol



**700 W. Jefferson St.  
Idaho State Capitol**

**Ex. Council meeting  
rooms are located in  
the House side—East  
Underground Atrium  
Wing**

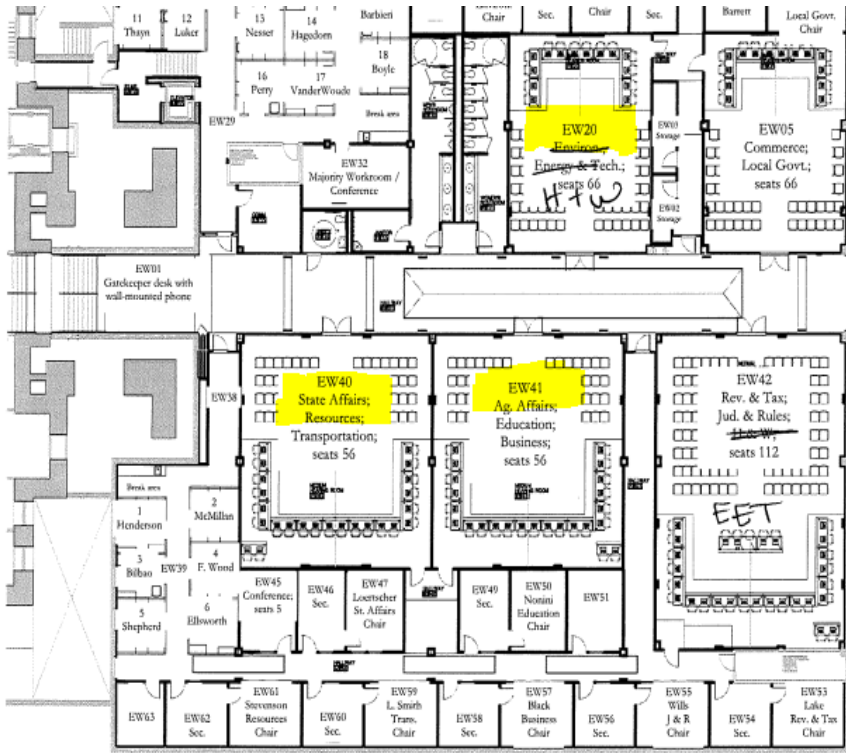
**Rooms: EW20, EW40,  
and EW41**

**Please Note:**

**Please be aware that packages, briefcases, purses, and backpacks may be subject to search by the Capitol Mall Security. We will be utilizing hearing rooms and prohibitions to food and drink apply. As guests of this facility, we must refer to Guidelines and Policies for Public Usage (*Idaho Code §67-1602*).**

- **No food** is allowed in meeting rooms.
- Drinks are permitted only in a container with a lid. **Open cups and open soda cans are not permitted.**

We will host lunch and have snacks and beverages available in the Clearwaters Conference Room of IDCTE.



East Underground  
Atrium Wing  
HOUSE

## Idaho FCCLA Executive Council 2022

### Wednesday September 28

**Travel Day/Check in at Hotel** (Dinner on own)

**6-8 PM State Officer Committee Meetings** (IDCTE-Clearwaters Conference Room)

**6-8 PM State Officer Advisers Meeting** (IDCTE-Clearwaters Conference Room)

### Thursday September 29

**7:30 - 7:50 AM Travel to the Capitol Building**

**8 - 8:30 AM Welcome and Overview** (Capitol Bldg. EW40)

**8:30 AM - Noon Committee Meeting Rotations** (EW20, EW40, and EW41 as noted on p. 5)

**Noon - 1 PM Lunch—Provided by Idaho FCCLA** (Clearwaters Conference Room at IDCTE). **\*Photos/retakes will also be taken during this time\***

**1:30 - 2:20 PM General Meeting—Committee Reports** (EW40)

- 2:30 - 5:00 PM**
- **FCCLA Board of Directors Meeting** (EW40)
  - **State Leadership Conference Planning Part 1** (State Officers—EW20)

**6 PM Dinner on own**

### Friday September 30

**7:30 - 7:50 AM Travel to the Capitol Building**

- 8 - 9:30 AM**
- **State Officer Adviser Sessions cont.** (EW41)
  - **State Leadership Conference Planning Part 2** (State Officers—EW20)
  - **Board District and Collegiate Representatives** (EW40)

**9:30 - 11 AM Closing Session** (EW40)

**12 PM Optional—Tour of JUMP**

**Travel Home**

### Wifi Connection

Network: Guest.idaho.gov

Password: GemState83713

### Meeting Zoom Links

<b>Thurs., September 29 8 AM to 6:00 PM</b>	<b>Executive Council Sessions</b> (will be separated into breakout rooms as needed): <a href="https://us02web.zoom.us/j/84682012866">https://us02web.zoom.us/j/84682012866</a>
<b>Fri., September 30 8 to 11 AM</b>	<b>Executive Council Sessions:</b> <a href="https://us02web.zoom.us/j/83166636093">https://us02web.zoom.us/j/83166636093</a>

# Committee Rotation Assignments

**Thursday, September 29**

**8:30 to 9:30 AM**

## **Long Range Planning (Room EW40)**

**Liberty McGuire, Lori Chavez,** Molly Miller, Lisa Wood Miranda, Dr. Shelly McGuire, Paola Aguilar

## **District Events (Room EW20)**

**Madison Honn, Shantel Tavioan,** Chloe Muthiora, Jessica Skollingsberg, Kathee Tifft

## **Membership (Room EW41)**

**Marcie Patterson, Natasha Campbell,** Brooke Scoville, Jaime Mileski, Dr. Brenda Jacobsen

## **Bylaws (Room EW40)**

**Sierra Lund, Marcia Farrar,** Elizabeth Danielson, Nancy Lancaster, Lyndsey Anderson, Jessica Wahlen

**10 minute break**

**9:40 to 10:40 AM**

## **Meetings/Conferences (Room EW41)**

**Sierra Lund, Jaime Mileski,** Shantel Tavioan, Lisa Wood Miranda, Chloe Muthiora

## **Collegiate (Room EW40)**

**Liberty McGuire, Dr. Brenda Jacobsen,** Lori Chavez, Dr. Shelly McGuire, Jessica Skollingsberg

## **Finance (Room EW40)**

**Elizabeth Danielson, Nancy Lancaster,** Lyndsey Anderson, Kathee Tifft, Marcia Farrar, Jessica Wahlen, Paola Aguilar

## **National Programs (Room EW20)**

**Madison Honn, Molly Miller,** Marcie Patterson, Brooke Scoville, Natasha Campbell

**10 minute break**

**10:50 to 11:50 AM**

## **Adviser Investment (Room EW40)**

**Elizabeth Danielson, Chloe Muthiora,** Brooke Scoville, Kathee Tifft, Jaime Mileski

## **Public Relations (Room EW20)**

**Marcie Patterson, Lisa Wood Miranda,** Nancy Lancaster, Dr. Brenda Jacobsen, Dr. Shelly McGuire, Natasha Campbell, Paola Aguilar

## **Recognition (Room EW40)**

**Sierra Lund, Lyndsey Anderson,** Molly Miller, Jaime Mileski, Lori Chavez

## **STAR Events (Room EW41)**

**Madison Honn, Jessica Wahlen,** Liberty McGuire, Jessica Skollingsberg, Shantel Tavioan, Marcia Farrar

## Committee Instructions

### Topic Instructions

1. Welcome, Introduction of Committee Topic, and Assign Positions
2. Read roles and responsibilities
3. Read Agenda questions and lead discussion with supporting materials
4. Discuss—give recommendations and concerns
5. Close—finish final documentation and submit all materials to Adult Lead

## Roles and Responsibilities

### State Officer Lead

- Presides over meeting, keeping time and encouraging a productive meeting
- Assign Committee Secretary
- Communicate agendas and committee actions to units in an effective manner

### Adult Lead

- Ensure all committee members have correct supporting materials
- Ensure that minutes are kept and submitted to FCCLA State Officer Secretary

### Committee Secretary

- Record the meeting minutes, fill in 5-year plan as per committee discussion, Complete Follow Up Actions Form

### All Committee Members

- Actively participate using constructive conversations, constructive feedback, and active listening skills

## Notes

Thank you for your service and  
support to Idaho FCCLA!

**FCCLA.**

**STRATEGIC  
PLAN**





IDAHO  
STATE ASSOCIATION

2019-2022

# STRATEGIC PLAN



## FCCLA CAREER PATHWAYS



## FCCLA MISSION

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 career preparation.

## FCCLA VISION

Through FCCLA, students across the country will be prepared by FCS educators to pursue and prepare for their careers, work productively with others, serve as leaders in their community, and develop foundational knowledge to build strong families.

## FCCLA STRATEGIC GOALS THROUGH 2022

### GOAL #1

Increase financial resources for Idaho FCCLA

### GOAL #2

Enhance the image and identity of Idaho FCCLA and its role in preparing today's youth for college and career training

### GOAL #3

Increase membership by 10% each year to 2022



## FCCLA PURPOSES

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

## FCCLA IMPACT

- **FCCLA** is a nonprofit national career and technical student organization for youth in Family and Consumer Sciences education in public and private schools through grade 12.
- **FCCLA** has over 164,000 members in more than 5,400 chapters nationwide.
- **FCCLA** participation prepares youth with foundational knowledge for success in their families, careers, and communities.
- **FCCLA** develops youth to be confident leaders with real world skills including goal setting, problem solving, public speaking, decision-making, and interpersonal communication.
- **FCCLA** engages youth to prepare for their careers and address family relationships, substance abuse, financial literacy, peer pressure, environmental health, nutrition, fitness, and youth health and safety through peer-to-peer education.

## FCCLA CORE VALUES

### LEADERSHIP

Provide a unique opportunity for youth to learn how to be an effective leader through positive youth development strategies.

### CHARACTER

Encourage further development of positive character traits such as honesty, integrity, fair play, and determination.

### DIVERSITY

Create an inclusive environment that welcomes and values all youth.

### EXCELLENCE

Teach youth the value of pursuing their full potential in all areas of their lives.

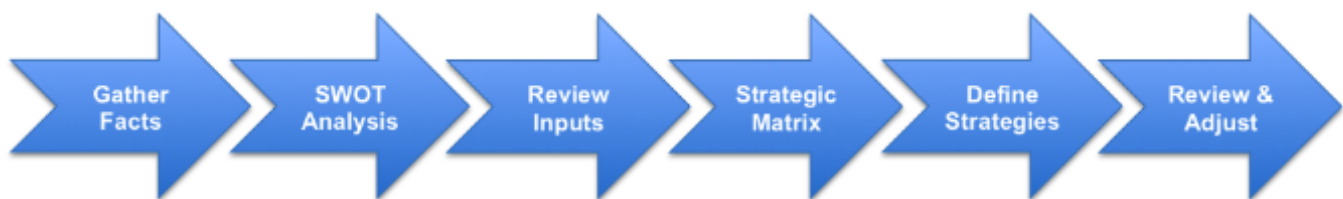
### TEAMWORK

Support individual growth while working with others towards a common goal.

# STRATEGIC PLANNING

Strategic planning offers a critical pathway for nonprofits to better achieve their mission. There are so many benefits, including increased focus, support, accountability and ability to measure impact.

## Strategic Plan Process



### Gather Inputs

- From all Stakeholders
- Customer analysis
- Competitor analysis
- Industry analysis
- Environmental
- Company performance
- Company

### SWOT Analysis

- External Analysis
  - Opportunities
  - Threats
- Internal Analysis
  - Strengths
  - Weaknesses
- Strategic Questions
- Strategic Issues

### Review Inputs

- All Stakeholders
- Review Inputs
- Review SWOT Analysis
- Define 3-4 key statements

### Strategic Matrix

- All Stakeholders
- Define Strategies to address SWOT combinations:
  - Opportunities vs Strengths
  - Opportunities vs Weaknesses
  - Threats vs Strengths
  - Threats vs Weaknesses

### Define Strategies

- Objectives
- Key Strategies
- Short and Long Term Goals
- Operational Plans

### Final Reviews

- All Stakeholders
- Review Strategies
- Review Goals
- Review Plans
- Adjust as necessary

## Strategic Planning Simplified



A SWOT analysis is an incredibly simple, yet powerful tool to help you develop your strategy. SWOT stands for Strengths, Weaknesses, Opportunities, and Threats (challenges).

Strengths and weaknesses are internal to your organization—things that you have some control over and can change. Examples include who is on your team, assets, and your mission.

Opportunities and threats are external—things that are going on outside your organization. You can take advantage of opportunities and protect against threats, but you can't change them. Examples include competitors, prices, and membership/adviser trends.

	Positive	Negative
Internal	<b>Strengths</b>	<b>Weaknesses</b>
External	<b>Opportunities</b>	<b>Challenges</b> (Threats)



# FCCLA Planning Process Worksheet

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## IDENTIFY CONCERNS

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## SET A GOAL

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## FORM A PLAN

- who
- what
- where
- when
- why
- how



## ACT

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## FOLLOW UP

What could  
have gone  
better/what  
did you  
learn?



# STRATEGIC PRIORITIES

Strategic Priorities are the overarching goals for the upcoming 3 years. They will be the most important focus for your organization during this planning period. Consider developing 1-2 program-related goals, 1 organizational health and capacity goal, and 1 fundraising/fiscal health related goal.

*Strategic Priority:*

*Why it matters\*:*

*Strategic Priority:*

*Why it matters\*:*

*Strategic Priority:*

*Why it matters\*:*

\*Concise statements that point to why this priority is important. What's the current situation, why is this a priority, and what do you hope to achieve in this area over the course of the planning period?



# OBJECTIVES WORKSHEET

Objectives in support of this strategic priority	Ways to Measure	Who is Responsible (Committee Lead)	Time Frame

Objectives:

Remember to use SMART Goals -

Specific, Measureable, Achievable, Relevant, Time-Bound

**FCCLA.**

**ANNUAL  
BUSINESS  
MEETING**

**FCCLA BOARD OF DIRECTORS MEETING**  
**Idaho Fall ICTE Conference Meeting Minutes**  
 August 3, 2022  
 3:30 p.m.

<b>Board Members present:</b> <ul style="list-style-type: none"> <li>• Molly Miller, District 1 Rep</li> <li>• Lyndsey Anderson, District 2 Rep</li> <li>• Tammy Luker, District 5 Rep</li> <li>• Jessica Wahlen, District 6 &amp; IFCS Rep</li> <li>• Lori Chavez, FCS Ed BYUI, Chair</li> <li>• Natasha Campbell, Junior High Rep</li> <li>• Jaime Mileski, Alternative School Rep</li> <li>• Nancy Lancaster, Alumni Rep, Chair-elect</li> <li>• Liberty McGuire, State President</li> <li>• Brooke Scoville, Adviser to State President</li> <li>• Theresa Golis, State Adviser</li> <li>• Teresa Danielson, CTSO Manager</li> </ul>	<b>Board Members Absent:</b> <ul style="list-style-type: none"> <li>• Jessica Skollinsberg, District 3 Rep</li> <li>• Dr. Brenda Jacobsen, FCS Ed ISU</li> <li>• Dr Shelley McGuire, FCS Ed U of I</li> <li>• Kathee Tift, IDAFCS Rep</li> <li>• Elizabeth Danielson, VP of Finance/Development</li> </ul> <b>Vacant Board Positions:</b> <ul style="list-style-type: none"> <li>• District 2 Representative</li> <li>• Industry Representative</li> </ul>
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The meeting was called to order at 3:30 pm by Board Chair, Lori Chavez.

**Approval of Minutes:**

**MOTION:** Tammy Luker made a motion to approve the minutes from the previous meetings. Natasha Campbell provided the second. All agreed.

**Approval of Board Positions:**

**MOTION:** Tammy Luker made a motion to accept the nominations of Nancy Lancaster as Board Chair, Jaime Mileski as Board Chair-Elect, Jessica Wahlen as Secretary, Molly Miller as District 1 Rep, Jessica Skollingsberg as District 3 Rep, Lyndsey Anderson as District 4 Rep, and Shantel Tavoian as District 5 Rep. Natasha Campbell provided the second. All agreed.

**Board Vacancies Action Item:**

The board needs to fill the positions of District 2 Representative and Industry Representative. Jessica Wahlen volunteered to reach out to Kara Herndon and see if she is willing to serve as the District 2 Representative. Josh Vincent and Connie Miller were discussed as potential Industry representatives. Teresa Danielson will rework District 3 Board Representative application to fit the needs of an Industry Representative application.

**MOTION:** Nancy Lancaster moved to create a committee including Jaimie Mileski, Teresa Danielson, and Nancy Lancaster to accept applicant names and contact information from the board by August 17<sup>th</sup>. Then distribute an application to the candidates and chose a new Industry representative by Sept 1. Theresa Golis provided the second. All agreed.

**AMENDED MOTION:** Jessica Wahlen amended the previous motions to strike Sept 1 and instead read Executive Council. Natasha Campbell provided a second. All agreed.

**Fall Conference Dates Discussion:**

District Fall Conference dates need to be submitted to the CTSO manager by September 15<sup>th</sup> of each year.



### **2023 Executive Council Dates Discussion:**

Teresa Danielson shared that historically Executive Council has been held in September. The board determined to continue holding Executive Council the last week in September. The board asked Teresa Danielson to rework the schedule so that meetings for the board would begin early Thursday afternoon and conclude Friday evening. This would allow the board members who need to travel and are also teachers to reduce the number of days they will need to get a substitute to two days instead of the three days the current Wednesday evening – Friday morning model requires.

### **Bylaw Emergency Meeting Clause Discussion:**

Theresa Golis discussed the need for a change to Bylaw Article VII Section 4B: *Special meetings may be called by the President of the Board or the State Adviser. Written notice of any special meeting shall be sent to each member at least 14 days in advance, with a statement of time, location, and meeting agenda.*

Theresa Golis explained that there have been emergency circumstances that have required a board vote and the 14 day notice has been problematic. She asked the board to consider reducing the number of days required for meeting notice.

Jessica Wahlen suggested it may be beneficial for the board to consider adding an electronic vote option for emergency circumstances when a meeting is not feasible. She will research other organizations that include an electronic voting option and present her conclusions to the bylaws committee at Executive Council.

The bylaws committee at Executive Council will then prepare an emergency clause amendment for the board to review so that it can be brought before the organization at SLC 2023.

### **Red Blazer Discussion:**

Teresa Danielson explained that the state office has several red blazers on hand that were previously purchased by Idaho FCCLA and not used by the rental program. Because of limited storage space at the state office she would like the board to consider selling these jackets. It was discussed that the board previously allocated money to the Red Jacket fund to help reduce the cost of the jackets for the chapters.

**MOTION:** Jessica Wahlen motioned for Teresa Danielson to create a plan to sell the red blazers currently housed at the state office and present this plan to the board at executive council. Tammy Luker provided the second. All agreed.

### **Board Training Discussion:**

Nancy Lancaster discussed the need to have a short board training at the beginning of each meeting to help new board members understand their roles and responsibilities, review bylaws, policies and procedures, parliamentary procedure, etc. The board code of ethics was also discussed. Teresa Danielson was asked to search the organization archives to find the current board Code of Ethics so that it can be presented and modified if needed at Executive Council.

### **Finance Report:**

Teresa Danielson presented the financial report. She will provide an excel link to the financial report so that it can be included on the agenda for Executive Council board meeting.

### **Scholarship/Idaho Gives Report**

Teresa Danielson reported that the organization raised approximately \$1,500 through the Idaho Gives Campaign and two \$500 NLC scholarships were awarded to students this year with the money raised. She would like to see advisers take more of an active role in the Idaho Gives campaign in the future.

## **CEAT Committee Discussion**

Jessica Wahlen discussed the current CEAT model. For the past few years we have been trying to create a Competitive Events Advisory Team (CEAT) using the same structure as the National FCCLA Competitive Events Team (CEAT) with a CEAT chair, chair-elect, and past chair rotating the responsibilities each year on a volunteer basis. We have not had a lot of success with advisers being willing to volunteer to participate on the CEAT. It was recommended that the board prepare a letter to the CTSO Director explaining the need for a funded Competitive Events Coordinator position or explore a board approved stipend for a Competitive Events Coordinator. Further discussion was tabled until Executive Council.

## **NLC Recap Report**

There were 144 total attendees from Idaho at NLC. This year the top 10 finishers in each event were recognized on stage. Idaho had two students finish 1<sup>st</sup> in the nation:

- Renaissance High School--Baking and Pastry Level 3
- Idaho State University--Repurpose and Redesign Level 4

The following chapters had students finish in the top ten:

- Midvale Jr/Sr High School Chapter in Review Portfolio Level 3
- Highland High School--Instruction Video Design Level 3
- Mountain Home High School--Interior Design Level 3
- Rocky Mountain High School--Interior Design Level 3
- Capital High School--Fashion Construction Level 3
- Payette High School--Fashion Construction Level 3
- Madison High School--Career Investigation Level 3
- Sugar Salem High School--Baking & Pastry Level 3
- Mountain Home--Life Smarts Knowledge Bowl

## **Executive Council Meeting Prep-Work:**

Teresa Danielson discussed the steps she is taking to prepare the committee rotations for Executive Council. It was discussed that if board members have a specific committee they are interested in serving on to email Teresa and let her know. The updated policy and procedures manual will be ready for review at Executive Council.

## **Next meeting:**

The next Board of Directors meeting will be held during Executive Council at 3:30 pm on September 29<sup>th</sup>. Agenda items can be e-mailed to Board Chair Nancy Lancaster-- nancybfcla@yahoo.com.

**MOTION:** Tammy Luker motioned to adjourn the meeting at 5:20 p.m. Natasha Campbell provided the second. All agreed.

## Assignments:

### Jessica Wahlen

- Reach out to Kara Herndon to serve as District 2 Rep.
- Research adding an electronic voting clause to the bylaws when an emergency meeting is not feasible.

### Teresa Danielson, Jaimie Mileski, Nancy Lancaster

- Create application, seek, and chose new Industry representative.

### Teresa Danielson

- Restructure Executive Council for 2023 to be a half day Thursday full day Friday model.
- Research and create a plan to sell the red blazers currently being stored at the state office
- Find current board Code of Ethics document in archives
- Provide excel link for the Finance report for the Executive Council Agenda



## Idaho Association

Family, Career and Community Leaders of America

Adopted April 4, 2019

### **Article I: Name and Sponsor**

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#### **Section 1**      *Name*

The name of this organization shall be Idaho Association Family, Career and Community Leaders of America (Idaho FCCLA), an affiliate of Family, Career and Community Leaders of America, Inc. (FCCLA, Inc.). The name shall only be used by the national organization, state association, districts and affiliated chapters. The letters "FCCLA" may be officially used to designate the association, its units or its members.

#### **Section 2**      *Sponsor*

The sponsor shall be Idaho Career & Technical Education (ICTE) division of Family and Consumer Sciences (FCS).

### **Article II: Mission Statement and Purposes**

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#### **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, members 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 a part of the Family and Consumer Sciences Education program in the schools. The purposes of the organization shall be as follows:

- A. to provide opportunities for personal development and preparation for adult life.
- B. to strengthen the function of the family as a basic unit of society.
- C. to encourage democracy through cooperative action in the home and community.
- D. to encourage individual and group involvement in helping achieve global cooperation and harmony.
- E. to promote greater understanding between youth and adults.
- F. to provide opportunities for making decisions and for assuming responsibilities.
- G. to prepare for the multiple roles of men and women in today's society.
- H. to promote Family and Consumer Sciences and related occupations.

### **Section 3**      *Affiliated Chapters*

Local chapters may be affiliated in public and private middle school, secondary, and/or postsecondary institutions in which FCS instruction is offered. Each chapter must have a minimum of twelve affiliated members and requires payment of both state and national dues. Chapter bylaws will be consistent with those of the district, state and national organizations.

### **Section 4**      *Membership*

To be eligible for membership, an individual must meet the qualification requirement in one of the following categories:

- A. Active member. Any student who is currently or previously enrolled in a comprehensive or occupational FCS course shall be eligible for active membership in the affiliated chapter of the school that s/he attends. Active members are eligible to hold office, make motions, and vote. Members must be affiliated to participate in local, district, state, or national meetings. To participate in competitive events, members must be affiliated prior to February 1 at the state level and March 1 at the national level.
- B. Alumni and Associates member. Former active members and other adults who share the goals and purposes of FCCLA and its' programs and who wish to support the continuing development of FCCLA youth, are eligible for Alumni/Associate membership. Members of Alumni and Associates shall not be eligible to hold office, make motions or vote unless appointed to serve on the Board.
- C. Honorary member. Any individual or corporation who has made an outstanding contribution to the advancement of FCS education or who has rendered continued service to Idaho FCCLA may be nominated for honorary membership. This title may be conferred on an individual or corporation with a three-fourths vote of the Executive Council (Executive Council). An honorary member has the privilege of attending all meetings of the organization, but may not make motions and has no vote. If an Honorary member serves on the Board as an industry representative, then s/he will have motion and voting privileges.

## **Article IV: Fiscal**

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### **Section 1**      *Dues*

- A. Annual dues for active members shall be fixed by the Executive Council and the Board. A change to the state dues is subject to approval by a majority vote of the voting delegates present at State Leadership Conference (SLC). Chapters may impose reasonable and necessary local membership dues (if any), which shall be in addition to the national and state dues.
- B. Dues for Alumni and Associate members shall be determined by Idaho FCCLA and/or FCCLA, Inc.
- C. Honorary members pay no dues.

### **Section 2**      *Fiscal Year*

The fiscal year will be September 1 through August 31.

### **Section 3**      *Budget and Financial Statement*

The budget and financial statement showing income and expenditures shall be prepared by the Career & Technical Student Organization (CTSO) Manager and/or the State Adviser. The budget shall be submitted to the Executive Council and Board annually for adoption with a majority vote. The financial statement shall be presented to the Executive Council

## **ARTICLE VI: STATE OFFICERS (EXECUTIVE COUNCIL)**

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

Idaho FCCLA may have up to nine elected officers. The offices may be:

- |                             |                      |                            |
|-----------------------------|----------------------|----------------------------|
| 1. President                | 4. VP of Development | 7. VP of Parliamentary Law |
| 2. First Vice-President     | 5. VP of Finance     | 8. VP of Programs          |
| 3. VP of Competitive Events | 6. VP of Membership  | 9. VP of Public Relations  |

### **Section 2**      *National Officer*

A National Officer or National Officer Candidate may be a member of the Executive Council. If elected as a National Officer, the member will carry out national responsibilities, promote membership activities, and promote national programs. If not elected to a National office, the member may serve as a state officer and perform duties as assigned by the State Adviser and/or CTSO Manager.

### **Section 3**      *Executive Council*

Members of Executive Council are the state officers elected at SLC. The new state officers will elect designated officers for Executive Council from among their ranks during the annual State Leadership Conference. The Executive Council shall help determine policies and procedures as they affect the organization, determine business to be brought before delegates at SLC, conduct other business that will be necessary to facilitate the progress of the organization, be responsible for planning and promoting state and national programs of work, and organize SLC and Competitive Events.

### **Section 4**      *Qualifications*

Candidates for state office will 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 the current academic year.
- B. Have completed or currently enrolled in an approved FCS course.

### **Section 5**      *Nominations and Elections*

- A. State Officer Candidates (SOC) must submit an application prior to the specified deadline and prior to the annual SLC. Candidates are expected to meet all qualifications and requirements as stated in the "Requirements for Candidates for State Office" section of Policies.
- B. Officers will be elected annually with each district entitled to at least one officer as long as the candidate meets eligibility requirements.
- C. The voting delegates will vote for officers by ballot during SLC.
- D. Candidates are elected based on a combination of scores from the application and interview process and ballot count scores. Candidates with the highest point totals will be declared state officers.
- E. State officers will assume their offices at the end of SLC.

### **Section 6**      *Officer Duties*

Specific responsibilities and code of conduct expectations are detailed in the Policies and Procedures manual for state officers. The state officer positions and general responsibilities shall be as follows:

- E. The Vice-President of Finance shall provide leadership by serving as a member of the Board and acting as the Board treasurer, as well as lead the finance committee.
- F. The Vice-President of Membership shall provide leadership in planning and implementing programs for membership promotion and development.
- G. The Vice-President of Parliamentary Law shall provide leadership in assuring that the business sessions for the state organization and meetings of the Executive Council are conducted in accordance with acceptable parliamentary law.
- H. The Vice-President of Programs shall provide leadership in planning and implementing the organization's individual recognition and peer education programs.
- I. The Vice-President of Public Relations shall provide leadership in planning and implementing the organization's public relations programs.
- J. National Officer or National Officer Candidate shall support the Executive Council team and fulfill duties as assigned by the State Adviser and/or CTSO Manager.

## **Section 7**      *Advisers*

- A. The State FCS Program Manager/State Adviser shall serve as the official administrative officer of Idaho FCCLA. The State Adviser will work with the CTSO Manager and provide general guidance to the Executive Council and the program.
- B. District or chapter advisers accompanying council members to meetings shall serve as consultants to the Executive Council team and committee members.

## **Section 8**      *Term of Office*

Officers shall serve for one year on the Executive Council, or until successors are elected or appointed. The term of office will begin immediately following SLC.

## **Section 9**      *Vacancies*

In the event the office of President becomes vacant, it is recommended the position be filled by the First Vice-President. If the First Vice-President is unable or unwilling to fill the position, the remaining officers will select the replacement from the current Executive Council members. For other vacancies, when an officer cannot fulfill the assigned duties or in the event of a vacancy, the office may be left unfilled or a replacement may be appointed by the State Adviser.

# **Article VII: Board of Directors**

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## **Section 1**      *Board of Directors*

The Board acts as the legal governing body of Idaho FCCLA and serves in an advisory capacity to the Executive Council. The duties of the Board include: review and determine policies and procedures suggested by the Executive Council, set policy related to program and fiscal matters, inform district and chapter advisers about the business of Idaho FCCLA, act upon the recommendations of the State Adviser and/or State CTSO Manager relative to the management of programs and fiscal matters, assist the Executive Council in planning SLC, serve on committees, and represent the best interests of the chapter members.

- B. “Ex-officio” refers to the office these individuals hold. They are members of the Board with voting rights and privileges as long as each serves in the position. When an ex-officio member ceases to hold the office or position, his/her membership on the Board terminates automatically and immediately.
- C. Board members shall serve a three-year term on a rotation basis as defined in the policies and procedures manual. New members will be appointed at varying intervals.
1. Whenever possible, new representatives should be elected or appointed. In the event that a replacement is not willing or able to fill the position, current representatives may serve additional terms.
  2. The positions of IATFCS president, state FCCLA president, state VP of Finance, and state FCCLA president’s adviser will be for a one-year term or to match the election process of the related organization.
  3. The representatives for Industry, IDAFCS, and University should be active members or representatives of the FCS community. Removal from office and/or new appointments should be presented to the Board and require a majority vote of the Board.
- D. Each member of the Board shall have the power to cast one vote on any issue.
- E. The Board may fill vacancies at any scheduled meeting where a quorum is assembled to conduct official business. The State Adviser, Board Members, and/or District Advisers may make recommendations for appointment(s). Vacancies shall be confirmed with a majority vote of the Board.
- F. Persons elected to the Board shall assume their office as a member immediately following confirmation from the Board.

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

The officers of the Board shall consist of a Chair, a Chair-elect, a treasurer, and a secretary.

- A. Election, Terms and Vacancies of Officers: The above officers shall be elected by the members of the Board from among voting members. 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 member, 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. Chair and Chair-Elect: The chair shall preside at all meetings of the Board and shall perform the duties customary to that office. The chair shall be a member ex-officio of all committees of the Board. In the absence of the chair, the chair-elect shall perform all duties pertaining to the office of chair. The chair-elect shall succeed to the position of chair at the next election of officers. The chair shall appoint all standing and ad hoc committees of the Board annually. The chair and/or chair-elect shall have authority to sign any official documents duly prepared and requiring signatures.
- C. Treasurer: The treasurer of the Board shall be the VP of Finance from the Executive Council team. In the event that there is not a VP of Finance, a current member of the Board may be appointed to the treasurer position.
- 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 submitted electronically to board members.

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

- A. There shall be at least three regular, in-person meetings of the Board each year, which may be held at ICTE Conference, Executive Council, and SLC.
- B. Special meetings may be called by the President of the Board or the State Adviser. Written notice of any



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

State committees may be appointed and function as needed. Each committee will have an adult chair and a state officer chair. Committees may be formed in the following areas: Adviser Investment, Bylaws and Policies, Chapter Relations, Collegiate, Competitive Events, Conferences, District Events, Finance, Long Range Planning, Meetings, Membership, National Programs, Public Relations, and/or Recognition.

## **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 of the Board*

Any official communication from individuals or groups shall be presented in writing to the Board. Correspondence should be added to the agenda and shared and/or discussed at the next official Board meeting.

# **Article VIII: Relationship of the Board and Executive Council**

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

# **Article IX: Meetings**

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

State Leadership Conference of Idaho FCCLA will be a spring conference held annually.

## **Section 2**      *Additional Meetings*

Special State Leadership Conferences may be called by the Board as necessary.

## **Section 3**      *Voting Delegates at State Leadership Conference*

- A. The number of voting delegates to which each chapter shall be entitled will be determined by the number of affiliated members within the chapter on February 1 in the year of the conference, according to the following scale:

<u>Number of Active Members</u>	<u>Number of Voting Delegates</u>
1 – 49	1
50 – 99	2
100 – 149	3
150 – Over	4

- B. The privilege of making motions, debating, and voting will be limited to voting delegates and officers. The privi-

## **Section 2**     *Career & Technical Student Organization (CTSO) Manager*

The CTSO Manager, under the direction of the State Adviser, shall: (1) direct the work of the Executive Council team; (2) coordinate training(s) for officers; (3) oversee the delivery of Competitive Events; (4) organize SLC and Idaho FCCLA participation in National Leadership Conference; (5) prepare financial reports; (6) assist the state adviser in facilitating the purposes of Idaho FCCLA; (7) serve as and ex-officio member of the Board; (8) perform other duties as necessary.

## **Section 3**     *District Advisers*

Each district will elect or appoint a District Adviser. The district adviser shall: (1) be an FCS instructor; (2) have an affiliated chapter; (3) facilitate the election of district officers; (4) coordinate training for district officers; (5) assist the officers in organizing meetings and events for the district such as Fall Leadership Conference and Competitive Events; (6) report competitive event scores; (7) maintain financial records for the district; (8) perform other duties as necessary. It is recommended (but not mandatory) that the District Adviser serve a three-year term. It is recommended that the District Adviser serve as the district representative on the Board, but this is not a requirement of the position.

## **Section 4**     *Chapter Advisers*

Each affiliated chapter shall be led by a certified FCS teacher who shall be the administrative officer of the local chapter.

## **Section 5**     *Adult Voting Rights*

Adults shall not vote nor hold an office except as members of the Board

# **Article XI: Ethics**

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## **Section 1**     *Code of Ethics*

All members of the Board, Executive Council, committees of the Board and employees of Idaho FCCLA are expected to adhere to the Idaho Code of Ethics for Idaho Professional Educators and abide by all federal, state, and local education laws and statutes. Unethical conduct shall result in immediate dismissal from the Board.

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

Any duality of interest or possible conflict of interest on the part of any Board member, Executive Council member, Board committee member or employee of Idaho FCCLA 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 Board, Executive Council or committees of the Board shall receive no monetary compensation for services. Travel expenses may be reimbursed for actual expenses such as mileage, meals, and/or lodging. Advisers may use added cost funding to compensate for reasonable expenses at the discretion of the individual school district and in accordance with school district policy.

# **Article XII: Publications**

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## **Section 1**     *Official Publication*

“FCCLA SPEAKS,” the official newsletter of the state organization, shall be published at least two (2) times during the school year:

Fall	Summary of Nationals, plans for Districts, Plans for District STAR Events
Spring	Summary of District, Plans for State Conference and STAR Events

## **Article XIV: Policies and Procedures**

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A policies and procedures manual shall be maintained and updated as needed. Policies in the manual will be approved by the Board. Procedures may be developed or revised by the State Adviser and/or CTSO Manager.

## **Article XV: Amendments**

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### **Section 1**      *AMENDMENTS*

Amendments may be proposed by:

- A. The Board
- B. The Executive Council
- C. The State Adviser
- D. The State CTSO Manager
- E. A District Council

### **Section 2**      *Proposals*

Districts may submit proposals in writing one month prior to an Executive Council meeting. All other groups named above may submit amendment proposals by adding the item to the agenda at Executive Council.

### **Section 3**      *Notification*

The Board shall review and approve proposed amendments for recommendation to the voting delegates. Amendments will be presented to chapters 30 days prior to balloting.

### **Section 4**      *Adoption of amendments*

These bylaws may be amended by a majority vote of voting delegates at SLC.

### **Section 5**      *Editorial changes*

The Board may make editorial changes to the bylaws. Editorial changes are simple clarifications that do not alter the substantive meaning of the bylaw.

## Notes

Thank you for your service and  
support to Idaho FCCLA!