

BYLAWS OF THE NEBRASKA FCCLA ASSOCIATION
Revised 2009

ARTICLE I

NAME

The name of this organization shall be the "Nebraska FCCLA Association." The words "Family, Career and Community Leaders of America" and the term "FCCLA" may be officially used to designate the Association, its affiliated local chapters or members thereof.

ARTICLE II

OFFICES

The registered office of the Association shall be as set forth in the Articles of Incorporation and may be changed from time to time by the Board of Directors.

ARTICLE III

MISSION STATEMENT AND PURPOSES

The mission of the Association is to promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development; creative and critical thinking; interpersonal communication; practical knowledge; and career preparation.

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

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

ARTICLE IV

ORGANIZATIONAL STRUCTURE

Section 1. National Organization. The Association is a chartered member of Family, Career & Community Leaders of America, Incorporated (the "National Organization").

Section 2. State Organization. The Association is an organization of affiliated local chapters located within the State of Nebraska that have received charters from the Association.

Section 3. Local Chapters. Local chapters affiliated with the Association shall be established only in those schools within the State of Nebraska that provide systematic instruction in family and consumer sciences education. Each local chapter shall operate as an integral part of the instructional program of family and consumer sciences education provided by the applicable local school system. Each local chapter affiliated with the Association shall have an advisor who shall be a teacher certified in family and consumer sciences education and/or family and consumer sciences-related occupations. The local chapter may emphasize (i) comprehensive family and consumer sciences education, (ii) family and

consumer sciences-related occupations, or (iii) both.

Section 4. Issuance of Charters. Local chapters within the State of Nebraska shall apply for affiliation with the National Organization. Members of the local chapter shall meet, organize and adopt a chapter constitution or bylaws that shall not conflict with these Bylaws or the Constitution and Bylaws of the National Organization. Members of each local chapter shall also elect officers, establish a program of activities and complete the appropriate application for affiliation with the National Organization. After the application for affiliation has been received and approved by the National Organization, the members of the local chapter may then be known as an affiliated chapter of the National Organization. A charter will be granted pursuant to this Section by the National Organization and State Association upon receipt of the following:

- a) Full payment of applicable State and National dues;
- b) A current membership roster; and
- c) Any other materials requested by the Board of Directors.

Section 5. Active/Inactive Chapters. A local chapter will be considered in active status with the Association when all of the following conditions are satisfied:

- a) The chapter provides full payment of all State and National dues on a timely basis;
- b) All reports, rosters, organizational documents and materials requested by the Board of Directors are received and approved by the Board of Directors;
- c) The local chapter's constitution or bylaws do not conflict with these Bylaws or the Constitution and Bylaws of the National Organization.
- d) The local chapter shall fulfill all responsibilities to their District and State Association according to Bylaws and Policies, including rotation of responsibilities for the District Advisory Committee (DAC), Board of Directors (BOD) and District STAR Coordinator.
- e) The local chapter shall participate in the District Leadership Conference and planning meetings, State Leadership Conference, and shall fulfill District STAR responsibilities.

If a local chapter is not in an active status, the local chapter (i) will not be eligible to receive chapter or individual awards during the applicable school year, (ii) will forfeit all delegate seats for all delegate assemblies at State and District conferences held during the applicable school year, (iii) may not be represented by any teams or individuals in any competitive event program sponsored or organized by the Association (whether at the State or District level), (iv) may not allow any individual member or team to represent the Association in National competition, and (v) may not allow any member to serve as an officer of the Association, as a District Officer, or as a member of any State Peer Officer Team. The Board of Directors shall provide notice to local chapters as to whether said chapters are in active/inactive status. The Board of Directors may reinstate a local chapter's active status upon receipt of delinquent materials from the chapter and/or upon the completion of any other remedial action that the Board of Directors deems appropriate, in its sole discretion.

Section 6. Regions/Districts. The Board of Directors shall establish and fix the boundaries of FCCLA Regions and FCCLA Districts within the State of Nebraska. The Board of Directors may, from time to time, modify or alter the number and boundaries of FCCLA Regions and FCCLA Districts established pursuant to this Section. Each FCCLA District shall consist of those local FCCLA chapters affiliated with the Association that are geographically located within the boundaries of said FCCLA District. Each FCCLA Region shall consist of those FCCLA Districts geographically located within the boundaries of said FCCLA Region.

- (a) **District Policy/Procedure Handbooks.** The District Officers and District Advisor of each FCCLA District shall establish policies and procedures to govern the organization and administration of all activities, competitions and conferences conducted by the applicable FCCLA District. Said policies and procedures shall be set forth in a District Policy/Procedure Handbook which shall be prepared by each FCCLA District. The policies and procedures set forth in each District Policy/Procedure Handbook shall not conflict with these Bylaws, the Constitution and Bylaws of the National Organization or any policy or procedure adopted by the Board of Directors. The Board of Directors shall approve all policies and procedures set forth in all District Policy/Procedure Handbooks.
- (b) **District Advisor.** Within each FCCLA District, one advisor of a local chapter (geographically located within the boundaries of the applicable FCCLA District) shall be elected or appointed to serve as the District Advisor in accordance with policies and procedures established by the FCCLA District. Each District Advisor shall serve at least a two-year term, unless the Board of Directors approves a different term structure. A District Advisor shall be responsible for overseeing and coordinating the applicable FCCLA District's activities, competitions and conferences. Each District Advisor also shall advise and oversee the District Officers, and shall be responsible for enforcing District policies and procedures adopted by the FCCLA

District. Each District Advisor shall fulfill all other duties assigned to him or her by the State FCCLA Advisor or the Board of Directors.

- (c) District STAR Coordinator. Within each FCCLA District, one advisor of a local chapter (geographically located within the boundaries of the applicable FCCLA District) shall be appointed or elected annually to serve as the District STAR Coordinator in accordance with procedures established by the FCCLA District. Each District STAR Coordinator shall serve a one-year term, and shall be responsible for overseeing and coordinating the STAR Program at the District level. Each District STAR Coordinator shall fulfill all other duties assigned to him or her by the State FCCLA Advisor or the Board of Directors.
- (d) District Officers. Within each FCCLA District, active members from local chapters (geographically located within the boundaries of the applicable FCCLA District) shall be elected to serve as District Officers in accordance with procedures established by the FCCLA District. The number, duties, qualifications and terms of District Officers shall be established by policies and procedures adopted by each respective FCCLA District.

ARTICLE V

MEMBERSHIP

Section 1. Types of Membership. Local chapters affiliated with the Association may have three types of membership: (i) Active Membership; (ii) Alumni and Associates Membership; and (iii) Honorary Membership. Honorary Membership in the Association may also be granted to certain individuals by the State FCCLA Officers in accordance with these Bylaws.

Section 2. Active Membership. Any student in grades 6-12 who is currently enrolled in a family and consumer sciences course/program (or has been enrolled in such a program or course in the past) shall be entitled to become an active member of his or her locally chartered FCCLA chapter. Active members shall be eligible to participate in competitive events and serve as voting delegates at conferences held at the State and/or District levels. In addition, active members shall be eligible to apply for and hold offices in the Association, the National Organization and the applicable FCCLA District in accordance with guidelines and procedures adopted by the governing bodies of each respective organization. All active members shall annually pay applicable State and National dues.

Section 3. Alumni and Associates Membership. Persons associated with or participating in the development of FCCLA and the Association, including but not limited to advisors of local FCCLA chapters, family and consumer sciences instructors and educators, former active FCCLA members, employers, business persons, school administrators and counselors, and other persons contributing to the growth and development of FCCLA and the Association, are entitled to become Alumni and Associates members of their locally-chartered FCCLA chapter. Alumni and Associates members shall not be entitled to participate in competitive events sponsored or organized by the Association, serve as voting delegates, or hold office in the Association or the National Organization. Alumni and Associates members shall pay annual dues.

Section 4. Honorary Membership. Local FCCLA chapters affiliated with the Association may (by any procedure established by the local chapter) grant Honorary Membership in the local chapter to individuals who have assisted in the advancement and development of family and consumer sciences education and/or who have rendered outstanding service to FCCLA and the local chapter. Honorary Membership in the Association shall be reserved for those individuals or groups who have provided significant service to the Association and who have been approved for such membership by the State FCCLA Officers in accordance with procedures adopted by the Board of Directors. Honorary Members of the Association and of local chapters affiliated with the Association shall not pay State or National dues.

Section 5. Distinguished Service Awards. Any individual or group who has held Honorary Membership in the Association for at least ten years shall be eligible to receive a Distinguished Service Award. The State FCCLA Officers shall grant Distinguished Service Awards to individuals and groups in accordance with guidelines and procedures established by the Board of Directors.

Section 6. Annual Dues. Membership in local chapters of the Association shall be determined on an annual basis. Membership in said local chapters shall be granted only to those individuals who have fully paid all applicable State and National dues. Each local chapter shall be responsible for remitting all State and National dues for its members in accordance with procedures adopted by the Board of Directors.

ARTICLE VI

MEETINGS

Section 1. State Leadership Conference. A State Leadership Conference shall be held annually within the State of Nebraska, at a time and place designated by the Board of Directors. The purpose of the Annual State Leadership Conference shall be to select officers of the Association, conduct certain business of the Association and to provide leadership and career development training to participating members. Certain members and other representatives from each local FCCLA chapter affiliated with the Association, as determined by policies and procedures established by the Board of Directors, shall be entitled to attend the Annual State Leadership Conference upon payment of the applicable registration fee which shall be determined annually by the Board of Directors.

Section 2. Local Chapter Voting Delegates. Official business of the Association may be transacted by voting delegates representing local chapters affiliated with the Association only during the Annual State Leadership Conference. Each local FCCLA chapter in good standing with the Association shall be entitled to be represented by one voting delegate at all official business sessions and delegate assemblies held during the Annual State Leadership Conference. The number of votes represented by each ballot cast by a voting delegate during official business sessions and delegate assemblies shall be determined in accordance with the following guidelines:

<u>Number of Members in Local Chapter</u>	<u>Number of Votes Per Ballot</u>
1-20 Members	1 Vote
21-40 Members	2 Votes
41-60 Members	3 Votes
61-80 Members	4 Votes
81-100 Members	5 Votes
101-120 Members	6 Votes
121 or more Members	Votes increase proportionately per 20 members

The Board of Directors may modify the guidelines used to determine the number of votes represented by ballots cast by each voting delegate during official business sessions and delegate assemblies held during the Annual State Leadership Conference. All voting delegates must be active members of local FCCLA chapters affiliated with the Association. The voting delegates will sign in at the regional meeting at State Leadership Conference. Each voting delegate representing a local FCCLA chapter shall be entitled to cast one ballot on all matters that properly come before official business sessions and delegate assemblies held during the Annual State Leadership Conference. Voting delegates may not cast ballots by proxy. A majority of all registered voting delegates shall constitute a quorum for the transaction of business at any delegate assembly or business session held during the Annual State Leadership Conference. Action approved by a majority of votes represented by ballots cast by voting delegates present at a business session or delegate assembly where a quorum exists shall be the act of the voting delegates and the Association, unless a greater number of votes is required by law or these Bylaws.

Section 3. Additional Meetings. Additional meetings or conferences may be held upon the direction of the Board of Directors. The time, date and place (which shall be within the State of Nebraska) for any such additional meeting or conference shall be designated by the Board of Directors. The Board of Directors shall provide notice of any such additional meeting or conference to all local FCCLA chapters affiliated with the Association in the manner required by law.

Section 4. District Conferences and Meetings. Each FCCLA District shall annually organize and hold a Fall Leadership Conference within the boundaries of the applicable FCCLA District, at a time and place determined in accordance with policies and procedures established by the FCCLA District. The purpose of the Fall Leadership Conference shall be to conduct certain business of the FCCLA District, to select State FCCLA Officer Candidates, and to provide leadership and career development training to participating members. Within each FCCLA District, all active members of local chapters (geographically located within the boundaries of the applicable FCCLA District) may attend the Annual Fall Leadership Conference upon payment of the applicable registration fee that shall be determined annually in accordance with policies and procedures established by the FCCLA District. District Advisors shall be responsible for notifying the State FCCLA Advisor and the Association of the time, date and place of the Annual Fall Leadership Conference that will be held in their respective FCCLA Districts. Each FCCLA

District may hold additional conferences or meetings to conduct competitive events or for any other proper purpose, in accordance with guidelines and procedures adopted by the Board of Directors.

ARTICLE VII

OFFICERS

Section 1. State FCCLA Officers. The officers of the Association shall consist of a President, First Vice President, Secretary, Director of Public Relations, Historian, five Regional Vice Presidents, and no more than two National Officer Candidates. Each officer must be an active member in good standing of a local FCCLA chapter affiliated with the Association. To qualify for an office in the Association, each candidate must: (i) be a freshman, sophomore or junior in high school when nominated; (ii) have completed the equivalent of at least one semester of comprehensive family and consumer sciences or occupational classes, (iii) be nominated by voting delegates present at an FCCLA District Conference in accordance with policies and procedures established by the applicable FCCLA District; iv) be present at the FCCLA District Conference when nominated (illness or other emergency excused); (v) agree to attend applicable Annual State Leadership Conferences and State FCCLA Officer meetings; (vi) not have previously served as a State FCCLA Officer (excepting only National Officer Candidates); (vii) have demonstrated leadership capabilities at the local chapter or District levels; and (viii) shall not run for state office in another career education student organization. No individual shall hold more than one office in the Association.

Section 2. Selection and Term of Office. The President, First Vice President, Secretary and Regional Vice Presidents shall be appointed annually during the Annual State Leadership Conference in accordance with the provisions set forth in Sections 3 and 4 of this Article VII. The National Officer Candidate(s) shall be selected annually at the Association's Annual State Leadership Conference in accordance with guidelines and procedures established by the Board of Directors. Each officer of the Association shall hold office for one year or until his or her successor is duly elected and qualified. Each officer's term shall begin at the installation ceremony at State Leadership Conference.

Section 3. District Nominations. Prior to the Annual State Leadership Conference, each FCCLA District shall nominate two candidates to serve as officers of the Association. Said candidates shall be selected during the FCCLA District's Fall Leadership Conference. Each FCCLA District shall establish policies and procedures relating to application requirements, interviews, testing, voting and scoring systems that will govern the selection of State FCCLA Officer Candidates at the District level. Said policies and procedures shall be approved by the Board of Directors.

Section 4. Selection of Officers. The State Officers shall be selected on the basis of points awarded pursuant to a comprehensive scoring system approved by the Board of Directors. Prior to the applicable Annual State Leadership Conference, candidates (who have been nominated pursuant to Section 3 of this Article VII) shall complete and submit an application (the form of which shall be approved by the Board of Directors) to the Association in a timely manner. A panel or committee (the members of which shall be appointed by the Board of Directors) shall review each application and award points to each candidate based on criteria established by the Board of Directors. During the applicable Annual State Leadership Conference, each candidate shall complete a written examination (the content of which shall be determined by the Board of Directors) and shall be awarded points based on his or her successful or unsuccessful completion of the same. Each candidate also shall be interviewed by a Regional Interview Team (consisting of those individuals designated in Section 5 of this Article VII). Each Regional Interview Team shall award points to each candidate whom they interview based on criteria established by the Board of Directors. Following the completion of scoring based on the review of applications, performance on written examinations and interviews by the Regional Interview Teams, the cumulative score for each candidate shall be calculated. The four (4) candidates from each FCCLA Region receiving the highest total cumulative scores shall be separately interviewed by a Regional Panel consisting of all voting delegates representing local chapters geographically located within the candidates' FCCLA Region. Each of the four (4) candidates shall be interviewed individually by the applicable Regional Panel. Following said interviews, the voting delegates on each Regional Panel shall cast ballots for at least two (2) of the four (4) candidates from their respective FCCLA Region (whom they interviewed). Said ballots shall be cast following a Regional Delegate Assembly and the votes represented by each ballot shall be determined in accordance with the guidelines set forth in Section 2 of Article VI hereof. The votes received by each candidate following the Regional Delegate Assembly shall be added to his or her cumulative point total. From the pool of candidates, the Board of Directors shall guarantee a candidate from each FCCLA Region who received the highest cumulative point total to serve as a member of the State Officer Team. Following

completion of this process the Board of Directors shall appoint the President, First Vice President and Secretary, (considering, however, the preference of office designated by each candidate on his or her application form and the total amount of points received by each candidate).

Section 5. Regional Interview Team. A Regional Interview Team shall be established for each FCCLA Region. Each Regional Interview Team shall consist of (i) the District Advisors from each FCCLA District geographically located within the applicable FCCLA Region, (ii) all State FCCLA Officers representing local chapters geographically located within the applicable FCCLA Region, and (iii) one District Officer representing an FCCLA District geographically located within the applicable FCCLA Region. The District Advisor who then represents the applicable FCCLA Region on the Board of Directors shall serve as the Chairperson of the applicable Regional Interview Team.

Section 6. Removal. Any officer of the Association may be removed by the Board of Directors whenever, in its judgment, the best interests of the Association would be served by such removal.

Section 7. Vacancies. A vacancy in any office, because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board of Directors for the unexpired portion of the term so vacated; provided, however, in the event the office of President becomes vacant, the First Vice President shall automatically become the President of the Association and the vacancy created in the office of Executive Vice President shall be filled by the Board of Directors in accordance with this Section.

Section 8. Compensation. Officers of the Association shall serve without compensation, except that they may, at the discretion of the Board of Directors, be reimbursed for certain expenses.

Section 9. President. The President shall preside at all business meetings and delegate assemblies which occur during the Association's Annual State Leadership Conference, and at all meetings of the State FCCLA Officers. Except as otherwise provided in these Bylaws, the President shall appoint the members of all committees and may serve as an ex officio member of all committees. The president shall fulfill all other duties as directed by the Board of Directors or the State FCCLA Advisor.

Section 10. First Vice President. In the absence of the President, the First Vice President shall perform the duties of the President, and when so acting, shall have all the power of and be subject to all the restrictions upon the President. The First Vice President also shall assist the President in promoting and developing FCCLA and the Association, and shall fulfill all other duties as directed by the Board of Directors or the State FCCLA Advisor.

Section 11. Secretary. Shall keep accurate minutes of all business meetings and delegate assemblies held during the Association's Annual State Leadership Conference and all other meetings and conferences sponsored by the Association and of all Board of Directors meetings; see that all notices are duly given in accordance with these Bylaws or as required by law; serve as custodian of the Association's records; and, in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the State FCCLA Advisor or the Board of Directors.

Section 12. Director of Public Relations. The Director of Public Relations shall assist the State FCCLA Advisor to prepare and publish the Association's newsletter, and shall communicate regularly with representatives of the media and local FCCLA chapters to promote the activities and accomplishments of the Association and its members. The Director of Public Relations shall fulfill all other duties as directed by the State FCCLA Advisor or the Board of Directors.

Section 13. Historian. The Historian shall be responsible for compiling and maintaining materials and records relating to the accomplishments and history of the Association and its members, and shall inform local FCCLA chapters of their responsibilities with respect to the State Scrapbook Project. The Historian shall fulfill all other duties as directed by the State FCCLA Advisor or the Board of Directors.

Section 14. Regional Vice Presidents. The Regional Vice Presidents shall promote the general welfare of the Association and fulfill all duties assigned to them from time to time by the State FCCLA Advisor or the Board of Directors.

Section 15. State FCCLA Advisor. The State FCCLA Advisor shall be responsible for the overall growth and development of the Association, and shall oversee and coordinate all of the Association's activities and programs. The State FCCLA Advisor shall serve as a liaison between the Board of Directors and the Nebraska Department of Education. The State FCCLA Advisor shall also perform those duties and responsibilities assigned by the Board of Directors.

Section 16. State Peer Officer Teams. The Board of Directors shall establish State Peer Officer Teams to represent the Association and to coordinate National and State Peer Education Programs conducted within the State of Nebraska. The Board of Directors shall establish policies and procedures relating to: (i) the selection of active members of local FCCLA chapters affiliated with the Association who shall serve on the State Peer Officer Teams; and (ii) the appointment of Team Advisers.

Section 17. National Officer Candidates. Active members of local FCCLA chapters affiliated with the Association, who meet all eligibility requirements established by the Association and the National Organization, may apply for and hold office in the National Organization.

ARTICLE VIII

BOARD OF DIRECTORS

Section 1. Composition of Board. The affairs of the Association shall be managed by its Board of Directors. The Board of Directors shall be comprised of:

- (a) One District Advisor from each FCCLA Region within the State of Nebraska, who shall be elected or appointed in accordance with policies and procedures established by the Board of Directors. Each director elected or appointed in this manner shall serve a two-year term on the Board of Directors; provided, however, the terms of the members of the Association's initial Board of Directors may be staggered or altered as per district schedule (in any manner the Board of Directors deems appropriate) to provide continuity on the Board.
- (b) The current State FCCLA President, the current State FCCLA First Vice President and the current State FCCLA Secretary.
- (c) The State FCCLA Advisor, who shall serve as a non-voting ex officio member of the Board.
- (d) One State Peer Officer Team Adviser, who shall serve a two-year term, and shall be elected or appointed in accordance with policies and procedures established by the Board of Directors.
- (e) The current President of the Family and Consumer Sciences Teachers of Nebraska Association, who shall serve as a non-voting ex officio member of the Board.
- (f) The State Director of Family and Consumer Sciences Section, Nebraska Department of Education, who shall serve as a non-voting ex officio member of the Board.

The number of directors may be increased or decreased from time to time by amendment to these Bylaws. No decrease in the number of directors shall have the effect of shortening the term of any incumbent director.

Section 2. Responsibilities. The responsibilities of the Board of Directors shall include, but shall not be limited to, the following: (i) maintaining general direction and control over the affairs of the Association, and ensuring that established policies and procedures are enforced; (ii) establishing and developing policies for the sound management and operation of the Association; (iii) providing advice and direction to the State FCCLA Advisor and State FCCLA Executive Secretary to carry out the policies, programs and goals of the Association and to ensure the financial viability of the Association; and (iv) consulting with the State FCCLA Advisor, State FCCLA Executive Secretary and State FCCLA Officers to plan and coordinate competitions, conferences and other activities of the Association.

Section 3. Vacancies. Any vacancy occurring on the Board of Directors may be filled by the affirmative vote of a majority of the remaining directors. A director appointed to fill a vacancy shall serve for the unexpired term of his or her predecessor in office.

Section 4. Regular Meetings. The Board of Directors may provide, by resolution, the time and place, either within or without the State of Nebraska, for the holding of regular meetings of the Board without other notice than such resolution.

Section 5. Special Meetings. Special meetings of the Board of Directors may be called by, or at the request of, the State FCCLA President or any two directors. The person or persons authorized to call special meetings of the Board may fix any place, either within or without the State of Nebraska, as the place for holding any special meeting of the Board of Directors called by them.

Section 6. Notice. Notice of any special meeting of the Board of Directors shall be given by written notice delivered by mail or email to each Director at least 10 days prior to the meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the director at his or her address as it appears on the records of the Association, with postage thereon prepaid. If sent by facsimile, such notice shall be deemed to be delivered when transmitted to the facsimile number of the director as it appears on the records of the Association. Any director may waive notice of any meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The business to be transacted at the meeting need not be specified in the notice or waiver of notice of such meeting, unless specifically required by law or these Bylaws.

Section 7. Quorum. A majority of directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

Section 8. Manner of Acting. The act of a majority of the directors present at a meeting where a quorum exists shall be the act of the Board of Directors, unless the act of a greater number is required by law or these Bylaws.

Section 9. Compensation. Directors shall not receive any stated salaries for their services but, by resolution of the Board, directors may be reimbursed for certain expenses.

Section 10. Non-Liability of Directors. The directors shall not be liable for the debts, liabilities or other obligations of the Association.

Section 11. Action Without Meeting. Any action which may be taken at a meeting of the Board of Directors may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the directors entitled to vote with respect to the subject matter thereof.

Section 12. Telephone Conference. Directors may participate in a meeting through the use of conference telephone or similar communications equipment so long as all directors participating in such meeting can hear one another. Participation in a meeting pursuant to this Section shall constitute presence in person at the meeting.

Section 13. Chairperson. One of the directors, who is a District Advisor or a State Peer Officer Team Adviser, shall be appointed to serve as the chairperson of the Board of Directors by a majority vote of the Board of Directors at any regular or special meeting. The chairperson may serve in that capacity until his or her successor is duly elected and qualified; provided, however, the Board may appoint a new chairperson at any regular or special meeting of the Board.

ARTICLE IX

COMMITTEES

Section 1. Committees of Directors. The Board of Directors, by resolution adopted by a majority of the directors in office, may designate one or more committees, each of which shall consist of two or more directors. Except as otherwise limited by applicable law, any such committee can be granted the authority of the Board of Directors in the management of the Association. The creation of such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual director, of any responsibility imposed by law.

Section 2. Other Committees. Other committees not having and exercising the authority of the Board of Directors in the management of the Association may be designated by a resolution adopted by a majority of the directors present at a meeting where a quorum exists. The State FCCLA Board of Directors Chairperson shall appoint the members of any such committee (which may consist of any number of directors, local FCCLA chapter advisors, local FCCLA chapter members or officers, State FCCLA Officers, or any other person or persons deemed appropriate by the Chairperson. Any member thereof may be removed by the Chairperson of the Board whenever, in his or her judgment, the best interests of the Association shall be served by such removal.

ARTICLE X

CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section 1. Contracts. The Board of Directors may authorize any agent or agents of the Association to enter into any contract or to execute and deliver any instrument in the name of and on behalf of the Association, and any such authority may be general or confined to specific instances.

Section 2. Checks, Drafts or Orders for Payment. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Association shall be signed by such officers or agents of the Association and in such manner as shall from time to time be determined by resolution of the Board of Directors.

Section 3. Deposits. All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies or other depositories as the Board of Directors may select.

Section 4. Dues and Fees. The Board of Directors shall establish annual dues and/or fees which must be paid annually by members of local FCCLA chapters within the State of Nebraska. Said local FCCLA chapters shall forward payment of State membership dues to the National Organization, in accordance with applicable procedures adopted by the Board of Directors, in order to qualify for and maintain affiliation with the Association.

ARTICLE XI

MISCELLANEOUS

Section 1. Books and Records. The Association shall keep correct and complete books and records of account and shall also keep minutes of all actions taken during all Association meetings and conferences and all meetings of the Board of Directors.

Section 2. Fiscal Year. The fiscal year of the Association shall begin on the first day of September and end on the last day of August in each year.

Section 3. Waiver of Notice. Whenever any notice is required to be given under the provisions of the Nebraska Nonprofit Corporation Act or under the provisions of the Articles of Incorporation or the Bylaws of the Association, a waiver thereof, in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Section 4. Parliamentary Authority. The rules contained in the current edition of Robert's Rules of Order shall govern the Association in all applicable cases so long as such rules are not inconsistent with these Bylaws or any applicable statute or rule of law.

Section 5. Policy Statements and Handbooks. Special policy statements, procedures and codes of conduct shall be established and modified from time to time by the Board of Directors. Such policy statements, procedures and codes of conduct may be compiled in any number of handbooks or manuals. In the event any policy statement, procedure or code of conduct set forth in a manual or handbook conflicts with any provision set forth in these Bylaws, the Bylaws shall prevail.

ARTICLE XII

AMENDMENTS

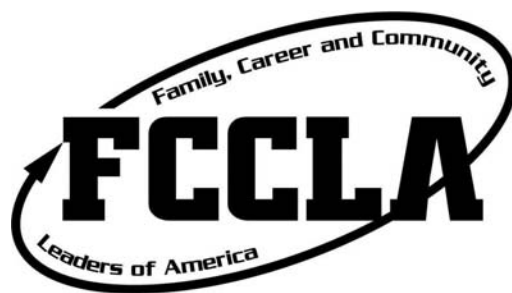
These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by action of two-thirds of the votes represented by ballots cast by local chapter voting delegates present and voting at a time held in accordance with Article VI of these Bylaws. No proposed Bylaw amendment shall be considered by the local chapter voting delegates unless and until it has first received the approval by two-thirds of the directors present and voting at a regular or special meeting of the Board of Directors. Suggestions for the amendment or revision of these Bylaws may be submitted to the Board of Directors for consideration by any local chapter. The Board of Directors must consider any such suggested amendment or revision, but shall not be obligated to approve and adopt the same.

Adopted: April 7, 2009

FCCLA

OPERATIONAL

POLICIES



9/2004

FCCLA OPERATIONAL POLICIES

Table of Contents

01	State Association Management	1
02	Board of Directors	1
03	District Advisory Committee	2
04	State Officer Team (SOT)	2
05	National Officer Candidates (NOCs)	6
06	State Peer Officer Teams (SPOTs)	7
07	Star Competitive Event Program	12
08	District Organization and Policies	12
09	National Leadership Meeting	12
10	Miscellaneous Policies	13
	State Administrator Recognition, Votes for In-Classroom Chapters, Middle Level Pilot Dues, Early Graduation; IRS Form 990, Sexual Harassment, Approved Fund Raising, Additional Students Participation, Emergency Situations, Quorum at SLC, <i>Power of One</i> State Recognition, Chapter Interim Status	
11	Short Term Policies	15
12	State Forms for Member Participation	15
	(located in white Chapter Handbook)	

FCCLA OPERATIONAL POLICIES

(Revised 07)

01 STATE ASSOCIATION MANAGEMENT

- 01.01 The Nebraska FCCLA Association Board of Directors shall be the policy making body for the state association.
- 01.02 Nebraska FCCLA operational policies are contained in this document. These policies may be amended by the Nebraska FCCLA Board of Directors. No policy or policy changes shall be enacted without review and recommendation of the State Adviser for the organization.
- 01.03 The bylaws of Nebraska FCCLA identify the basic procedures relating to the State Association and the limitations placed on the powers of the membership.
 - 01.03A The State Adviser is charged with responsibility for the day-to-day operations of the State Association.
 - 01.03B The chairperson of the FCCLA Board of Directors shall be consulted on matters which may need attention by the Board and in matters deemed necessary by the State Adviser.

02 BOARD OF DIRECTORS

- 02.01 **Committee of Directors** -The BOD authorizes that a “Committee of Directors” may be appointed by the State Adviser to include the following: the State Adviser, the Chair of the BOD, and the State President (or the next BOD and SOT member in the chain of command). This committee shall act when circumstances arise that require a decision for action that must be taken before there is an opportunity for the BOD to meet. A written report of any action taken shall be filed with the BOD in the next correspondence, the minutes, or meeting of the BOD. (97-98)
- 02.02 **New State Programs** - The addition of new state programs shall require the approval of the Board of Directors before these programs can be implemented. This shall include new scholarships, as well as other state award programs. The Board of Directors shall periodically review all state programs, as well as participation in national programs, to determine their effectiveness for state association participation. (96)
- 02.03 **Selection of BOD** - The BOD Regional Representatives shall be selected to serve a two-year term. Terms will be served on a staggered year basis, if possible, to provide a rotation of members and continuity of membership. The rotational recommended schedule for regional representation shall be: (01)

Regional District Representative Schedule for BOD Terms

Year	Odd/Even School Year	Even/Odd School Year
Region A		ELECT
B		ELECT
C		ELECT
D	ELECT	
E	ELECT	
PEER	ELECT	

Using the established Rotational Schedule, the eligible chapter advisers in the regions where a new adviser representative is to be selected, shall meet during the annual State Leadership Conference to select the new representatives on the BOD. The new terms shall commence June 1 after the representatives have been selected. The process of selection shall be determined by the outgoing regional advisers on the BOD. (97)

03 DISTRICT ADVISORY COMMITTEE

- 03.01 **Name** -The District Advisory Committee (DAC) shall be the name of the group of 15 District Advisers who shall serve as a liaison between the districts and the BOD regarding district policies and other related issues. (96)
- 03.02 **Rotation of District Advisers** - New terms on the District Advisory Committee shall commence June 1 after appointments have been made. When districts choose to rotate the District Adviser responsibilities on an annual rather than biennial basis, a letter from the district shall be on file with the State Adviser requesting approval of this operational policy. A district may alter this rotational schedule when their elected District Adviser Representative to the BOD agrees to serve a two-year term on the BOD. In this situation, the District Adviser may assume all responsibilities of District Adviser for two years, or delegate the specific responsibilities for management of the District Leadership Conference and District STAR Events to another adviser within their district during the second year of their term on the BOD. (97)

04 STATE OFFICER TEAM (SOT)

- 04.01 **Authority to Approve the Newly Elected State Officer Team** - Authority shall be granted to at least two BOD members, with no candidate running for state office, or two appointed representatives, to approve the newly elected State Officer Team at State Leadership Conference. (96)
- 04.02 **Meeting Conflicts** - The following shall be the policy of the Nebraska Association regarding conflicts between the summer State Team training and other summer leadership programs. In the years when Nebraska Girls/Boys State, HOBY or similar events and the June training session are scheduled on the same dates, the State Team members must attend these sessions or decline their state office. (97)
- 04.03 **Absence From a Required Meeting** - The policy regarding conflicts with a State Officer Team member that prevents them from attending any of the required meetings of their specific State Team shall be:

When a State Team member chooses to participate in another activity scheduled on the same dates as one of the required meetings, that officer shall resign from their state office unless their absence has been approved by the State Adviser.

The exceptions shall be: 1) when they are representing the state or national association in a state or nationally sponsored FCCLA program (i.e., YFU Japanese Exchange Program); 2) in the event of sickness, death in the family or other family emergency, hazardous weather; or prior written consent of the State Adviser.

Prior written consent is to be granted only when unusual circumstances exist. Commitment to accepting the responsibilities as a member of any State Officer Team is to be the student's highest priority. Requests for special consideration shall be put in writing to the State Adviser for review. Before granting such consent, the State Adviser shall consult with at least one member of the State Officer Team and Board of Directors to determine the action to be taken.

- 04.04 **Election Processes for State Officer Team (District and State Phases)** - The strength of an organization depends upon its members but the efficiency of its officers facilitates its progress. Careful thought should be given to the responsibilities of the officer before anyone is nominated for an FCCLA office, whether it is for a chapter, district, state, or national responsibility. State Officers are nominated by their district at the Fall District Leadership Conference and elected at the State Leadership Conference the next spring. Candidates for state offices file nominations prior to the Fall District Leadership Conference with their District Adviser and then each district selects two final candidates to run for state office.

a. The STATE OFFICER TEAM (SOT) STRUCTURE shall be:

- | | |
|---------------------------------|------------------------------------|
| 1. State President | 7. Parliamentarian |
| 2. First Vice President | 8. Vice President |
| 3. Secretary | 9. Vice President |
| 4. Assistant Secretary | 10. Vice President |
| 5. Director of Public Relations | 11. *National Officer Candidate(s) |
| 6. Historian | |

*These candidates will be selected at large and follow a separate process for selection.

At the September meeting of the State Officer Team (SOT), each "Vice President" shall select an area of specialty, including the position of Parliamentarian.

b. Counting Ballots for SOCs at the DISTRICT AND STATE LEVEL: Each ballot will be multiplied according to the number of votes per chapter, based on previous years membership, as follows:

1-20 members = 1 Vote	41-60 members = 3 Votes
21-40 members = 2 Votes	61 or more = (Increases proportionally)

04.05 DISTRICT LEVEL STATE OFFICER CANDIDATE (SOC) SELECTION PROCESS at DLC

Each district will be able to run two (2) candidates for a position on the State Officer Team. To insure continuity, **all** districts **must** use the following process in selecting their two (2) candidates to advance to State.

1. Each **chapter** can run a candidate(s) for SOC at District Leadership Conference, based on the previous year's membership, as follows:

1-20 members = 1 candidate	41-60 members = 3 candidates
21-40 members = 2 candidates	61 or more = 4 candidates

2. The top two candidates shall advance to the state level. Application forms (SO-1 and Profile Sheets) are due to the District Adviser two weeks in advance of the District Leadership Conference. At the annual Fall District Leadership Conference, up to two final State Officer Candidates (SOC) will be selected based on the following procedures:

State Officer Candidates will be introduced to all delegates at a District Leadership Conference General Session. This should take place before Phase III of the selection process, with chapter Voting Delegates present. A one - two minute prepared speech, without visuals, on FCCLA will be presented by each State Officer Candidate (SOC) followed by one - three standard questions, which the SOCs will not know in advance. The other SOCs will not be present for this activity. Chapter Voting Delegates will be able to ask specific questions of the SOCs during Phase III.

APPLICATION FORM & PROFILE SHEETS (10 pts. for application form)

The candidate application form will also be evaluated as part of the district level State Officer Candidate selection process, during or in advance of the district conference. The District Adviser, or designee, shall select a committee of two people to evaluate the written application forms of the candidates. The District Adviser shall make copies of the first page, front and back, of the forms, to be available to this committee. This committee could be selected from the chapter Voting Delegates, the Phase I Interview Team, faculty members from the host school, or another group designated by the District Adviser.

The two Profile Sheets are to be available for reference but shall not be scored by the committee. When the chapter adviser is the candidate's parent/guardian, the Profile Sheet should be completed by another member of the school faculty.

-over-

PHASE I - INTERVIEW (of 5 minutes) by committee of 4-6 people who may be: a member of another career student organization; FCCLA alumni; an adviser **not** having a candidate; the District Adviser; a District Officer, preferably the District President; a state officer; or a peer officer who will not be running for State Officer Candidate. A chapter's designated VOTING DELEGATE shall not serve as a member of this Interview Team. **(40 pts.)** (04)

This interview team will be able to review the candidate's application form (SO-1) and two Profile Sheets, to be submitted with the application. The Profile Sheets **are not** to be shared with the Voting Delegates in Phase III, however.

PHASE II - Objective Question TEST **(30 pts.)**

The test will be sent to the District Advisers from the State Adviser.

PHASE III - Voting Delegate VOTE **(20 pts.)**

After the prepared speech the candidates will answer questions submitted by Voting Delegates, who will submit questions on index cards for the candidates to answer. These questions will be screened by the coordinator(s) for appropriateness. Each **chapter** must cast a vote for a two (2) candidates. The District Adviser shall use the official accounting of the previous year's chapter membership as distributed by the State Adviser.

Results of Phase III shall be figured as: $\frac{\# \text{ Votes for Candidate}}{\text{Total Votes Possible}} = \frac{X \text{ points}}{20 \text{ points}}$

TOTAL POINTS: 100

TIE VOTE -In the event of a tie, upon consultation with the chairperson of the interview team, the tie will be decided. Factors to be considered will include each candidate's combined score at the end of Phase I and II of the election process.

In the case of a SOC Dropping or removing themselves from the SOC process at the District level, the 3rd place qualifier at District may advance to SOC status. This will take place by January 25, so all forms may be into the State Office by February 1. (06)

NOTE: A district may conduct the various phases of the election process in a different order if it improves the efficiency of the DLC schedule. An impromptu question may be added to this process at the district level. (00)

04.06 **STATE LEVEL CANDIDATE SELECTION PROCESS & PROFILE SHEETS** (at SLC)

CANDIDATE APPLICATION FORM **(10 pts.)**

The candidate application form will also be evaluated as part of the state level State Officer Candidate selection process during or in advance of the state conference. The State Adviser, or designee, shall select a committee of at least two people to evaluate the written application forms of all candidates. The two Profile Sheets are to be available for reference but shall not be scored by this committee. When the chapter adviser is the candidate's parent/guardian, that Profile Sheet should be completed by another member of the school faculty.

PHASE I - Regional INTERVIEW **(40 pts.)**

1. District candidates will be interviewed by a Regional Team.
 - there will be five (5) regional interview sessions; each region will be made up of three (3) districts
2. Regional interviews will be conducted by a team from another region. All candidates will advance to Phase II.
3. Each Regional Team Interview at state will follow this process:
 - a. Interview, to include a review of information provided on the SOC application form/Profile Sheets, will be conducted by a committee of six (6): the three (3) present or immediate past District Advisers, the two (2) current regional SOT members, and one (1) District President or other district officer.

- b. Interview will be conducted by a team of six (6) people who are from a different region than the candidates being interviewed.
4. The State Officer Candidate application forms will be evaluated separately previous to this interview. The two Profile Sheets shall be available for review but are not part of Phase I.

PHASE II - Written TEST (30 pts.)

1. All 30 candidates (6 per region) will take a test on FCCLA, to include parliamentary procedure knowledge. The test will be administered to all SOC's at the same time.
2. Twenty candidates will then be selected for final consideration by Voting Delegates (4 per region).
3. The names of these candidates will be posted when results become available.

PHASE III - Voting Delegate VOTE (20 pts.)

1. The 20 SOC's will meet with chapter voting delegates in their respective regions to present a prepared two-minute speech, without visuals, explaining FCCLA.
2. Two or three standard questions will then be asked of each candidate. Candidates will not be allowed to hear other candidate presentations/questions.
3. At the opening general session at SLC, each of the 20 SOC's will be asked an impromptu question as part of their introduction to all delegates.

Point values for each phase of the selection process shall be:

• Application score	10 pts.
• Regional interview (Phase I)	40 pts.
• Test score (Phase II)	30 pts.
• Voting Delegate vote (Phase III)	<u>20 pts.*</u>
Total:	100 pts.

*When there are fewer than four (4) final candidates in a region for Phase III (Voting Delegate vote) a formula will be used to equalize the points given the candidates. The formula will be determined from a review of recent years' candidate scores, and will be reviewed on a regular basis to assure that it represents an up-to-date average score. (02)

The final ten (10) members of the State Officer Team (SOT) shall be selected based on total points earned in the four-phase process, as well as on a regional representation basis, in the following manner:

- a. Select the first five officers from the top scorer in each region.
- b. Select the next five officers from those remaining with the highest scores, regardless of what region they represent.
- c. The offices of President, First Vice President and Secretary shall then be named based on candidate preference for a given office and highest score. (02)

TIE VOTE - In the event of a tie, the candidate with the highest combined score at the end of Phase I, II and the application score will be elected to state office. If the scores are tied at the end of all aspects of this process, the Regional Co-chairs may be asked to break the tie, or the State Staff and State President shall determine additional steps to take to break the tie.

When a candidate(s) misses a portion of the selection process due to an emergency situation, such as severe weather conditions, the State Adviser, in consultation with representatives of the Board of Directors will determine the action to be taken. Candidates will be subject to a deduction of 10 points from the appropriate phase of the election process without an acceptable excuse for a late arrival for any phase; shall become ineligible if miss a whole phase, without acceptable excuse; the person(s) in charge shall have authority to make the decision.

(over)

04.07 Campaigning Not Permitted - Campaigning, which includes but is not limited to soliciting/asking for votes and distribution or posting of printed materials, in support of the candidate or bearing candidate's name, including brochures and business cards, shall not be allowed by State Officer Candidates, State Peer Officer Team candidates, or their supporters. If a member or adviser feels that a candidate has violated this policy, such violation must be reported, in writing, to the appropriate adult staff personnel. A committee will be appointed to investigate the allegation. Alleged violations must be reported prior to the close of the voting process. If the review panel determines the candidate or his/her supporters have violated this policy, that candidate will be disqualified from election. The decision of the review panel is final.

Organization policy does not permit candidates to distribute or post any campaign materials or campaign in any other way prior to the election.

1. Speeches should be written on the topics provided in correspondence sent to candidates prior to the election meeting.
2. Candidates, advisers, parents, members and/or supporters of the candidate must not request votes for the candidate.
3. Do not pass out any paraphernalia including items such as business cards, state pins, etc. during the meeting.
4. Violation of the above guidelines will result in disqualification of the candidate. (04)

04.08 Eligibility of SOT members in State STAR Events

Members of the State Officer Team shall not be eligible to participate in the Parliamentary Procedure or Job Interview State STAR Events. These events involve more participation time on the first day schedule and result in conflicts with the major responsibilities of State Officer Team members, particularly on the first morning of state conference activities. SOT members are to be discouraged from participating in State STAR Events because of their priority responsibilities as officers of the State Association at this time. (98)

05 NATIONAL OFFICER CANDIDATES (NOCs)

05.01 Selection Process

National Officers shall be elected from candidate nominations from State Associations at the National Meeting. In Nebraska chapters shall recommend nominees for National Office. These candidates shall appear at State Leadership Conference before an Interview Team of three (3) representatives from the State Officer Team, three (3) representatives from the Board of Directors/District Advisory Committee, and up to three (3) others representing business, the community or education. None of these individuals shall be from a chapter having a candidate. The Interview Team shall select Nebraska's Candidates for National Office.

The state selection process shall include: **(100 points possible)**

- a. Evaluation of the paper application in February (worth **10** points) - - all candidates advance to the State Conference for consideration.
- b. Interview with team that includes three members of the State Officer Team, and three representing the Board of Directors/District Advisory Committee, and up to three additional members representing business, the community or education. The candidates will present their prepared two-minute speech, without visuals, to this team followed by an interview. (worth **45** points).
- c. Written Test, to be taken with the State Officer Candidates (worth **15** points). Depending on range of scores, three (3) or a maximum of four (4) candidates will advance to the final stage of presenting a speech at a conference General Session.
- d. Speech at General Session (worth **30** points) and is to be scored separately from the interview process. (98 & 00) This speech, which will be the same as in "b" above, will be evaluated by the three members of the State Officer Team and the three members of the Board of Directors/District Advisory Committee. It may also include any of the team members from business, education and community if these people are able to participate in this final part of the process.

05.02 National Officer Candidate(s) and State Officer Team

The National Officer Candidate(s) shall serve on the State Officer Team. If elected to National Office, modifications shall be made in the National Officer's State Officer Team responsibilities. (98)

A National Officer Candidate (NOC) who is not elected to the National Executive Council (NEC) shall have the option of declining to serve on the State Officer Team (SOT) during the school year following their run for NEC in July. (02)

05.03 National Officer Candidate (s) and State Peer Officer Team

A student may apply for both a State Peer Officer Team (SPOT) and for National Officer Candidate (NOC). When this situation occurs the State Advisor shall contact the student prior to State Leadership Conference for a written statement of preference should they be selected to both positions. (01)

06 STATE PEER OFFICER TEAMS (SPOTs)

06.01 Selection Process

1. The following criteria shall be used for selection of State Peer Officer Team members. It shall be based on a 100-point scale as follows:

A. Application	20 Points
B. Written Test	20 Points
C. Presentation	30 Points
D. Interview	30 Points

TOTAL 100 Points

If a candidate is late to any phase of the selection process, they are subject to a 10-point deduction unless they have an acceptable excuse. If a candidate completely misses a phase, they shall be eliminated unless they have an acceptable excuse. Such decisions shall be made by the Team Advisers.

The team selection committee shall break any tie that occurs between candidates.

2. The appropriate application form is to be **sent to the State Adviser**, and to be received by **February 1**. Faxed application forms **shall not** be accepted. Keep in mind that it may take more than one or two days for your application to reach the State Office. A sample application form, to be reproduced by the applicant, is in the chapter **white handbook, Section D**.

A chapter may submit more than one applicant per team but only one applicant per chapter will be selected to serve on a team. More than one applicant per chapter may be among the final 12 candidates selected for interview.

An applicant for any team shall not be a present or former member of any State Peer Officer Team (SPOT).

A student may apply for both State Peer Officer Team (SPOT) and for National Officer Candidate (NOC). When this situation occurs the State Adviser shall contact the student prior to State Leadership Conference for a written statement of preference should they be selected to both positions. (01)

A member who is currently a freshman but has not met the requirement of an equivalent of 18 weeks of family and consumer sciences may run for a position but this will be reflected in the scoring of the application. Also a statement that is signed by the adviser, and the guidance counselor or principal, must accompany the application explaining why the student was not able to meet this requirement. Members who are not enrolled in or have not completed any family and consumer sciences classes shall be ineligible to apply. (01)

3. In February, a committee, appointed by the State Adviser, shall review the applications and narrow the list of applicants to twelve (12) for each peer education team. Each set of peer education team applications shall be evaluated by a team of two people, representing past or present members of the State Officer Team, State Peer Officer Teams and District Advisers, or other persons, as needed. As much as is possible, those serving on this team should not have any direct chapter ties with any applicant.

4. All application forms shall then be sent to one designated Team Adviser for each team. It shall be the responsibility of the Team Adviser(s) to notify **all candidates** within ten *calendar* days of this meeting regarding their status. The twelve finalist candidates will move on to the next step in the selection process for the new teams. A printed list of the finalists for each team shall be disseminated to chapters attending the Annual February Peer Education Retreat.

5. At State Leadership Conference the applicants will take a test based on information about FCCLA and the team for which they are applying. A Study Guide for the test and interviews shall be shared with all finalist candidates prior to State Leadership Conference.

6a. At State Leadership Conference, an Interview Committee of three shall conduct personal interviews of the 12 finalists. The Interview Committee shall be appointed by the Team Adviser(s) for each team. Each applicant shall be interviewed by the committee, and then deliver a two-three minute presentation that **directly relates** to the appropriate peer education program. Applicants are encouraged to be creative, use props, and include ideas on how workshops might be presented. Sample ice breakers **may** be part of the two-three minute presentation. If an ice breaker is not shared, be prepared with some ideas during follow-up discussion. Applicants shall bring their own A-V equipment, as required for the presentation. **No videos** shall be allowed. Printed handouts that relate to the presentation or the team may be used in the presentation and interview only.

6b. The following office positions shall be selected and announced at SLC based on previously stated priority of each candidate, as indicated on their application form, and total cumulative points from the established selection procedures described above. These positions shall be: Chairperson, Vice Chairperson, Secretary, Public Relations Chairperson and Historian.

6c. Refer to 04.07 regarding **candidate campaigning** as it applies to SPOT programs.

7. The summer SPOT training meeting shall occur in June, and in conjunction with the first day of the Annual State Officer Leadership Academy (SOLA), when appropriate. Correspondence from the Team Adviser(s) will indicate exact date of this meeting. This summer meeting, the Annual Fall Leadership Workshop in September, and the February State Peer Education Retreat will be required participation for each team member, unless their absence has been approved by the Team Adviser(s).

Exceptions shall be: 1) when representing the state or national association in a state or nationally sponsored FCCLA program (i.e. YFU Japanese Exchange Program); 2) in event of sickness, death in the family or other family emergency, hazardous weather, or prior written consent of the Team Adviser(s). Prior written consent is to be only when unusual circumstances exist. Requests for special consideration shall be put in writing to a Team Adviser for review. Before granting such consent, the Team Adviser(s) shall consult with at least one member of the SPOT team to determine the action to be taken. **Members unable to attend required meetings, unless excused, must decline their office.**

Team members are encouraged to attend National Leadership Meeting but participation is not mandatory.

8. Should a team member move from their chapter or district, but move to another affiliated chapter, they may maintain their office. If not, they must resign their position. Should this occur early in their year of service, the next candidate in line shall be offered the position.

9. Team members shall be expected to purchase an official uniform to be established by the Team Adviser(s) for the teams.

10. Each team member shall represent three FCCLA districts during their term of office.

06.02 SPOT COUNCIL Selection and Announcement Process

The SPOT Council shall include one representative from each team, to assume joint team responsibilities and serve as a communication network. The selection of a SPOT Council Coordinator, Vice-Coordinator, and Secretary shall be based on the highest cumulative point total of their four part selection process (application, presentation, interview and test). Team advisers will meet to compare the top scores and determine positions. The person with the top score shall be named to the Coordinator position, second highest score will be Vice Coordinator, and third highest score will become the Secretary. (06)

Responsibilities shall include:

- a. SPOT COUNCIL Coordinator:
 - Facilitate planning and preside over the joint SPOT meetings
 - Prepare agenda
 - Submit copies of all correspondence to State Adviser and serve as a liaison between the teams and state office
- b. SPOT COUNCIL Vice Coordinator:
 - Send agenda to appropriate participants
 - Follow up on retreat speakers
 - Send thank you letters
 - Submit articles to Teen Talk promoting SPOT programs/activities by deadlines
- c. SPOT COUNCIL Secretary:
 - Record minutes
 - Send minutes to SPOT members, team advisers, and State Adviser

06.03. Peer Education Team Officers/ Responsibilities (These positions will be selected for each team)

- a. Chairperson:
 - Conducts team meetings; may introduce other team members and speak for the team at statewide meetings; serve on the SPOT Coordinator Team
- b. Vice Chairperson:
 - Carries out the duties of the chairperson if chairperson is absent; puts together a display of the State Peer Ed Team programs/teams for the February Retreat, State Leadership Conference, and other events
- c. Secretary:
 - Records minutes at team meetings; prepares and sends a copy of minutes to all team members, Team Advisers and State Adviser within two weeks following each meeting
- d. Public Relations:
 - Submits articles to Teen Talk for both the Fall and Spring issues (coordinate these efforts with the SPOT Vice-Coordinator); publicizes activities of the team
- e. Historian:
 - Collects news articles/pictures of team activities for scrapbook

All Members:

- Prepare active and interesting presentations/sessions suitable for District Leadership Conferences and chapter meetings promoting teams and programs
- Send a letter to all chapters in assigned districts offering assistance
- Contact District Advisers in assigned districts to set up sessions at Fall District Leadership Conferences
- Prepare and present session of specific Peer Ed Team topic
- Send periodic reports of activities related to Peer Ed Team to the Adult Team Advisers
- Assist other Peer Ed Teams in planning/conducting the State Peer Education Retreat
- MUST attend the June meeting, September Leadership Workshop and February Peer Retreat
- Carry out all assigned responsibilities in a timely manner (97)

06.04 SPOT TEAM ADVISERS, LEAD ADVISER AND BOD REPRESENTATIVE (99)

A maximum of six persons shall serve in adult leadership positions for the State Association peer education (SPOT) teams in any year. Terms shall be served on a staggered basis, established by the BOD, to provide a rotation of members and continuity of membership. When a chapter adviser cannot be found to serve in a Team Adviser position, a person outside of FCS education, including an appropriate person from the business community, may serve in this responsibility.

Each SPOT Team shall be facilitated by up to two Team Advisers. Among these Team Advisers representing all peer education teams, an overall Lead Adviser shall be named to coordinate communications and responsibilities, including serving as the liaison with the State Adviser. The Lead Adviser shall serve a term of two years. It is recommended that the Lead Adviser position be filled by someone who has two years of experience as a Team Adviser.

Team Adviser Selection Process – Nebraska FCCLA Chapter advisers will be notified when a vacancy occurs. Interested chapter advisers must submit an application to the state adviser including two letters of recommendation and administrative approval. A team consisting of one peer adviser, and three people with experience working with youth, chosen by the state adviser, will review the applications and make recommendations to the state adviser.

A peer education Team Adviser, other than the Lead Adviser, shall be named to serve a two-year term on the Board of Directors (BOD). The Team Advisers shall nominate the Lead Adviser and BOD Representative for approval by the BOD.

The Team Adviser responsibilities shall include:

- Ensure that activities of the SPOT Teams reflect youth centered leadership
- Facilitate the selection process at the state conference, including related correspondence to current team and prospective team applicants; process application forms and schedule interviews, tests and selection of interview team; send copies of all correspondence to the State Adviser. The State Association assists with initial screening of applications, and arranges room needs for the state selection process.
- Facilitate process of selecting winners of peer education scholarships and outstanding state peer education projects, including arranging for evaluators. This includes reviewing the scholarship recipients, checking that a single individual does not receive more than one of these scholarships unless circumstances indicate this would be the best choice, and that recipient meets all eligibility requirements.
- Train newly elected team, which includes a session at state conference where new team members receive notebooks; information on national meeting, uniform orders, and June team training meeting.
- If in attendance, support any activities of team members attending National Leadership Meeting, with assistance from the State Adviser.
- Participate in Fall Leadership Workshop, held jointly with all peer education teams and the FCCLA State Officer Team; assist State Adviser in the planning for/training student leaders at this meeting.
- Work with local advisers of team members to help them serve as effective resource people for their team members. If an adviser is absent then another adult should accompany the student member. It is the students' responsibility to communicate with his/her adviser and give them a copy of the minutes of meetings (and also send a copy to the Team Adviser and State Adviser).
- May be responsible for providing transportation of some team members to some activities, depending on location and local teaching responsibilities.
- Coordinate with all other team advisers and officer teams the annual February Peer Education Retreat and other related meetings.
- Serve two-year term on the State Association Board of Directors according to the established schedule.
- Peer Team Adviser who is the FCCLA BOD Representation will be responsible for the February mailing of the congratulations/regret letters and the Study Guides to applicants.
- Responsible for drafting the scripts for SLC and submitting it to State Adviser two weeks in advance of state conference, introducing teams and announcing the winners of awards and scholarships.
- One Team Adviser is to facilitate each meeting. To "facilitate" means to develop and send an agenda and other information one month prior the meeting to all SPOT members, their local advisers, Team Advisers and the State Adviser. No agenda is to be developed for National Leadership Meeting but it should be noted that the SPOT members are to wear their team uniform for the state delegation photo. (Generic Agendas are available from the Team Advisers.) ('98, '00)

06.05 State Association Management of the SPOT Programs

- a. A **Test Bank** of questions will be developed by each team and kept on file with the State Adviser. The questions shall come from the specific team handbook as well as some general questions about FCCLA. Sample general FCCLA questions will be included in the Study Guide.
- b. The State Adviser, or designee, will develop a **Test** for each team from the Test Bank. Each team will be responsible for regularly updating their Test Bank, including validating the quality of the questions submitted for the test.
- c. The current Team Advisers will be responsible for selecting the **Conference Interview Committee** for the state conference interviews. This committee will include members of at least two of the following groups:
 - One past Peer Education Team Member. To serve in this position, there cannot be any

candidates from the chapter this member was affiliated with during high school. This person may be on the interviewing team of a peer education team they were not a member of during high school.

-One Peer Team Advisory Committee Member. This board consists of advisers of current Peer Education Team members. This adviser cannot have a member applying for the team being

interviewed. In the event that all current Peer Education Advisory Committee members have candidates running, another adviser will be appointed to serve as a team member.

-One college student or alumni person who was active at the state level in FCCLA or another career student organization (CSO). Again, this individual cannot evaluate any candidate from their home chapter.

-All three evaluators for each team must have been affiliated with different home chapters. They will fit one of the categories listed above. To the extent possible, all applications are to be evaluated and interviews conducted to be consistent with the procedures used for the State Officer Team.

- d. There shall be an annual Performance Evaluation of each SPOT Team Adviser, to be conducted after State Leadership Conference. The evaluation form shall be sent to each student team member and returned to the State Adviser. Responses shall be reviewed by the BOD and shared with the Team Advisers.

- 06.06 **Applications** - A chapter may submit more than one application per peer education State Team. Only one applicant per chapter, however, will be selected to serve on each team. (96)
- 06.07 **Authority to Approve the Newly Elected State Officer Team/Peer Officer Teams** - Authority shall be granted to at least two BOD members, with no candidate running for this office, or two appointed representatives, to approve the newly elected State Peer Officer Teams at state. (96)
- 06.08 **Meeting Conflicts** - The following shall be the policy of the Nebraska Association of FCCLA regarding conflicts between the Summer State Team training and other summer leadership programs. In the years when Nebraska Girls/Boys State, HOBY or similar events and the June training sessions are scheduled on the same dates, the State Team members must attend these sessions or decline the state office.(97)
- 06.09 **Absence From A Required Meeting** - The following shall be the policy of the Nebraska Association of FCCLA regarding conflicts with a State Peer Officer Team (SPOT) that prevents them from attending any of the required meetings of their specific State Team.

-When a State Peer Officer Team member chooses to participate in another activity scheduled on the same dates as one of the required meetings, that officer shall resign from their state position unless their absence has been approved by the State Team Adviser(s).

-The exceptions shall be: 1) when they are representing the state or national association in a state or nationally sponsored FCCLA program (i.e. YFU Japanese Exchange Program); 2) in the event of sickness, death in the family or other family emergency, hazardous weather, or prior written consent of the State Team Adviser(s).

-Prior written consent is to be granted only when unusual circumstances exist. Commitment to accepting the responsibilities as a member of any State Team is to be the student's highest priority. Requests for special consideration shall be put in writing to the State Team Adviser(s) for review. Before granting such consent, the State Team Adviser(s) shall consult with at least one member of the State Team and Board of Directors to determine the action to be taken.

- 06.10 **Scholarships** – Scholarships and other awards given by each peer education team shall be consistent in number and dollar amount awarded with the other teams. (97)
- 06.11 **Scholarship Selection** - Members of the selection team for any SPOT scholarship shall not be from a chapter having an applicant for that scholarship.(98) Before making final selection for the peer education scholarships, one Team Adviser per team shall confer with the others to determine that no single individual shall receive more than one peer education scholarship (unless extenuating circumstances exist in which case the decision is to be made by the State Team Adviser(s). The goal of the state is to award these scholarships to various candidates while maintaining a high quality of recipients. The scholarships shall be awarded at the Annual Peer Education Retreat. (97)

- 06.12 **Peer Education Program Financial Support** - It shall be the policy of the Nebraska Association of FCCLA to contribute, from state association funds, \$100 per SPOT team per year for Team Adviser participation in National Leadership Meeting.

The separate SPOT funds shall be used to support involvement of the Team Advisers in the Fall Leadership Workshop and the February Peer Retreat. These SPOT funds shall also support the participation of SPOT student leadership team members in NLM. In addition, up to \$175 from SPOT funds shall be available each year to each Team Adviser, to be used for expenses incurred in fulfilling responsibilities of the Team Adviser. These funds can be used to cover substitute teacher fees, the teacher time at \$10/hour, or other appropriate expenses of the position. (97)

07 STAR COMPETITIVE EVENT PROGRAM

- 07.01 **District STAR Coordinators** - At an annual meeting of the District STAR Coordinators, a State STAR Advisory Committee shall be selected for the purpose of resolving issues that may arise in the District and State level programs/events. A new committee shall be selected each year, with one member being selected per region. The current year coordinators shall select this committee. (96)

08 DISTRICT ORGANIZATION AND POLICIES

- 08.01 **District Bylaws** - District Bylaws shall be consistent with other districts, as well as the State and National Bylaws. Where appropriate, they shall also allow for flexibility to meet specific needs and differences in the districts. Each district shall periodically review/revise their District Bylaws and submit a copy to the BOD for review. Recommendations will be made regarding consistency and flexibility, as needed, at the district level (97)
- 08.02 **District Policies Handbooks** - Districts are to prepare a policy document that provides a copy, in writing, of the district policies. Setting policies should always include student member participation in the decision making procedures. A current copy of District Bylaws and Policy Statements shall be on file with the State Adviser. (97)
- 8.03 **Resolving Emergency Situations** - The District Association shall have the authority to determine action to be taken when emergency situations arise. A minimum of three persons, including students and adults each representing different chapters and not related to the situation, shall decide what action should be taken. (97)
- 8.04 **Chapter Balance in Districts** – To support the plan to achieve a better balance among districts, the Board of Directors may designate the specific district that some new chapters will join. Once every five (5) years the district structure shall be reviewed by the BOD. (00)
- 8.05 **Chapter Transfer and District Funds** – Chapters moving from one district to another through redistricting, school reorganization, or other circumstances shall have a portion of district funds travel with the chapter based on remaining funds at the end of the fiscal year. Funds transferred will be proportionate to the number of members transferring in relation to total district membership. (02)

09 NATIONAL LEADERSHIP MEETING

- 09.01 **Adviser Participation** - Advisers are reminded that the National Association of Secondary School Principals requires adult chaperons for students attending NASSP-sponsored conferences. The Nebraska Career Student Organizations endorse this policy. When a local adviser or parent cannot attend the National Leadership Meeting to chaperone a student(s) from the local school, the school district will need to identify an adult to be responsible for the student(s). This may be an adviser from another school district, a parent or other designated adult who will be in attendance at the event. An "Authorization Form for Independent Delegates" must be submitted and on file with the State Adviser during this meeting. This form can be found in Section B of this handbook. Exceptions shall be the State Officer Team members who will be under the supervision of the State Adviser and/or additional

adult designees. Whenever three or more students from one chapter participate, the adviser or other authorized adult, must attend and sponsor the students.

09.02 Reimbursement Policy for National Meeting Delegates

- SPOT team members shall be provided reimbursement from the peer education funds.
- Reimbursement will be \$125 for each SOT member & 150 each for NOC from NLM funds. Advisers' refunds will be eliminated except those who have added responsibilities, as identified by state adviser upon approval of the BOD. (06)
- Final decision on distribution of reimbursable funds shall be left to the discretion of the State Adviser in consultation with the State Director of Family & Consumer Sciences (or other members of the Board of Directors). SOT/NOC delegates shall not receive less than other delegates.
- Funds to be reimbursed to NLM delegates shall be paid after returning from National Meeting. Delegates, adult and student (including STAR participants), shall become ineligible for all or a portion of any funds if they choose not to attend official NLM sessions/activities unless excused by the State Adviser or designee. Final action shall be left to the State Adviser. Delegates are discouraged from taking separate tours, shopping trips or participating in similar activities. (01)

10 MISCELLANEOUS POLICIES

- 10.01 **State Administrator Recognition** - From the state nominations submitted for State Administrator Recognition, up to two shall be selected and submitted for national recognition. (96)
- 10.02 **Voting Policies for Classroom Chapters** - To determine the number of votes for classroom integrated junior/middle level chapters who are part of the national pilot affiliation program: if the class meets for nine weeks (25% of the school year) the total chapter membership shall be divided by four to determine the number of votes that chapter shall have for district/state elections and other business. (96)
- 10.03 **Middle Level Pilot Dues Affiliation** - When this option is available to chapters at the eighth grade level and below, and when chapters choose this option, the state chapter dues shall be determined by the Board of Directors. (98)
- 10.04 **Student Eligibility Upon Early Graduation** - In the event of early graduation of a member, a student may participate in a state association activity if they become eligible for that event prior to high school graduation, and the local school district agrees to support their participation in that event. Such support shall be in writing on school letterhead stationery, with signatures of an administrator, the chapter adviser and a parent/guardian of the member.
- 10.05 **IRS Form 990 Inquiries** – The statement that follows is recommended by National FCCLA legal counsel as a response to inquiries when chapter advisers or school principals receive a communication from the IRS concerning the 990 form.
- "We are a chapter component of the Nebraska State Association of Family, Career and Community Leaders of America, which is itself a subordinate unit of Family, Career and Community Leaders of America, Inc. and is exempt under a group ruling: 53 017 8290 - - 1472. Our income is not in excess of \$25,000 and there is, therefore, no necessity for filing a separate 990 form."*

-over-

The appropriate section of the 990 form should be completed and returned with the preceding statement typed on school letterhead. The statement should be signed by the school principal and chapter adviser.

Chapters that want to be included in the FCCLA group tax exemption must obtain an Employer Identification Number (EIN) through the Internal Revenue Service. Please complete form SS-4 that can be obtained from your local IRS office. Copies of the EIN should be forwarded to national headquarters along with a request that the chapter be included under the FCCLA group exemption.

- 10.06 **Sexual Harassment Policy** – 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 – Title IX of the Education Amendments of 1972 prohibits sex discrimination, including sexual harassment.

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.

FCCLA activities are integral to local school instructional programs in career education and are a responsibility of the state. Therefore the sexual harassment policies and procedures in effect in the student's home school or schools last attended are the means by which sexual harassment issues at FCCLA events will be addressed.*

If a student feels they have been sexually harassed while participating in a state FCCLA event or activity, they are strongly encouraged to report the incident immediately to 1) the chapter adviser responsible for FCCLA activities in the student's home chapter; 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 students' home school administrator(s). (00)

** FCCLA always reserves the right to respond to any disciplinary situation, as they deem appropriate and independent of any action by a school.*

- 10.07 **State Approved Fund Raising Programs** – The State Association has identified some fund raising companies as the OFFICIAL STATE APPROVED FUND RAISERS for chapters. These companies have programs available with a wide variety of products to meet the needs of the local chapter and community. They are suggested resources but chapters are not required to use them.

The purpose of the State Approved Fund Raiser list is to assist the state and districts in raising funds for chapter activities. The monies that are paid to the state or district are NOT taken from the individual chapter's profits, but are from the company's profits in gratitude for listing them as a State Approved Fund Raiser and for providing a state listing of chapters.

The monies received by the State Association from the approved companies are utilized for various state projects, including adviser training. Your participation is encouraged as it will provide fund raising programs for your local chapter in addition to financially supporting the state and/or district organization. Refer to the current copy of the state red handbook or contact the State Adviser for a current list of fund raising programs that support State Association programs.

- 10.08 **Additional Students at State Sponsored Activities** – The State Adviser shall have the flexibility to allow additional students to attend a state sponsored activity if space is available. The State Advisor shall also monitor the requests and decide what action to take. (00)
- 10.09 **Authority and Action in Emergency Situations** -- In the event of an emergency situation at State Leadership Conference that shall effect the election of state officer teams or other state association business, including voting on State Bylaws changes, a committee of the BOD members present, including State Officer representation, shall meet to determine the procedures to conduct state association business. (03)

State STAR Events– In the event of an emergency situation during the State STAR Events competition the State STAR Coordinator and the Room Consultants present shall determine at their pre-event meeting how to manage the potential re-scheduling of events. (03)

- 10.10 **Registered Voters and Quorum for Conducting Business at State Conference** -- Registered voters shall be those who are present and have in their possession the chapter registration packet by

the beginning of Phase III of the State Officer Election process. (03)

- 10.11 **Power of One State Recognition** -- There is no limit to the number of times a student may be recognized for Power of One at State Leadership Conference. Members coming to State Leadership Conference for this recognition must pay the full registration fee. (03)

10.12 **Chapters on Interim Status/Chapter Adviser Status**

Chapter Advisorship: Chapters considered on **Interim Status** shall have up to three (3) years to resolve their status regarding a qualified Family and Consumer Sciences teacher advising the chapter. If not resolved in this time frame the chapter shall no longer be considered an active chapter in the Nebraska association of FCCLA. National and State Bylaws state that an FCCLA adviser must be a certified family and consumer sciences teacher.

Situations placing a chapter **On Interim Status** shall include, but not be limited to:

1. FCS instruction is not available to students for a temporary period, up to 3 years, while a school district actively attempts to hire a certified teacher endorsed in FCS to advise the chapter. During this period, official arrangements have been made to have an adult, preferably a person on the school staff, who shall be under contract with the school, to fulfill the advisor responsibilities to the chapter.
2. A certified teacher, not currently endorsed in FCS, but is working on attaining this endorsement within 3 years, is providing FCS instruction.
3. FCS instruction is provided to students by an FCS endorsed teacher but another adult designated, and under contract by the school district, preferably on the school staff, assumes many of the responsibilities of the adviser. This situation may be exempt from the three-year limitation.
4. Other: Other circumstances may exist. In such circumstances information about the chapter's status shall be submitted to the FCCLA State Adviser, for review/action by the Board of Directors. Such circumstances may involve instruction via distance education.

A letter on school stationery must be on file with the FCCLA State Adviser describing the current status of the chapter and identifying who is responsible for advising the chapter. The letter must include signatures of the superintendent or principal, and the adult responsible for adviser responsibilities; a timeline for resolving the situation; and details of what steps have been taken to secure an endorsed FCS teacher to serve at the FCCLA adviser; and/or other information as requested by the State FCCLA Adviser. (04)

11. **SHORT TERM POLICIES** - Some state policies and procedures may only be printed in official minutes when they specify a policy that will be in effect for only a short period of time.
12. **STATE FORMS FOR MEMBER PARTICIPATION** - Several State Association Forms are included in Section B, State Leadership Conference, for chapter use. These include: Medical Release, various Codes of Conduct, and Authorization Form for Independent Delegates. Some are also on the state website.