

Idaho Association
Family, Career and Community Leaders of America



Polices and Procedures Manual

Updated October 2022

Organizational Structure

Topic	Policy																																																																		
<p>Sexual Harassment Policy</p> <p>(Feb 2000)</p>	<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 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>																																																																		
<p>District Boundaries</p>	<table border="0"> <thead> <tr> <th>District 1</th> <th>District 2</th> <th>District 3</th> <th>District 4</th> <th>District 5</th> <th>District 6</th> </tr> </thead> <tbody> <tr> <td>Benewah</td> <td>Clearwater</td> <td>Ada</td> <td>Blaine</td> <td>Bannock</td> <td>Bingham (North)</td> </tr> <tr> <td>Bonner</td> <td>Idaho</td> <td>Adams</td> <td>Camas</td> <td>Bear Lake</td> <td>Bonneville</td> </tr> <tr> <td>Boundary</td> <td>Latah</td> <td>Boise</td> <td>Cassia</td> <td>Bingham (South)</td> <td>Butte</td> </tr> <tr> <td>Kootenai</td> <td>Lewis</td> <td>Canyon</td> <td>Elmore (East)</td> <td>Caribou</td> <td>Clark</td> </tr> <tr> <td>Shoshone</td> <td>Nez Perce</td> <td>Elmore (West)</td> <td>Gooding</td> <td>Franklin</td> <td>Custer</td> </tr> <tr> <td></td> <td></td> <td>Gem</td> <td>Jerome</td> <td>Oneida</td> <td>Fremont</td> </tr> <tr> <td></td> <td></td> <td>Owyhee</td> <td>Lincoln</td> <td>Power</td> <td>Jefferson</td> </tr> <tr> <td></td> <td></td> <td>Payette</td> <td>Minidoka</td> <td></td> <td>Lemhi</td> </tr> <tr> <td></td> <td></td> <td>Valley</td> <td>Twin Falls</td> <td></td> <td>Madison</td> </tr> <tr> <td></td> <td></td> <td>Washington</td> <td></td> <td></td> <td>Teton</td> </tr> </tbody> </table> <p>Borderline chapters may petition the Board in writing to be transferred to another district.</p> <p>Postsecondary chapters—Idaho institutions with related Family & Consumer Sciences content delivery, including teacher education programs, constitute the Idaho postsecondary chapters regardless of location in the state.</p>	District 1	District 2	District 3	District 4	District 5	District 6	Benewah	Clearwater	Ada	Blaine	Bannock	Bingham (North)	Bonner	Idaho	Adams	Camas	Bear Lake	Bonneville	Boundary	Latah	Boise	Cassia	Bingham (South)	Butte	Kootenai	Lewis	Canyon	Elmore (East)	Caribou	Clark	Shoshone	Nez Perce	Elmore (West)	Gooding	Franklin	Custer			Gem	Jerome	Oneida	Fremont			Owyhee	Lincoln	Power	Jefferson			Payette	Minidoka		Lemhi			Valley	Twin Falls		Madison			Washington			Teton
District 1	District 2	District 3	District 4	District 5	District 6																																																														
Benewah	Clearwater	Ada	Blaine	Bannock	Bingham (North)																																																														
Bonner	Idaho	Adams	Camas	Bear Lake	Bonneville																																																														
Boundary	Latah	Boise	Cassia	Bingham (South)	Butte																																																														
Kootenai	Lewis	Canyon	Elmore (East)	Caribou	Clark																																																														
Shoshone	Nez Perce	Elmore (West)	Gooding	Franklin	Custer																																																														
		Gem	Jerome	Oneida	Fremont																																																														
		Owyhee	Lincoln	Power	Jefferson																																																														
		Payette	Minidoka		Lemhi																																																														
		Valley	Twin Falls		Madison																																																														
		Washington			Teton																																																														
<p>Honorary Membership</p>	<p>To be eligible for a state honorary membership the candidate must have:</p> <ul style="list-style-type: none"> Contributed in an outstanding way to the development of Family, Career and Community Leaders of America at the state level. 																																																																		

	<ul style="list-style-type: none"> ● Helped promote the goals of FCCLA through: <ul style="list-style-type: none"> ● Outstanding services which contribute to the achievement of the FCCLA goals ● An effective public relations program which has helped interpret FCCLA in the state ● Outstanding assistance which has helped to develop or carry out FCCLA goals ● Nominations of individual(s) and/or organizations for state honorary membership may be submitted by any of the chapters in Idaho. ● Nomination forms must be completed and submitted by the chapter to the State office for final selection. ● The State Executive Council and/or Board of Directors may nominate a person(s) and/or organization for honorary membership.
<p>Membership Affiliation (April 2022)</p>	<p>Chapters must affiliate members annually using the online National FCCLA membership system, to receive state or national resources material, to be eligible to attend district conference and State Leadership Conference, and to have an officer candidate or delegate for National Leadership Conference. Students will be recognized as affiliated members upon receipt of payment for national and Idaho FCCLA dues paid directly to National FCCLA.</p> <ul style="list-style-type: none"> ● National Dues <ul style="list-style-type: none"> ○ \$9 per secondary member/ \$15 per postsecondary members ○ \$9 per adviser (note: secondary and postsecondary advisers' same rate) ● State Dues <ul style="list-style-type: none"> ○ \$9 per member ○ \$16 per adviser (note: secondary and postsecondary advisers' same rate) ○ ● District Dues <ul style="list-style-type: none"> ○ 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. ● Chapter Dues <ul style="list-style-type: none"> ○ 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. ● Alumni & Associates <ul style="list-style-type: none"> ○ Affiliated advisers are automatically Alumni and Associates members. Postsecondary members are recognized as Alumni & Associates members as part of the affiliation process.
<p>Electing District Officers (Sept 2019)</p>	<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>

Documents: District Adviser Responsibilities
District Handbook

State Executive Council

Topic	Policy
Requirements for State and National Officer Candidates	<p>Candidates for state executive council and national officer shall meet the following requirements:</p> <ol style="list-style-type: none"> 1. Be an active member in good standing with an affiliated chapter for at least the current academic year. 2. Be currently enrolled in or have completed a minimum of two semesters or three trimesters of Family and Consumer Sciences course work. 3. Earn a minimum GPA of 2.5 for SOC and 3.0 for NOC for the previous three semesters/trimesters. 4. Demonstrate leadership ability in responsibilities above the chapter level. <ul style="list-style-type: none"> • Though experience as an FCCLA chapter or district officer and knowledge about the FCCLA organization and its programs are preferred, candidates do not need to have been a State Officer to qualify as a NOC. Candidates have qualified for and been elected to a national office by serving as district officers, chairs, or members of state or national committees, or by presiding in or and handling jobs at any level above their local chapter. 5. Receive the approval of the local chapter adviser, school administrators, and parents. 6. Be in grade 9 or above when running for office. 7. Current State Officers wanting to serve another term must have met the requirements of their current term.
Candidate Election Process	<ol style="list-style-type: none"> 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"> • Professionally formatted and typed cover letter stating reasons for running for office • Administrator’s letter of recommendation and Support and Commitment • Current official scholastic transcript that indicates cumulative GPA on a 4.0 scale • Current good quality photograph in .jpeg format • State and National Officer Candidate Application, Candidate Nomination • State Officer Code of Conduct and Contract • State Officer Candidate: Adviser’s Nomination and Commitment • A statement of interest and support from the candidate’s parent or guardian • Social Media Code of Conduct 2. Completion of an online Idaho FCCLA proficiency test to measure the candidate’s general knowledge of FCCLA. 3. Candidates will participate in a screening interview prior to State Leadership Conference. <ul style="list-style-type: none"> • CTSO Manager, 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. 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 2–3-minute candidate speech based on the SLC theme. 5. Chapter voting delegates will cast their vote for officers at the delegates’ meeting. 6. Final selection of officers will be based on 60% application/proficiency test/interview process and 40% ballot count.
Determining State Officer Position Process	<p>The designation of each State Executive Council member’s office shall be determined by the incoming State Executive Council.</p>

<p>Additional State Officer Policies</p>	<ol style="list-style-type: none"> 1. If you fail to fulfill your duties and responsibilities as stated in the bylaws, you will be removed from office. A State Officer’s termination is at the discretion of the CTSO Manager, State Adviser, and Idaho FCCLA Board of Directors. 2. If a President does not fulfill their duties, the First Vice President will assume the position for the remainder of the year. 3. State Officers are directly responsible to the CTSO Manager and State Adviser. 4. Unless otherwise agreed, it is the CTSO Manager’s responsibility to assign all official activities. 5. The CTSO Manager 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. 6. State Officers are responsible for determining who will pay for any travel expenses not paid by Idaho FCCLA. 7. The CTSO Manager will set deadlines for various assignments and/or activities. State Officers are expected to meet the appropriate deadline for each assignment. The CTSO Manager should be notified if a deadline cannot be met. Education takes precedence over extra assigned activities. If there are conflicts because of school, the CTSO Manager should be notified immediately after becoming aware of the conflict. Should a personal conflict arise with assigned activities, the CTSO Manager should be informed at least one week before the deadline.
<p>State Executive Council Travel</p>	<ol style="list-style-type: none"> 1. State officers shall follow local district travel policies regarding travel to and from events. 2. The CTSO Manager or state staff will provide an up-to-date itinerary before travel. 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. 4. Room service, telephone calls, and other incidentals when staying in hotels are the responsibility of the state officer. 5. The CTSO Manager must approve all travel before an event. 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. 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. 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 CTSO Manager. 9. Expenses incurred more than 60 days before submitting reimbursement will not be paid. 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.
<p>Disciplinary Procedures</p>	<ol style="list-style-type: none"> 1. Failure to meet deadlines or submit required monthly reports will result in the following actions: <ul style="list-style-type: none"> • 1st offense: A notice will be emailed to state officer and your chapter adviser. • 2nd offense: A letter will be sent to state officer with copies to the CTSO Manager, State Adviser, parents/guardians, and the school administrator. • 3rd offense: State Officer will be placed on probation. If more deadlines are missed, state officer may be asked to resign. 2. Students placed on probation for academic reasons that have not shown improvement may be removed from office upon the CTSO Manager, State Adviser, or the local school administrator’s recommendation. The CTSO Manager will ask for random grade checks as necessary. 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

	<p>duties for a time determined by the CTSO Manager in consultation with the chapter adviser.</p> <p>4. The CTSO Manager and local school administrator may send a state officer home from any event at the officers' expense for any serious code of conduct violation, and the officer may be removed from office. The CTSO Manager, State Adviser, chapter adviser, or school administrator will resolve other violations.</p>
National Officer Candidate	<ul style="list-style-type: none"> • If elected as the National Officer Candidate, 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. • If not elected to National office, a national officer candidate may declare intent to serve on the State Executive Council. In the event of a less than full officer team, officer responsibilities will be combined as determined by the CTSO Manager. If a full officer team is in place, the national officer candidate will submit a project proposal to complete during the upcoming school year with the national officer application packet. If this project is accepted by the CTSO Manager and State Adviser, the candidate may serve on the Executive Council as the National Liaison. If there are two National Officer Candidates with accepted projects the second officers will serve as the Officer of Engagement.

Additional Documents: State Officer Application
State Officer Handbook

Board of Directors

Topic	Policy															
Board Term Rotation	<p>The District Board Representatives, Alternative School Representative, Alumni Representative, and Junior High Representative will serve on a three-year rotation basis with some new members appointed each year. New board members will begin service immediately following the conclusion of the State Leadership Conference. The rotation is as follows:</p> <table> <tr> <td>Districts 1 and 4 and Alternative School Representative</td> <td>2022</td> <td>2025</td> <td>2028</td> <td>2031</td> </tr> <tr> <td>Districts 2 and 5 and Alumni Representative</td> <td>2023</td> <td>2026</td> <td>2029</td> <td>2032</td> </tr> <tr> <td>Districts 3 and 6 and Junior High Representative</td> <td>2024</td> <td>2027</td> <td>2030</td> <td>2033</td> </tr> </table>	Districts 1 and 4 and Alternative School Representative	2022	2025	2028	2031	Districts 2 and 5 and Alumni Representative	2023	2026	2029	2032	Districts 3 and 6 and Junior High Representative	2024	2027	2030	2033
Districts 1 and 4 and Alternative School Representative	2022	2025	2028	2031												
Districts 2 and 5 and Alumni Representative	2023	2026	2029	2032												
Districts 3 and 6 and Junior High Representative	2024	2027	2030	2033												
Code of Ethics	<p>All members of the Board shall follow a Code of Ethics developed by the Board and reviewed annually by the Board. The ethics statement will be explained to all new Board members in detail at the new Board orientation or first Board meeting and each person will be required to sign a statement agreeing to abide by the ethics statement.</p>															
Fiduciary Responsibility	<p>Board 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.</p>															
Approval of Board Minutes	<p>Minutes will be available electronically within 15 calendar days and initiated by the secretary and may be approved by consent agenda at the following board meeting.</p>															
Distribution of Meeting Minutes	<p>Approved minutes of all Board of Directors meetings will be posted on the Idaho FCCLA website.</p>															

Meeting Documents Permanent Record	The State Association will maintain a permanent copy of all meeting documents.
Meeting Attendance (Nov 2001)	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.
Board Member Meeting Substitute (Sept 2009)	If a district board representative cannot attend a meeting, the board member must ask an affiliated adviser to attend in the board member's place from that district and notify the Board Chair and state adviser of the substitution for that meeting.
Resignation	To resign from the Board of Directors, one must forward a letter of resignation to the State Adviser, CTSO Manager, and Board Chair.
Board of Director Expenses	Idaho FCCLA covers meals during required board meeting activities that occur over a six-hour (or greater) period, such as the annual Executive Council.

Documents: Board of Directors Duties & Responsibilities (Check Folder Emergency Meeting 16-17)
Board of Directors Code of Conduct
Board of Directors Onboarding Guide

Meetings & Events

Topic	Policy
Attending State Meetings (Nov 2001)	No student may attend district, state, regional, or national FCCLA without being accompanied by an adviser, parent or officially sanctioned chaperone. <ul style="list-style-type: none"> ● 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. ● Before a chapter is eligible to attend FCCLA meetings, they must be in "good standing" with regard to financial obligations to be eligible to attend all meetings. ● 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.
District Meetings	District leadership conferences of Idaho FCCLA shall be held annually in the fall. The date and place will be arranged by the district adviser.
State Leadership Conference	State Leadership Conference will be held in spring, preferably April, of each year.
Executive Council	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.
National Leadership Conference	National Leadership Conference is held each summer. State meetings and activities for the Idaho delegation will be planned by the State Executive Council. Conference delegates include: <ul style="list-style-type: none"> ● Affiliated members and chapter advisers ● State Officers ● Chapter Advisers of State Officers ● STAR Events participants ● State CTSO Manager ● State Adviser ● Additional guests and chaperones.

Dress Code (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.
---------------------------------	--

Documents: Attendee Release Form
 Code of Conduct
 Advisor Possession of Documents
 Official Dress Code

Competitive Events

Topic	Policy
Competitive Event Participation (Oct 2018)	Members may participate in one STAR Event and one IDAHO Event each year at the state level. Each event 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. Chapters may enter all events, all levels and all media choices every year.
District STAR Events (April 2003)	All District STAR Event competitions need to be completed on or before Presidents Day. Districts can allow members to compete in two events at the District competition but they must choose one to compete in at the state level.
Qualifying for a State STAR Event	Each event level will have space for twelve individuals/teams at the State STAR Events competition. The top two finishers in each event level at the district competition that meet the minimum score requirement of 50 points, will advance to the state competition. If each district does not have two teams that qualify, the remaining positions will be given to the next highest scoring competitors statewide.
Qualifying for a National STAR Event	The top two finishers in each event level at the state competition that meet the minimum score requirement of 50 points, will advance to the national competition.
National Qualifier Participation Form	To participate in the National STAR Events competition, the National Qualifier(s) must submit the National Participation Form to the state office no later than one week after State Leadership Conference. If it is not turned in, the alternate national contender will be contacted and allowed to compete at the national leadership meeting.
National Competitive Events Handbook (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.
IDAHO Competitive Events	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 except for National Program Showcase. The top two finishers in the National Program Showcase Event will represent Idaho in the National Program Showcase at National Leadership Conference.

Documents : National Participation Form
 Idaho Competitive Events Guide

Awards

Topic	Policy
Outstanding/ Exemplary Chapter Award	Outstanding/Exemplary Chapter awards are presented to those chapters that plan and conduct well-balanced programs of work. This award provides opportunity for chapters, through self-evaluation, to receive recognition and to highlight their chapter's success. Chapters achieving 75 to 99 points will be awarded an "Outstanding Chapter" certificate, and chapters achieving or exceeding 100 points will be awarded an "Exemplary Chapter" Certificate. Chapters may

	<p>also purchase a Chapter Award plaque and receive annual award tabs to display in the classroom.</p> <ul style="list-style-type: none"> • For purposes of this recognition program, the chapter year shall run from March 1 to February 28, thus encompassing portions of two school years. • Awards will be presented only to those chapters that register for and participate in State Leadership Conference (SLC). • Outstanding FCCLA chapters are those which plan balanced programs of work that include the following areas: <ul style="list-style-type: none"> ○ Membership Recruitment ○ Chapter Activities ○ State & National Activities ○ Chapter Publicity ○ Exceptional Accomplishments
Outstanding Adviser	An FCCLA adviser who has made a continuous contribution for four or more years to the growth and development of FCCLA in Idaho.
Inspirational 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
Spirit of Advising Award	Idaho recognizes a chapter adviser annually who is constantly faithful, often quietly working behind the scenes to ensure the success of their students for the Spirit of Advising Award. Nominations are made by the State Adviser and CTSO manager.
Master Adviser Award	The Master Adviser Award recognizes advisers who have been successful in advising an affiliated chapter for a minimum of three years, promoting the organization, operating an integrated chapter with a balanced program of work, facilitating youth-centered activities, and keeping abreast of new happenings within the organization.
Adviser Mentor Award	The Adviser Mentor Award recognizes advisers who have been successful in achieving Master Adviser Recognition, devoting two years to new adviser assistance, assuming adult leadership roles in FCCLA, conducting adviser workshops, attending training workshops, and using national and state FCCLA resources.

Documents: Outstanding/Exemplary Chapter Award
Outstanding Adviser Award
Inspirational New Adviser

Additional Documents: [CTSO Fiscal Guide](#)