

**FAMILY, CAREER AND COMMUNITY  
LEADERS OF AMERICA, INC.**

**Georgia State Association**



**POLICIES & PROCEDURES MANUAL**

GEORGIA ASSOCIATION OF  
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

Policies and Procedures Manual

**Revised June 2019**

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## **I. Copyrights, Representation and Interpretation**

### **A. Name and Emblem**

#### **1. Guidelines for Non-Official Name Usage by State Associations**

The name of the organization is FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA, INC. State and local associations using a name other than FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA INC., are required to indicate their affiliation with national FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA, INC., in official communications and printed materials.

#### **2. Use of Name and Emblem and Responsibility for Protection**

FCCLA is required to enter into a licensing agreement with any entity regarding the use of FCCLA intellectual property. The national organization, the Georgia state association, or its affiliated groups may use the name and emblem to identify Family, Career and Community Leaders of America, Inc. for educational, promotional, and informational purposes such as articles in newspapers and periodicals, on radio and television programs, or display and/or demonstration exhibits that are designed to promote the national organization or its affiliated groups.

#### **FCCLA Organizational Materials**

The national organization and the Georgia state association and chapters may use or authorize the use of the name and emblem with identification of the national, state, or chapter level, as specified in Section I, A3, on organizational items such as, special certificates, programs, yearbooks, publications and other educational materials developed for use in connection with the Family, Career and Community Leaders of America, Inc., program.

#### **Products for Sale**

The name and emblem Family, Career and Community Leaders of America, Inc., or FCCLA shall not be used on commercially developed products for sale at any level of operation, national, state or chapter, except on co-branded materials with Family, Career and Community Leaders of America, Inc., and on other items as authorized by the national organization.

In accordance with this national policy, neither state associations nor local FCCLA chapters may use the name and emblem on commercially or FCCLA developed products for sale or permit such action at any level of operation within the state.

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**Cooperative Activities**

The name and emblem may be used in printed or other informational materials developed for cooperative activities with educational, professional, civic or business organizations at national, state, or local levels.

The level of operation must be clearly identified and the materials approved by the decision-making body of the designated level. Cooperative projects shall reflect the goal and purposes of the organization.

**Fundraising**

The name and emblem shall not be used on printed materials or commercial products that are developed for the primary purpose of soliciting or raising funds for other organizations or groups, without prior written approval from the national organization.

**Advertising and Product Labeling Restrictions**

Neither the name nor emblem nor any advertising or labeling indicating or implying any connection with Family, Career and Community Leaders of America, Inc. and/or Georgia FCCLA will be used or employed by commercial firms on products for any purpose, either locally, statewide, or nationally, unless authorized by the national organization.

**Identification of Level of Operation**

State Family, Career and Community Leaders of America, Inc., associations and local FCCLA chapters using the name and emblem of Family, Career and Community Leaders of America, Inc., should always identify the level of operation by indicating whether national, state, chapter or other. All materials carrying the name and emblem of Family, Career and Community Leaders of America, Inc., including letterheads, newsletters, etc., should identify the level of operation originating the material. This does not apply to items made available by the nationally authorized emblematic dealer.

Materials originating in a state association shall carry the name and address of the state association.

Georgia Association of Family, Career and Community Leaders of America, Inc. P.O. Box  
840  
Bogart, GA 30622

Materials originating on the local or chapter level shall carry the name of the state association, and the chapter address.

[Name of Chapter and School]

Georgia Association of Family, Career and Community Leaders of America, Inc. [City,  
State Zip]

**Reproduction of Emblem by Exact Replica**

When an emblem of the organization is reproduced, it should be an exact replica of the emblem as registered through the collective trademark. In general, an emblem may be reproduced on emblematic materials manufactured by the dealer(s) authorized by the national staff and organizational and informational materials as specified in the policies of this document.

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**Protecting the FCCLA Image on the Web**

Because the Internet has a worldwide audience, and communication via the Internet may have far-reaching effects, state associations, local chapters, and chapter members should understand that in using the internet they may be seen as representing Family, Career and Community Leaders of America, Inc. and/or Georgia FCCLA to the public. Therefore, each member is expected to consider carefully any materials placed on the internet and social networking sites using the FCCLA name, image, or brand. It is the responsibility of each member not to cast FCCLA in a negative light or to discredit or harm the reputation or good will of FCCLA's name, image, or brand.

**Website Links**

Any and all links to be placed on the FCCLA website, including affiliated state organizations and local chapters, business partners, and related organizations, must be approved by the national staff.

**Responsibility for Protection**

Protecting the name and emblem of Family, Career and Community Leaders of America, Inc., is the responsibility of the national organization and its chartered state associations and affiliated local chapters as defined in the bylaws [Article I, Section I] of Family, Career and Community Leaders of America, Inc. In order to maintain the identity of Family, Career and Community Leaders of America, Inc., as a preeminent educational youth organization, the name and emblem must be protected at all levels of operation--national, state and local. To this end, Family, Career and Community Leaders of America, Inc., shall:

- a) Permit the use of its name and emblem only in connection with Family, Career and Community Leaders of America, Inc., programs (FCCLA chapters) and projects that have a direct relationship to the mission, goals, and purposes of Family, Career and Community Leaders of America, Inc., and in accordance with policies defined in this document, and
- b) Preclude the use of its name and emblem by any individuals and groups in the promotion of unauthorized programs, projects, and products.

Family, Career and Community Leaders of America, Inc. has the FCCLA name and emblem registered as a copyright trademark.

**3. Authorization for Use of Name or Emblem**

The official FCCLA vendor and emblematic supplier has the exclusive legal right to use the FCCLA logo and acronym on merchandise.

If a local chapter, state association, or other FCCLA affiliate (the "Affiliate") wants to purchase products with the FCCLA emblem or acronym on merchandise not already sold by the emblematic supplier, the Affiliate may ask the emblematic supplier directly:

- a. The Affiliate must obtain one or more written bids for such FCCLA logo products to be produced;
- b. The Affiliate's bid terms must require the would-be vendor to provide at least 5% of the full order amount to FCCLA as a royalty;
- c. The Affiliate must provide a copy of each submitted bid to the emblematic supplier



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and give the emblematic supplier 24 hours to decide whether to match that bid and produce the desired merchandise itself; and,

- d. Or, if the emblematic supplier notifies FCCLA and the Affiliate that it wishes to match the proposed bid and produce the merchandise, the Affiliate works with the emblematic supplier to order the merchandise or does not order the merchandise at all;
- e. If the emblematic supplier does not respond within 24 hours or indicates it does not wish to produce the merchandise, then the Affiliate is free to engage the other vendor to produce the merchandise under the terms of the bid on the condition that the Affiliate provides FCCLA with a completed one-time use agreement form and a photo proof of the product, so that FCCLA can provide that company a one-time permission to use the logo on that item in exchange for that company paying FCCLA 5% of the sales order as a royalty payment.

**At National Level**

Only the national organization can authorize use of the name and emblem on the national level.

**At State Level**

The policy-making body of a state association may authorize use of the name and emblem on the state level in accordance with policies stated in this document. [Section I, A2]

**At Chapter Level**

Local chapters of Family, Career and Community Leaders of America, Inc., may use or approve the use of the organization's name and emblem in keeping with the policies of this document. [Section I, A2]

**4. Authorized Dealer of Emblematic Materials**

The manufacturer and sale of all emblematic materials bearing the official name of Family, Career and Community Leaders of America, Inc., or its emblem in full or in abbreviated form, shall be authorized only by the national staff of Family, Career and Community Leaders of America, Inc. The sale of emblematic materials is limited to the individual members. A list of state advisers and affiliated chapters is supplied annually by the national headquarters staff of Family, Career and Community Leaders of America, Inc., to the authorized dealer of emblematic materials. The nationally authorized dealer helps protect the use of the name and emblem by selling emblematic materials only to the national organization, chartered state associations, affiliated chapters and individual members.

**B. Publications**

**1. Permissions and Copyrights**

All copyrights in and to the publications, photographs, written materials, and audio and visual materials of Family, Career and Community Leaders of America, Inc., and any reprints and republications shall be the exclusive property of the national organization in all formats now known or developed in the future.

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Permission for FCCLA members and local chapters to reproduce FCCLA materials, such as publications, photographs, written materials, and audio and visual materials may be granted by state staff.

All future publications, photographs, written materials, and audio and visual materials of FCCLA shall be copyrighted at the time of their initial creation and at each subsequent reprint or republication.

**2. Guidelines for Selection of Non-FCCLA published Materials for Sale**

To protect members and advisers from needless exposure to products that may be harmful or that promote socially unacceptable behavior, the following guidelines will apply for selection of non-FCCLA published materials, either print or video, for sales at meetings, through mail order, or Internet sales:

Materials must be consistent with the mission and purposes of FCCLA.

Materials must be appropriate for use by Family and Consumer Sciences professionals.

In addition, all promotional flyers and marketing information about the non- FCCLA published items will contain a disclaimer to the effect that the organization does not necessarily support and/or promote all information contained in the items offered for sale.

In all instances, where doubt exists as to the appropriateness of the materials, the Executive Director shall make the final decision.

**C. Representation and Interpretation**

**Organization**

Any individual requested to represent the state association on a national/state program or national/state committee, or to prepare or broadcast articles or materials describing or dealing with the national organization and/or state association shall do so only with the approval of the national staff.

**At National Level**

Only the national organization can authorize representation and interpretation of Family, Career and Community Leaders of America, Inc. on the national level. Such authorization shall be in accordance with the policies and procedures manual found on the National FCCLA website.

**At State Level**

Only the state association can authorize representation and interpretation of the Georgia Association of Family, Career and Community Leaders of America on the state level. Such authorization shall be in accordance with the policies defined in this document found on the Georgia FCCLA website.

**Use of Name in Testimonials of Endorsement**

No individuals or groups by virtue of their connection with Family, Career and Community Leaders of America, Inc., shall authorize or permit use of their names or the name and emblem of the organization in testimonials of endorsement of any product, program or platform of other groups or organizations, unless approved by the Executive Director or his/her designee.

## **II. Organizational Structure**

### **A. Operational**

#### **1. Membership**

The national headquarters shall issue membership acknowledgement or recognition annually. Students will be recognized as affiliated members upon receipt of payment to National FCCLA, Inc. This might be membership cards, electronic certificates, or other membership identification.

Chapter member minimum remains at 12.

All chapter advisers will pay the annual membership dues and receive annual Alumni and Associates membership.

Annual membership dues is \$9 for members and advisers. Georgia annual membership dues are \$3 for members and advisers.

#### **2. Alternative Membership Options**

##### ***a) Home School Policy***

Home school chapter members must be currently taking or have taken a Family and Consumer Sciences education course or related course or program of study.

Home school members must affiliate with an affiliated chapter of the Georgia Association of Family, Career and Community Leaders of America, Inc.

Home school members who meet these criteria are eligible for full membership benefits.

##### ***b) Middle Level Affiliation (grade 8 and below)***

Those students in grade 8 and below, enrolled in a course of a semester or less in length, or scheduled to take a course are eligible for middle level affiliation.

Chapters are tied to the teacher. If there is more than one teacher in a school, each may have a chapter, or materials can be sent to one teacher to share with others.

In schools with grades 6-12, only those students in grade 8 or lower are eligible for middle level affiliation. Others must join as individuals.

Middle level membership for grade 8 and below is optional for schools. Those schools with small enrollments may want to continue to affiliate individual members.

If a chapter is affiliated, any member of that chapter may participate in any FCCLA national program. Verification of their enrollment in the class will be required.

Teachers must submit names when dues are paid, and with each new group of students, so full membership count is available.

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**c) Urban Affiliation**

Eligibility: An urban school district located within the corporate limits of a city with a core population of 100,000 or more can enroll all of its students currently or previously enrolled in a Family and Consumer Sciences Education class. New urban affiliations must be approved by the Executive Director and national FCCLA before proceeding with urban affiliation.

Benefits:

- All students are eligible to participate in all national programs, attend national meetings
- The district receives 500 copies of the August/September version of *Teen Times*

Dues: National - \$4,500 (Equivalent to 500 members at \$9 each), State - \$1,500 (equivalent to 500 members at \$3 each)

### **III. Board of Directors**

#### **Authority and Powers**

The board of directors provides leadership and support to the state association. It serves in a dual role that is both advisory and managerial in nature. The board of directors shall set policies, approve budgets, and make decisions on how the state organization operates. The board of directors is instrumental in the development and implementation of an annual strategic plan and budget to support quality programs across the state.

The primary functions of the board shall be to set policy related to programs, fiscal matters, and to be responsible for sound management. The board receives and acts upon the recommendations of the Executive Director relative to the management of programs and fiscal matters. The board shall have authority over the association membership and the executive council.

#### **A. Board Members**

##### **Duties, Responsibilities and Authority**

- Board members shall agree to commit the time to serve a term Board of Directors of the Georgia Association of Family, Career and Community Leaders of America, Inc. This will include Board meetings, assigned committee service and additional work days as needed for committees, Board development, or task force work.
- Board members are expected to attend all regular and special meetings of the Board.
- Board members agree to serve on committees during the term of office.
- Board members shall demonstrate an active interest in Family and Consumer Sciences education and a commitment to the mission, goals, programs and activities of Family, Career and Community Leaders of America, Inc.

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- Board members shall also have experience or knowledge in at least one element needed by the organization: career and technical student organization involvement, leadership, program development, administration, finance, personnel, organization management, business and industry involvement, media/marketing, resource development, and public policy development.
- Board members shall be knowledgeable about the role of the Board to act relative to personnel, program and fiscal matters of the organization.
- Board members shall be alert to opportunities to improve knowledge and understanding of career and technical student organizations in general and Family, Career and Community Leaders of America, Inc., in particular.
- Board members shall abide by and support all decisions, policies and programs adopted by the Board.
- Board members shall not act independently on matters that should be decided by the entire Board, keeping the mission statement of Family, Career and Community Leaders of America, Inc., as the focal point.
- Board members shall promote sponsorships, resources, and the interest and active participation in the organization on the part of the membership and representative groups.
- Board members shall be expected to donate financial resources to FCCLA annually. Many grants and foundations look for 100% support from Board members in issuing funds to organizations.
- Board members shall participate in an annual performance evaluation of the Executive Director.
- Board members shall agree to represent Family, Career and Community Leaders of America, Inc., when called on by the Board Chair, Executive Director, or DOE State Program Specialist.
- Board members shall adhere to the organization's Code of Ethics.
- Board members shall review and vote on the proposed budget.
- Board members shall review suggested amendments and formulate proposed amendments to the Bylaws.

**B. Members of the Board**

The state board of directors shall consist of members elected by related organizations and groups, members ex-officio, youth members and members elected by the board, the total number of which shall not exceed twenty-four.

- A. There shall be five directors elected by related organizations and groups (according to their election procedures) as follows: GAFCS, GATFACS and three local advisers to serve staggered terms elected by the local advisers attending the state leadership conference.
- B. The ex-officio members of the Board are as follows: executive director, DOE family and consumer sciences State Program Specialist/State Adviser, state executive council president, past chair of the state board of directors and the local advisers of the two members of the board.
- C. In addition to the current state president of the state executive council, there shall be one additional youth member to be chosen from the current state executive council.

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- D. There shall be two members representing business and industry elected by the board and one representing family and consumer sciences programs at colleges and universities. There shall be one School Administrator and one Alumni and Associates member, both to be elected by the board.
- E. Members elected by related organizations and groups and members elected by the board shall serve a three-year term, or until their successor is elected. Such directors may be re-elected for a second three-year term. At least one year must have elapsed before any such director having served two consecutive terms may be elected for another term. The board chairperson shall serve one year following his/her term of office; other members ex-officio shall serve on the board until the time they vacate their respective offices.
- F. Voting Privileges. Each member of the board (except for the executive director, the DOE Family and Consumer Sciences State Program Specialist/State Adviser and the two student members of the board) shall have the power to cast one vote on any issue to be determined by the board. The two local advisers of the student members shall have one vote representing the student voice.
- G. Vacancies. Vacancies in the board may be filled by the electing power, at its own option. Any director elected for the balance of an unexpired term shall, in addition, be eligible for the maximum number of complete consecutive terms as director as provided in these bylaws.
- H. Representation. Members of the board shall serve as directors of Georgia Association of Family, Career and Community Leaders of America as a whole and not solely as a representative of any other body, while taking into consideration the views and interests of others.
- I. Assumption of office. Persons elected to the board shall assume their office as director immediately following the state leadership conference.
- J. Members of the board may be removed by the board, for cause, by the procedures detailed in the parliamentary authority.

### **C. Officers of the Board**

The officers of the board shall consist of a chairperson, a chair-elect, a treasurer, a secretary.

- A. The above officers shall be elected by the members of the board. The treasurer shall serve for a term of two years or until his/her successor has been elected. The other officers shall serve for term of one year or until their successors have been elected. Officers may be eligible for reelection. No director, however, shall serve in the same office for more than three consecutive terms. Any vacancy among the officers may be filled at any duly constituted meeting of the board. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the association. Officers may be removed from office at the pleasure of the board as provided in the parliamentary authority, while retaining their seat on the board.
- B. The chairperson shall preside at all meetings of the board and shall perform the duties customary to that office. The chairperson shall chair the executive committee and shall be a member ex-officio of all committees of the board. The chairperson shall appoint all committees of the board.
- C. The chair-elect shall serve as vice-chair and accede to the position of chairperson at the next election of officers, or if the office of the chairperson becomes vacant. When the chair-elect accedes to the office of chairperson and a vacancy is created in his/her former position on the board, the electing power may, as usual, fill the vacancy, at its own option.
- D. The treasurer of the board shall serve as chair of the finance committee; shall have authority to sign any official documents duly prepared and requiring signature of the treasurer of the board. In the treasurer's second year on the board, if a vacancy is created in his/her former position on the board, the electing power may, as usual, fill the vacancy, at its own option.
- E. The secretary of the board shall record all motions and actions and keep a record of all meetings. The secretary's records shall be kept in the headquarters office of the association.

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**1. Chair**

**Duties, Responsibilities and Authority**

- Provides leadership to the Board
- Appoints standing committees and special committees as defined by *Roberts Rules of Order* in consultation with the Executive Committee
- Appoints ad hoc committee chairs as needed
- Presides at all Board meetings
- Chairs the Executive Committee
- Serves as ex officio member of all committees of the Board
- Helps orient new Board members
- Develops agendas for Board meetings in conjunction with the Executive Director following the call for agenda items
- Attends State Leadership Conference and participates in programs
- Serves with the State President as a spokesperson for the organization to the press, legislative bodies and related organizations, in cooperation with the Executive Director
- Reports activities of the Board and the organization to constituencies by means of letters or publications
- Monitors the Strategic Plan with the Executive Committee and the Executive Director
- Promotes and provides leadership for mission goals, programs and activities of the organization
- Conducts an annual performance evaluation of the Executive Director prior to the close of the fiscal year, in conjunction with the Vice Chair and the Past Chair with input from the Board of Directors and staff
- Reviews with the Executive Director the results of his/her performance evaluation, in conjunction with the Vice Chair and Past Chair

**2. Chair-Elect**

**Duties, Responsibilities and Authority**

- In the absence of the Chair, the Chair-Elect shall perform all duties pertaining to the office of Chair

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- Succeeds to the position of Chair at the next election of officers
- Receives recommendations for potential new members
- Cultivates relationships with appropriate groups and organizations
- Attend State Leadership Conference and participate in programs

**3. Secretary**

**Duties, Responsibility and Authority**

- Accurately records all motions and actions including those happening via electronic means. Electronic votes shall be an addendum to the previous board's minutes and will be presented with the previous board's meeting minutes.
- Ensures an accurate record is kept of all meetings and minutes, sent within 2 weeks, and submit corrections within 2 weeks of meetings
- The secretary's records shall be kept in the headquarters office of the organization
- Serves as chair of communications committee.
- The secretary shall maintain a brief historical timeline of important board activities.

**4. Treasurer**

**Duties, Responsibilities and Authority**

- Serves as Chair of the Finance Committee
- Will have signing authority on all FCCLA accounts.
- Has authority to sign any official documents duly prepared and requiring signature of the treasurer of the Board, with notification of the full Board
- Presents the annual budget, as approved by the Finance Committee, to the Board of Directors
- Reports to the Board as appropriate
- Reviews complete monthly financial statements and compares them to budget and previous year
- Monitors that generally accepted accounting principles are in place for the financial security of the organization and are followed
- The treasurer's records shall be kept in the headquarters office of the organization



## **5. Past Chair**

### **Duties, Responsibilities and Authority**

- Orients new Chair
- Serves as Chair of Nominating Committee
- Works with new Chair to provide continuity and help in orienting new Board members as appropriate
- Serves as counsel to Chair and Board
- Serves on the Executive Committee
- Ensures that the policies and procedures manual is reviewed and updated after each board meeting
- Reviews the annual Executive Director's performance evaluation instrument based on previous evaluation results and performance goals set by the Board
- In conjunction with the Chair and Vice Chair, reviews the annual performance evaluation of the Executive Director.
- Attend State Leadership Conference and participate in programs

## **D. Membership**

### **1. Business and Industry, School Administrator, and Alumni & Associates Representatives**

#### **Procedures:**

In February of those years when a business and industry representative, School Administrator and/or Alumni & Associates members will be elected to the Board, chapters will be notified and asked to nominate candidate for the respective available position.

At the same time, the current Board of Directors and other appropriate groups will be notified of the upcoming vacancy and offered an opportunity to request a nomination form.

Nominations must be received at the state headquarters by March 1. Copies of all nomination forms and vitae will be sent to the Nominating Committee. The committee will review all nominations, contact the nominees if they feel it is necessary, and select up to five final candidates to recommend to the Board of Directors.

The Board of Directors will review the applications of the five finalists and score them and vote on the final candidates. The newly elected business and industry representative will become a member of the Board immediately following that year's State Leadership Conference.

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The following criteria will be used by the committee, with the maximum number of points assigned to each shown in parenthesis:

1. What candidate can contribute to Board of Directors (50)
2. Experiences on other Boards of Directors (10)
3. Knowledge of FCCLA (10)
4. What organizations, networks and access to resources does this candidate have that could be utilized with FCCLA for future resource development or partnership development (20)
5. Evidence of desire to serve and be an asset to the national FCCLA organization (10)

The Board representative will be determined at national conference by a simple majority vote of the Board and the candidate with the most votes is elected.

## **2. Members Representing Related Organizations and Groups**

Members representing related organizations and groups will be elected according to the respective groups' procedures.

## **3. Local Adviser Representatives**

Each year, an Adviser Representative will be elected to serve on the Board of Directors to serve a three-year term. There will be a total of three Adviser Representatives.

Chapters will be notified of the upcoming election. The applications and supporting materials are to be submitted to state headquarters by March 1<sup>st</sup>. Completed applications are then sent to the Nominating Committee of the Board and candidates are narrowed to five. These five names will appear on the ballot and are voted on during the Adviser Breakfast at the State Leadership Conference.

Candidates listed on the ballot must be present at the State Leadership Conference to give their oral presentations to all local advisers. Time will be set aside for local advisers to meet finalists' prior the elections. One vote per adviser will be allowed. Nominations will not be accepted from the floor.

## **E. Assumption of Office**

In June, new members will receive a welcome letter from the Executive Director with an updated Board directory and additional information.

A summer orientation meeting will provide information about the Strategic Plan, the organization and its programs, details on the budget, committee responsibilities, the State Executive Council (SEC), and the roles and responsibilities of Board members, SEC, and state staff. The orientation meeting may be conducted by webinar or as a full board meeting.

## **F. Vacancies**

To resign from the Board of Directors, one must forward a letter of resignation to the Chair of the Board.

Vacancies on the Board of Directors may be filled at any time, in accordance with the process used by the related organizations and groups. Director positions will be filled as per process outlined in the Bylaws.

Any Director elected/appointed for the balance of an unexpired term shall, in addition, be eligible for the maximum number of complete consecutive terms as provided in the Bylaws and the approval of the related group or organization.

## **G. Removal of a Director**

In the event that a situation such as violation of Board policy, violation of the Code of Ethics, violation of a contract, conflict of interest and other serious matters, a Board of Directors member may be removed by the following process:

1. The Chairperson of the Board shall receive notice of reasons for the removal of a Board of Directors member. In the event that the person in consideration is the Board Chairperson, the Past Chair person should receive the notice.
2. The Chairperson should present this information to the Executive Committee for discussion and vote.
3. The Executive Committee shall consider the situation and make a recommendation to the full Board.
4. The full Board should receive information regarding the situation and the recommendation of the Executive Committee within two weeks.
5. Replacement of the Board member(s) would follow the selection process and Bylaws for replacement.

## **H. Meetings**

### **1. Notice of Meetings**

#### **Board Meetings**

A calendar of face-to-face Board meeting dates will be provided by May 1 for the upcoming fiscal year.

Written confirmation of annual and regular meetings, the agenda and information relative to items of business shall be sent to directors, sent not less than 30 days in advance.

#### **Standing Committee Preparation, Work, and Meetings**

The committee chair shall assure that the discussions and actions of the committee are properly recorded and promptly distributed to its members, the Board Chair, Board Secretary, and the Executive Director. Staff shall serve on committees without vote under the supervision and

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coordination of the Executive Director. The agenda for the nature of business of all standing committee meetings shall emphasize issues, problems and opportunities of a policy-making nature and focus on major programs, functions and priorities of Family, Career and Community Leaders of America, Inc., rather than on administrative detail.

**2. Order and Nature of Business**

Board meetings shall address themselves to important matters of policy and planning and priority issues and problems, giving minimal attention and time to administrative matters. At least once a year the Board shall consider the Strategic Plan of Family, Career and Community Leaders of America, Inc.

**3. Absences**

Two Board meetings absences without reason acceptable to the Chairperson of the Board will be sufficient cause for termination from the national Board of Directors.

**4. Attendance by Non-Directors**

All Board of Directors meetings and standing committee meetings are open to interested persons. The Board of Directors always reserves the right to move into executive session.

**5. Recording**

Anyone wanting to record meetings must inform members of the Board or committee at the beginning of the meeting.

**6. Minutes of Executive Session**

When the Board of Directors or Executive Committee goes into executive session, action taken will be noted and a summary of those actions will become a part of the minutes of the full meeting.

**7. Voting or Meeting by Electronic Means**

When deemed necessary by the Executive Committee, committees of the Board or the full Board may conduct business via email or conference call. The Executive Director shall be notified of the need for the conference call or email discussion and may be included, as needed.

In convening a special Board meeting, notification of the date, time, and process for the call or email discussion will be provided to participants at least two weeks in advance, when possible.

Votes conducted by conference call or email shall follow the Bylaws in relation to quorum and majority.

**I. Committees of the Board**

**1. Committee Chairs**

**Duties, Responsibilities and Authority**

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- Orient committee members to their roles and responsibilities.
- Prepare the committee agenda in consultation with the Executive Director or appropriate staff.
- Preside at all committee meetings or appoint a member to preside.
- Report to the Board of Directors all recommendations of the committee.
- Create sub-committees as appropriate following Board approval.
- The committee Chairperson shall assure that the discussions and actions of the committee are properly recorded and promptly distributed, to the Board Chair, Board Secretary, and the Executive Director.

Management of Committees:

- a) In the month prior to each Board meeting, the Standing Committees shall participate in communication via email, conference calls or in person to prepare for each upcoming Board meeting. This shall be initiated by the committee Chair in cooperation with the committee's national staff liaison.
- b) Prior to the committee conference call, the committee shall receive materials relevant to the call at least two weeks in advance.

**2. Executive Committee**

**General Description**

The Executive Committee is the chief vehicle of the Board of Directors for ensuring planning for the organization. It acts on matters that require immediate attention between Board meetings, as well as on matters specifically delegated to it by the Board.

**Appointment of Members and Composition of the Committee**

Minimum representation on this committee is as follows:

Officers of the Board Standing  
Committee Chairs  
State Executive Council President Executive  
Director (ex officio, non-voting)

**Duties, Responsibilities and Authority**

- Evaluates, revises and recommends short-, medium- and long-term goals.
- Reports all interim actions at the next regular meeting of the Board.
- Recommends an orientation and training program for new members of the Board of Directors.
- Serves as a resource development committee to work with staff in fundraising and

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financial development efforts.

- Recommends appropriate recognition for retiring Board members.

**Meetings**

Meetings of the Executive Committee shall be held at the call of the Board Chair at such date, time and location as the Chair may designate.

At least two weeks before each meeting, if possible, the Board Chair shall send to each member of the committee the agenda and information relative to items of business. Conference call meetings shall be permissible.

**3. Finance Committee**

**General Description**

This committee is responsible for making recommendations to the Board for the overall direction and control of the finances of the organization.

**Appointment of Members and Composition of the Committee**

Minimum representation of 6 directors, to include the following:

Board Treasurer, Chair  
Executive Director  
Any other Board members as appointed by Board Chair

**Duties, Responsibilities and Authority**

- Reviews and recommends draft of annual budget of Family, Career and Community Leaders of America, Inc., for Board approval.
- In concert with the Executive Director, explains deviations from budget that may have occurred to the Board of Directors.
- Recommends budgets for unanticipated expenses to the Board.
- Reports to the Board other financial matters as requested.

**4. Nominating Committee**

The Board Chair shall appoint an ad hoc nominating committee, when needed, to nominate candidates for officer of the Board positions, screen nominations for local FCCLA Advisers, screen nominations for the Business and Industry Board positions, and for the local Administrator position. When requested by the Board Chair, the committee shall review and recommend selection criteria and procedure for Board membership. The committee shall be chaired by the immediate Past Chair of the Board and shall include the Chair-Elect and at least one representative from each standing committee of the Board.

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The committee shall be dissolved when its assigned tasks are completed.

**5. Communications/Membership Committee**

**General Description**

This committee shall recommend, revise and evaluate the organization's methods for communicating with the membership and other audiences, including the general public. The committee shall ensure the initiation and continuation of an overall communications, marketing, and membership development program that is based on building and maintaining a positive image of the organization.

**Appointment of Members and Composition of the Committee**

The Board Chair will appoint board members and other stakeholders to this committee as needed.

**Duties, Responsibilities and Authority**

- Reviews publications and other printed materials of the organization to ensure adequate and appropriate communication with members, advisers and other adults, related career and technical student organizations and the public
- Reviews promotional, public relations and media activities and makes related recommendations to the Board of Directors
- Reviews membership strategies and makes recommendations to the Board of Directors for strengthening student membership components
- Reviews the organizational marketing activities to ensure that they align with the mission of the organization and the strategic plan
- Reviews adviser training and development for both state and chapter advisers to ensure adequate program offerings

**6. Program Committee**

**General Description**

This committee shall recommend, review, evaluate, and recommend the programs and projects of the organization and national programs. This committee shall review, evaluate, and update the policies and procedures related to the Georgia STAR Events. The committee shall ensure all programs and projects contain a member recognition component based on building and maintaining a positive image.

**Appointment of Members and Composition of the Committee**

The Board Chair will appoint board members and other stakeholders to this committee as needed. The STAR Events Coordinator shall have input on the agenda and discussions.

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**Duties, Responsibilities and Authority**

- Recommends programs and projects for the organization that are based on short-medium- long-range goals and strategic plan
- Evaluates programs and project activities, including awards and scholarships to ensure they are meeting the needs of the organization
- Reviews existing programs and makes recommendations for revisions to the Board of Directors
- Reviews proposed new programs and makes recommendations to the Board of Directors
- Reviews membership strategies and makes recommendations to the Board of Directors for strengthening Alumni & Associates membership components
- Reviews state STAR Events management and makes related recommendations
- Ensures that the SEC is actively involved in providing leadership to regions and states

## **IV. Non-Dues Revenue**

### **A. Georgia FCCLA Foundation**

The Georgia FCCLA Foundation is a separate entity with its own Board of Directors. The Georgia FCCLA Foundation may choose to give funds to Georgia FCCLA to carry out projects and to help fund members attending the National Leadership Conference.

### **B. Advertising and Exhibits**

#### **1. Guidelines for Advertising and Exhibit Sales**

To protect members from needless exposure to products that may be harmful or that promote socially unacceptable behavior, the Board of Directors has approved the following guidelines for advertising and exhibit sales:

No advertising and/or exhibit sales may be accepted by the organization for products/services specifically involving:

- alcoholic beverages
- tobacco and other drugs
- contraceptive devices/products

Advertising/exhibits featuring products not listed above but paid for by a parent company (i.e., an ad for peanut butter manufactured by a cigarette company) may be accepted.

Advertising/exhibits promoting public service type activity (i.e. an ad that espouses the pitfalls of underage drinking paid for by an alcoholic beverage manufacturer) may also be accepted.



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All advertising/exhibit materials that promote and/or provide information on products/services that portray Family, Career and Community Leaders of America, Inc., contrary to its image as outlined in the official organizational case statement will not be accepted.

In all instances where doubt exists as to the appropriateness of advertising/exhibit materials, the Executive Director shall make the final decision.

**2. Career and Trade Expo (Exhibits)**

The Board of Directors recognizes that the successful development and implementation of a professionally run exhibit at its state meetings and conferences can assist the organization in achieving its mission and goals as outlined in the Bylaws by providing a variety of educational opportunities to the organization's members and advisers.

**TYPE**

Exhibit shall provide attendees with opportunities to learn about the careers, products and services available through participating firms.

**GUIDELINES FOR OPERATION**

Firms participating in the FCCLA exhibit shall not market, advertise or demonstrate products that are alcohol, drug, or contraceptive related.

The FCCLA exhibit shall be open to registered attendees of the meetings at which the exhibit is held.

The FCCLA Executive Director or designate shall be responsible for the development, management, and operation of the exhibit and its annual budget shall be included in the organization's annual budget and program of work.

**V. State Executive Council**

**A. Officer Uniforms**

State and region officers will wear one of the approved FCCLA uniforms whenever they are representing the organization in their capacities as officers.

The official blazer is red.

The official FCCLA uniform will contain only the gold FCCLA officer pin and guard and no other organization's pins will be represented.

Black skirt, sheath dress, or dress slacks are to be worn with the official blazer.

Black dress slacks and polo shirt is also acceptable FCCLA dress for less formal occasions.

**B. Meetings of the State Executive Council**

Joint SEC/BOD Meetings

The State Executive Council can meet concurrently with the Board of Directors, keep each other informed and participate in the decision-making process through its representatives on the Board.

The Board shall assure that council members are represented on committees of the Board and

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shall bring before the Board and council for joint action, major policies and decisions that affect the operation of the organization and the membership as a whole.

The implementation of programs and policy development of FCCLA is a youth/adult partnership.

### **C. State Officers**

#### **1. Duties and Responsibilities**

- All officers are members of the State Executive Council.
- The president shall preside over all business meetings of the Association and of the State Executive Council.
- State officers are NOT allowed to compete in STAR Events during their year of office.
- All state officers are required to communicate regularly with the state officer team, executive director and other appropriate parties on a regular basis and respond promptly to all inquiries for information.
- Officers must check their email daily.
- Attend all state officer meetings and functions from start to finish.
- State officers are required to send monthly reports to the president, first vice president, chapter adviser and executive director.
- Make school visits to local chapters to discuss FCCLA and encourage further participation in state and national programs.
- Attend all required meetings as outlined in the State Officer Agreement.
- Keep a notebook of all activities during term in office.
- Communicate with chapter adviser on a regular basis.
- Support chapter advisers in their efforts to implement FCCLA.
- Assist with expenses not paid by the state association or local chapters necessary to carry out the duties of the office.

#### **2. Eligibility**

- **Deadline:** The online form must be completed and submitted by midnight of the application deadline. If all or any part of the officer application is received after the deadline, the entire application may be disqualified.
- Candidates for the office of president or first vice-president must be in 10th or 11th grade. Candidates fulfilling the middle school allotment shall be in 6th or 7th grade. Enrollment in 6th grade or above for all other offices.
- At the State Leadership Conference, all candidates will prepare an up to 2 minute speech and answer a fact and situation question. Voting delegates will cast votes for candidates prior to the start of the Opening Session. Themes will be given after the candidate interview in February.
  - **Dress Code:** All candidates will wear official dress when giving their speeches and during the candidate interviews at State Leadership Conference. Official dress is the red jacket, white oxford button-down shirt, black pants, and black, closed toe shoes.

#### **3. Officer Code of Conduct**

The following code of conduct applies to all State Executive Council members:

- Behavior at all times should be such that it reflects credit to you, your family, your school,

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your state and national FCCLA organization.

- Officers are expected to exhibit trustworthiness, respect, responsibility, fairness, caring and citizenship.
- Officers will have a clean, powerful and positive social media presence.
- Smoking and/or vaping, as well as use of illegal drugs and alcohol are not acceptable for a state officer. Participation in any of the above will result in automatic termination of office.
- If an officer is found responsible for stealing or vandalism, the officer and his/her parents/guardians will be expected to pay the damages.
- Any accidents, injuries or illnesses should be reported to the Executive Director immediately.
- Inappropriate physical contact with other officers or members is not acceptable.
- All officers will abide by the curfew times at state and national meetings.
- Officers are not allowed in hotel sleeping rooms with other members, officers, or visitors unless they are a designated roommate or an adult is present.
- The dress code will be followed at all times.
- Sexual conduct, material, and/or behavior is strictly prohibited.
- Officers should be punctual and have good time management skills.

#### **4. Officer Policies and Procedures**

- The term of office shall be for one year, to begin at the conclusion of the State Leadership Conference, or until successors are elected.
- In the event the office of president becomes vacant by resignation or otherwise, the first vice president shall assume the duties of the office for the unexpired term.
- In the event an officer withdraws from the election prior to the installation, the candidate receiving the next highest number of votes will be asked to serve as the candidate.
- State Officers may be removed from office for one of the following: Violations of the Code of Conduct, lacking sufficient preparation and readiness for meetings, not fulfilling officer duties and responsibilities.
- Removal process will take the following steps:
  - o Filing of Complaint: A state officer, chapter adviser or State Adviser must file a written complaint with the Executive Director.
  - o Notification and Inquiry: The state officer involved will be notified that an inquiry is being conducted regarding a complaint.
  - o Notification to Board of Directors: After a conclusive investigation, the Executive Director will inform the Board of Directors of the findings and recommendation for further action.
  - o Probation: If the infraction is of a correctable nature, the state officers will be given appropriate training and a time table to improve their performance.
  - o Removal: If the infraction is of a serious nature or not correctable, then the Executive Director will recommend to the Board of Directors that the officer be removed immediately.
  - o Appeal: The Board of Directors shall have the final decision on all disciplinary termination or probation with regards to the state officers.

### **5. Officer Professional Image and Official Dress**

- Being a state officer is a major responsibility that requires firm commitment and cooperation. State officers are expected to present themselves in an exemplary manner in appearance and behavior.
- State officers are expected to purchase and wear the official uniform when making public appearances on behalf of Georgia FCCLA, unless otherwise requested or approved by the Executive Director.
- In less formal occasions, state officers may be asked to wear FCCLA polo shirt or collared shirt with black dress pants.
- State officer candidates must purchase black pants, white, button-down shirt, ascot or tie and black dress shoes. Females must have black pumps. Georgia FCCLA will provide the red jacket. If not elected, the red jacket is to be returned to Georgia FCCLA. The Official Dress can be purchased at the following link: <http://www.co-store.com/fccla> (under Uniforms).

### **6. Officer Travel Policies and Procedures**

- As a state officer, you will be obligated to attend several state meetings. You may also receive invitations to region and chapter meetings, as well as those for community and civic groups.
- State officers are not permitted to drive themselves to and from state FCCLA events.
- A multiple release form must be signed by a candidate parent/guardian and local adviser. This form will be kept on file all year.

### **7. Officer Communication Requirements**

- Each state officer should have access to internet to check email on a regular basis.
- The Monthly Officer Report must be submitted to the president, first vice president, chapter adviser and executive director no later than the 5th of the month.

### **8. Social Media**

Voting Delegates frequently check social media sites prior to selecting the members that will serve as Georgia FCCLA state officers. With that in mind, we highly recommend immediately removing any inappropriate language or material (i.e., photos comments, status updates, links, likes, etc.).

If you are elected to an FCCLA state office, maintaining clean and positive social media pages will be a requirement. Your sites will be frequently checked by state staff and consequences can result from failure to adhere to this important requirement.

Examples of unsuitable material – posted by you or your friends – include inappropriate behavior in photos, videos, or written references, such as:

- Revealing photos
- Profanity, alcohol, smoking, vaping, drug use or sexual content
- Any negative content toward peers, school officials or FCCLA
- Links or “likes” to inappropriate sites or pages

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Social media sites should not be used to campaign or ask for votes. Your page should not reveal that you are a state officer candidate.

## **9. Nominations and Election of Officers**

### State Officer Candidates

A list of state officer candidates, together with the qualifications of the candidates, shall be made available to the voting delegates prior to, or on the first day of, the State Leadership Conference.

#### **a) Campaigning and Use of Electronic Devices**

- i. State Officer Candidates and/or their supporters may openly share that the candidate is running for a state office and may address the candidate's qualifications both verbally and in writing. State Officer Candidates and/or their supporters must never make disparaging statements about another candidate.
- ii. State Officer Candidates and/or their supporters must not purchase, create, or distribute any paraphernalia supporting the candidate, including but not limited to: business cards, brochures, stickers, etc.
- iii. State Officer Candidates are prohibited from using electronic devices during the State Officer Candidate election sessions at the State Leadership Conference. All voting delegates are prohibited from using electronic devices during election sessions. The purpose of this policy is to prohibit communication or the sharing of resources between officer candidates, spectators, and/or voting delegates, which might give the candidate an unfair advantage during the election process.
- iv. If a member or adviser of Georgia Association of Family, Career and Community Leaders of America has evidence that a State Officer Candidate and/or their supporters or a Voting Delegate has violated these policies; such violation must be reported, in writing, via email to [gafccboard@gmail.com](mailto:gafccboard@gmail.com) prior to the close of the voting process.

The chapter and state adviser of the member will be notified that a panel consisting of Board of Directors members will review the allegation and deem if further action is necessary. If the review panel determines that the State Officer Candidate and/or their supporters, or Voting delegate has violated this policy, that individual may be removed from the election process and/or the candidate may be disqualified from the election. The decision of the review panel is final.

#### **b) Qualifications**

- Affiliated member of an affiliated chapter.
- Affiliated member of an affiliated chapter for at least two years, for the office of president.
- Enrollment in tenth grade or above, for the office of president or first vice-president. Candidates fulfilling the middle school allotment shall be in sixth or seventh grade. Enrollment in sixth grade or above, for all other offices.
- One successfully completed course in family and consumer sciences.
- Current or past officer of a local chapter.
- Three recommendations: one from a school administrator, one from a family and consumer sciences teacher and one from a community leader. Signatures of support from a chapter adviser and a parent or guardian.
- Participation in one of the FCCLA national programs.
- Have a GPA of at least 80 (unweighted) at the time of submission of application.

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- Must attend the Candidate Eligibility Interviews and wear a red polo shirt (provided by Georgia FCCLA) and black pants.
- Cannot hold a district or state office in any other school or school related organization, or organization relating to Family and Consumer Sciences.

**c) State Officer Election Process**

**Phase 1 – Intent Form Completion**

- Candidate: Complete the established deadline

**Phase 2 – Application Submission (Must be submitted by established deadline)**

- Section I: Application for State Office
- Section II: Major Contributions/Accomplishments in FCCLA (Resume)
- Section III: Other Accomplishments/Honors
- Section IV: Three Recommendation Letters
- Section V: Transcript
- Section VI: Signature Page

**Phase 3 – Officer Interviews and Exam (Saturday in February)**

- Advisers and candidates will be walked through the candidate process and requirements by the State Interview Committee Coordinator and Executive Director.
- Candidates must arrive in red polo-type shirt (Georgia FCCLA State Office will provide) and black pants.
- Candidates must provide an official transcript showing GPA and Family and Consumer Sciences courses.
- Candidates will be given the State Officer Qualifying Exam. The score received on the exam will indicate the candidate's knowledge of the organization. Test questions will be based on FCCLA, the State Officer Application and Handbook, and parliamentary procedure knowledge. A study guide will be provided.
- After the test, candidates will move on to an interview with the State Interview Committee. Candidates will be rated during the interview.
- In order to move on to Phase 4, candidates must receive at least 85 points during Phase 3.
- In the situation that there are more than 15 candidates that receive 85 points or higher during Phase 3, then only the top 15 candidates will move on to Phase 4.

**Phase 4 – Candidate Speeches and Election (State Leadership Conference)**

- Candidates are required to register for and attend the State Leadership Conference and the gala at the State Leadership Conference.
- Candidates will give a 2 minute speech at the State Leadership Conference.
- Candidates must be in Official Dress with black dress pants and black shoes.
- Candidates will deliver their speech on the first afternoon of the State Leadership Conference. Speech times will be given to candidates. Voting will take place prior to the Opening Session.
- All candidates will receive a Letter of Notification on the first night of State Leadership Conference.
- A Selection Committee will interview the elected candidates and will assign offices based on qualifications, speech and interview.
- Candidates receiving an office will be announced at the Recognition Session. A long, semi-formal white dress will be worn by females. A picture of the dress will need to be sent to the Executive Director by established deadline for approval. Males will wear a rented tuxedo.
- Installation Ceremony will take place during the Closing Session.

## **D. Region Officers**

### **1. Duties and Responsibilities**

- Region Officers are responsible for compiling their region's articles for the state website.
- Region officers shall serve as ex-officio, non-voting member of the State Executive Council.
- Region officers are NOT allowed to compete in STAR Events during their year of office.
- All region officers are required to communicate regularly with the officer team, executive director and other appropriate parties on a regular basis and respond promptly to all inquiries for information.
- Officers must check their email daily.
- Attend officer meetings and functions from start to finish as outlined in the Region Officer Agreement.
- Region officers are required to send monthly reports to the president, first vice president, chapter adviser and executive director.
- Make school visits to local chapters to discuss FCCLA and encourage further participation in state and national programs.
- Keep a notebook of all activities during term in office.
- Communicate with chapter adviser on a regular basis.
- Support chapter advisers in their efforts to implement FCCLA.
  - Assist with expenses not paid by the state association or local chapters necessary to carry out the duties of the office.

### **2. Eligibility and Qualifications**

- **Deadline:** All forms must be RECEIVED at the State Office by the established deadline. If all or any part of the officer application is received after the deadline, the entire application may be disqualified.
- Affiliated member in an affiliated chapter.
- Affiliated member in an affiliated chapter for at least one year.
- Enrollment in ninth grade or above.
- One course in family and consumer sciences at the time of submission of the application.
- Three Recommendations from a school administrator and family and consumer sciences teacher and community leader.
- Signatures of support from a school administrator, a chapter adviser and a parent/guardian.
- Participation in one of the FCCLA national programs.
- Have a GPA of at least 80 (unweighted) at the time of submission of application.

### **3. Election Process**

Each affiliated chapter shall be eligible to recommend one nominee for region officer.

**Selection and Interview:** A region officer selection committee shall score the application of



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qualified nominees using a rubric approved by the state board of directors. The region officer selection committee shall be composed of members of the state board of directors who do not have region officer applicants and other appointed by the state board of directors. Scores from all selection committee members shall be averaged. The applicant within each region with the top averaged score shall be selected to serve as a region officer. Each applicant will have an interview with the Selection Committee.

### 4. Term of Office and Vacancies

- Term of Office: The term of office shall be for one year, to end at the conclusion of the State Leadership Conference.
- Vacancies: In the event a region officer position becomes vacant, the candidate who received the next highest number of votes for the region in which the vacancy occurs may be offered the position. In the event there are no additional applicants, duties will be assigned to the other region officers.

### 5. Region Officer Code of Conduct

The following code of conduct applies to all region officers:

- Behavior at all times should be such that it reflects credit to you, your family, your school, your state and national FCCLA organization.
- Officers are expected to exhibit trustworthiness, respect, responsibility, fairness, caring and citizenship.
- Officers will have a clean, powerful and positive social media presence.
- Smoking and/or vaping, as well as use of illegal drugs and alcohol are not acceptable for a region officer. Participation in any of the above will result in automatic termination of office.
- If an officer is found responsible for stealing or vandalism, the officer and his/her parents/guardians will be expected to pay the damages.
- Any accidents, injuries or illnesses should be reported to the Executive Director immediately.
- Inappropriate physical contact with other officers or members is not acceptable.
- All officers will abide by the curfew times at state and national meetings.
- Officers are not allowed in hotel sleeping rooms with other members, officers or visitors unless they are a designated roommate or an adult is present.
- The dress code will be followed at all times.
- Sexual conduct, material, and/or behavior is strictly prohibited.
- Officers should be punctual and have good time management skills.

### 6. Region Officers Policies and Procedures

- Region Officers may be removed from office for one of the following: Violations of the Code of Conduct, lacking sufficient preparation and readiness for meetings, not fulfilling officer duties and responsibilities, excessive absences from scheduled activities.
- Removal process will take the following steps:
  - o Filing of Complaint: An officer, chapter adviser or State Adviser must file a written complaint with the Executive Director.
  - o Notification and Inquiry: The officer involved will be notified that an inquiry is being conducted regarding a complaint.
  - o Notification to Board of Directors: After a conclusive investigation, the Executive Director will inform the Board of Directors of the findings and recommendation for further action.



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- o Probation: If the infraction is of a correctable nature, the officer will be given appropriate training and a time table to improve their performance.
- o Removal: If the infraction is of a serious nature or not correctable, then the Executive Director will recommend to the Board of Directors that the officer be removed immediately.
- o Appeal: The Board of Directors shall have the final decision on all disciplinary termination or probation with regards to the officers.

## **7. Professional Image and Official Dress**

- Being a region officer is a major responsibility that requires firm commitment and cooperation. Region officers are expected to present themselves in an exemplary manner in appearance and behavior.
- Region officers are expected to purchase and wear the official uniform when making public appearances on behalf of Georgia FCCLA, unless otherwise requested or approved by the Executive Director.
- In less formal occasions, region officers may be asked to wear FCCLA polo shirt or collared shirt with black dress pants.
- Region officers must purchase black pants, white, button-down shirt, ascot or tie and black dress shoes. Females must have black pumps. Georgia FCCLA will provide the jacket.

## **8. Region Officer Travel Policies and Procedures**

- As a region officer, you will be obligated to attend several state meetings. You may also receive invitations to region and chapter meetings, as well as those for community and civic groups.
- A multiple release form must be signed by a candidate parent/guardian and local adviser. This form will be kept on file all year.
- Region Officers are not allowed to transport themselves to and from Georgia FCCLA events.

## **9. Region Officer Communication Requirements**

- Each officer should have access to internet to check email on a regular basis.
  - The Monthly Officer Report must be submitted to the president, first vice president, chapter adviser and executive director no later than the 5th of the month.

## **10. Region Officer – Social Media**

If you are selected as a region officer, maintaining clean and positive social media pages will be a requirement. Your sites will be frequently checked by state staff and consequences can result from failure to adhere to this important requirement.

Examples of unsuitable material – posted by you or your friends – include inappropriate behavior in photos, videos, or written references, such as:

- Revealing photos
- Profanity, alcohol, smoking, vaping, drug use or sexual content
- Any negative content toward peers, school officials or FCCLA
- Links or “likes” to inappropriate sites or pages

## **E. State Executive Council Advisers**

### Participation

Members of the State Executive Council Advisers (SECA) are expected to attend all events with their state or region officer. Lodging and meals will be paid for their attendance at all meetings. Lodging for the night before the State Leadership Conference will be provided.

## **VI. State Headquarters Staff**

### **A. Executive Director**

#### **1. Relationship to the Board of Directors**

Within the limits of the Bylaws, the Executive Director is responsible and has commensurate authority to accomplish the duties set forth below:

- Attends all meetings of the Board of Directors and Executive Committee. Communicates Board and Executive Committee decisions to the staff
- Ensures the Board of Directors are kept informed monthly on the conditions and operations of the organization
- Ensures that ideas for programs which will further the goals and objectives of the organization are presented to the Board and is responsible for implementing policies adopted by the Board
- Prepares FCCLA update for GACTE and GATFACS meetings upon request
- Prepares an annual report on the status of the organization to be presented to the Board. The contents of the annual report will be determined by the Department of Education.
- In cooperation with the Treasurer and the Finance Committee, develops an annual budget, which, after approval by the committee, is presented by the treasurer to the Board of Directors. Operates within the approved budget and sees that the finances of the association are audited annually
- Ensures that sound standards and policies are in place and being followed for the financial security of the organization.
- Is responsible to the Board of Directors and, through the Board, to the membership for seeing that the programs and policies of the organization reflect the needs and aspirations of the membership, and that, once approved, are implemented.
- Is an ex officio member of all standing committees, without vote.
- Consults with and advises the Board Chair(s) and appropriate committee Chairs on all matters pertaining to association policies, programs and finances, as applicable
- Functions as the chief administrative officer of the organization and as liaison between the state staff and the Board, the State Executive Council, chapter advisers, and the

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membership

- Conducts Board business and communicates in a professional manner
- Assures that Board communications occur in accordance with Board policy
- If a formal complaint or grievance is filed in writing against FCCLA or any FCCLA staff member, the Executive Director shall notify the Board Chair in writing.
- Planning and implementing programs and activities that support Family and Consumer Sciences.
- Providing communication systems and related linkages and collaboration with teachers and advisers of local school systems of FCCLA and the Georgia Department of Education
- Conducting a program of activities consisting of, but not limited to the following:
  - State officer training
  - Local chapter officer training
  - Fall Leadership Conference
  - State Leadership Conference
- Maintaining the monthly CTSO master calendar
- Updating the FCCLA website in a timely manner
- Coordinating attendance of Georgia chapters at the FCCLA National Leadership Conference
- Providing leadership for participation in the CTSO Winter and Summer State Officer Training
- Attending all meetings and professional development events planned by the Georgia Department of Education for CTSO Executive Directors
- Providing leadership for involvement for the FCCLA state officers in the CTSO legislative event.
- Maintaining accurate accounting records and participating in a financial review of all financial activities for the fiscal year.
- Providing the Georgia Department of Education, as well as the FCCLA Board of Directors, with specific and measurable goals and a strategic plan to meet those goals.
- Adhering to reporting and documentation requirements
- Identifying stakeholders and developing business partnerships with government and other non-profit organizations.
- Supporting and working collaboratively with the FCCLA Foundation Board.

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**2. Annual Performance Evaluation**

There shall be an annual performance evaluation of the Executive Director prior to the close of the fiscal year. The evaluation shall be conducted by the Board of Directors.

Input shall be sought through a form approved and updated as necessary by the committee.

**B. Georgia FCCLA Administrative Coordinator**

**1. Description of Duties**

- a. From implementing Georgia FCCLA processes, to assisting execute membership growth efforts, to assisting with event planning and organization, the Georgia FCCLA Administrative Coordinator will be entrusted with administrative tasks and be prepared to report or give status updates on almost any initiative under their directive.

**2. Communications – Mail, Email, Phone**

- a. Monitor and assist with prioritizing incoming email and phone requests during business hours, providing prompt responses
- b. Develop systems for scanning and organizing physical documents electronically
- c. Assist with social media outreach efforts

**3. Database and website management**

- a. Works with Family and Consumer Sciences teachers to ensure FCCLA member records are entered and updated in the online affiliation system
- b. Design surveys, collects responses, analyzes results, including yearly survey and post-event surveys
- c. Monitors and updates website with current materials ensuring website is accurate and up-to-date

**4. Accounts Receivable**

- a. Work with bookkeeper to keep accurate financial and historical records
- b. Processes conference payments

**5. Event Management**

- a. Assist with meeting planning and event materials preparation
- b. Performs pre-registration and post-registration functions including processing registration, badge preparation, data entry, and proper meeting attendee billing and reimbursements

**C. Periodic Review of the Organization**

To assure that every aspect of the operations and management of the Georgia Association of Family, Career and Community Leaders of America, Inc., is performed with due effectiveness and within the policies laid down by the Board of Directors, there shall be conducted a periodic evaluation and review of the state of the organization emphasizing progress toward major goals and objectives. These evaluations shall be made up of:

- a. the management of the organization with special reference to the office of the Executive Director and the state headquarters staff
- b. the program and projects of the Georgia Association of Family, Career and Community Leaders of America, Inc.
- c. the membership of the organization and membership promotion, fulfillment and dues

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- d. the financial and business affairs of the organization
- e. the communications, public relations and development functions of the organization
- f. the Board operation and Executive Director effectiveness
- g. the annual fundraising and financial development plans and goals
- h. the relevance and effectiveness of the Board composition.

## **VII. Fiscal Management**

### **A. Financial Review**

There shall be an independent financial review of the annual financial statements by a Certified Public Accounting firm, determined by the Department of Education.

A representative from this independent accounting firm shall prepare a report to be given to the Executive Director and Board Chair. This report should be given at the Board's next meeting.

### **B. Authority to Borrow Funds**

The Board of Directors has the sole authority and responsibility to borrow funds or cause funds to be borrowed on behalf of the organization.

The Board of Directors may, upon a majority vote, authorize the Executive Director to enter into negotiations to borrow funds from lending institutions.

The Executive Director will present the results of negotiations and his/her recommendation(s) to the Executive Committee of the Board of Directors.

The Executive Committee of the Board of Directors will act on the recommendation(s) and if approved, will authorize the Executive Director to execute the required documents on the Board's behalf. Once the Board of Directors approves the renewal of the line of credit, the Executive Director, with approval of the Treasurer, shall borrow and pay off the line of credit as needed.

### **C. Bank Deposits**

Deposits at any one federally insured financial institution should not exceed the maximum amount that would be federally insured.

### **D. Capital Expenditures**

Capital expenditures are those items, when purchased, which are classified as assets and are used in the continuing operations of the association over a number of years. These items are known as depreciable assets. Examples of depreciable assets are:

- office furniture
- computer equipment
- copying equipment

It is the policy of Georgia FCCLA to keep an accurate inventory of these assets to be turned in during the annual financial review.

The final liquidation of assets is covered by the bylaws.

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Disposal of real assets (i.e., land and buildings) must be approved by the Board of Directors. Disposal of other depreciable assets (i.e., furniture and equipment) must be approved by the Executive Director.

### **E. Contingency Reserve**

The organization targets a reserve amount equal to 50% of the annual operating budget.

### **F. Investments**

The Executive Director, upon approval of the Finance and Budget Committee, shall be permitted to enlist an outside investment agency for the purpose of managing investment funds.

### **G. Access to Financial Information**

The balance sheet shall be prepared monthly by the Georgia FCCLA bookkeeping firm and sent to the Executive Director to distribute to the entire Board of Directors monthly. A financial summary is presented by the State Executive Council 1<sup>st</sup> Vice President at the Business Session of the State Leadership Conference.

A summary statement of revenue and expenses are printed each year the annual report. Copies of the approved budget, as well as current financial statements, are available at all meetings of the Board of Directors.

### **H. Solicitation of Bids**

Georgia FCCLA is committed to obtaining quality products and services at competitive prices. To assist in assuring fair and equitable contracting activities in accordance with generally accepted accounting principles, the organization adheres to a bid solicitation procedure.

For all purchases over \$15,000, three independent bids shall be solicited from potential vendors/suppliers.

The bidding process shall be blind in that one vendor shall not be informed of another's bid.

The vendor/supplier with the lowest bid that meets the organization's specification as determined by the Board of Directors and Executive Director shall be awarded the contract. Lowest price alone does not prevail.

All contracts shall be put out to bid on a regular basis. Contract duration will not exceed five years.

The Executive Director shall settle any questions that may arise in connection with the bidding policy.

## **I. Travel Reimbursement Guidelines for all Stakeholders**

Travel reimbursement are only provided for those individuals where specified in their contracts.

This travel policy specifically addresses reimbursement for three categories of travel-- transportation, meals and lodging and miscellaneous expenses.

Prior approval must be obtained for reimbursement of expense items that are not specifically covered in this policy.

Local and out of town travel shall be done using the most expedient mode of transportation. Transportation expenses are fully reimbursable under the following guidelines:

Reimbursement requests for "travel expenses" need to be submitted within thirty (30) days of the event.

### **TRANSPORTATION**

Travel by car shall be reimbursed at the State Government current rate.

The State Government Per Diem rate is used for all travel. When a meal is provided by the organization, its cost may not be claimed on the expense form.

Moderately priced accommodations are to be secured when traveling on Georgia FCCLA. Rooms are to be reserved on a single occupancy basis and charges will be reimbursed accordingly. Incidental charges (phone calls, photocopying, etc.) will be the traveler's responsibility and will be reimbursed (in accordance with current policy) when the expense form is submitted.

## **J. Annual Surplus Allocations**

The Board of Directors, in conjunction with the Finance Committee, will decide how surplus funds should be allocated.

## **K. Georgia FCCLA Payment Policy**

- a. 7 Days Past Due
  - The Executive Director will send an additional invoice for any unpaid balances
- b. 30 Days past due
  - A letter will be sent to the adviser and school bookkeeper
  - The chapter will not be able to register or attend any FCCLA event until the outstanding balance is paid
- c. 60 Days past due
  - A letter will be sent to the adviser and the CTAE Director stating that the balance is still outstanding
  - \$25 late fee
  - The chapter will not be able to register or attend any FCCLA event until the outstanding balance is paid

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- d. 120 Days past due
- The fourth and final invoice will be sent
  - An additional \$25 late fee is assessed
  - A letter signed by the executive director will be sent to inform the adviser, principal, and CTAE Director that all actions have been taken and the organization regrets to inform the chapter that no registration will be accepted until all past due balances are paid

#### **L. Returned Checks**

If a school check and/or adviser personal check bounces, the chapter will be charged for the original payment amount, plus any other fees charged by the bank to process the returned check.

#### **M. Reissuing Checks**

If a check is issued to a chapter and/or member for reimbursement, prize winnings, etc., it is valid for 90 days after the issue date. Georgia FCCLA will not reissue checks after the 90 days unless the chapter or individual contacts the state office before the 90 day deposit deadline.

#### **N. Credit Card Payments**

Chapters and/or school systems can request a credit card invoice (to be sent via Quickbooks) for registration payments or other fees. A credit card processing fee of 3% will be added to the Quickbooks invoice to be paid by the chapter and/or school system.

### **VIII. Ethics**

#### **A. Ethics Statement**

All members of the Board, State Executive Council, committees of the Board and employees of Georgia FCCLA, shall follow a Code of Ethics developed by the Board and reviewed annually by the Board.

The ethics statement will be explained to all new Board members in detail at the new Board orientation or first Board meeting and each person will be required to sign a statement agreeing to abide by the ethics statement.

*See Appendix A*

#### **B. Conflict of Interest**

A situation involving conflict of interest in which a business arrangement to which a director may directly or indirectly be a party shall be subject to the following: full disclosure to the Board duly reported in minutes of the meetings, nonparticipation by any director in the decision affecting any relationship, opportunity for free discussion for proposed or existing arrangements in Board and committee meetings with the consideration of alternative options and reports on services contracted.

Any Board member seeking employment with FCCLA shall be required to resign from the Board of



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Directors upon submission of his/her application of employment.

Board of Directors members serve as directors of Georgia FCCLA as a whole and not solely as a representative of any other body. The interest of Georgia FCCLA shall be the primary focus of members of the Board of Directors, while taking into consideration the various interests of other bodies.

Any suspected conflicts of interest shall be communicated to the Chairperson of the Board of Directors and discussed by the Executive Committee prior to Board action.

*See Appendix B*

### **C. Confidentiality**

*See Appendix C*

### **D. Whistleblower**

*See Appendix D*

## **IX. Protection of Rights and Human Subjects**

### **A. Alcohol Policy**

No alcoholic beverages or narcotics in any form shall be possessed by FCCLA members at any time, under any circumstances. Further, no alcoholic beverages will be served at official FCCLA events where students are present.

Adults in attendance are encouraged to follow the policy, which governs members.

### **B. Disaster Plan**

Georgia FCCLA has a disaster plan that safeguards invaluable paper, computer database, the building and its employees.

Back-up copies electronic files are saved in Dropbox.

An emergency response plan at state headquarters should be available in the event of a terrorist attack or other emergency situation.

### **C. Crisis Plan**

The organization shall develop and communicate to Board members and chapters (and advisers) a crisis plan for national events which might include: appointed spokespersons to the media, evacuation plans, lock down procedures, notification of parents, accessible medical forms, and information and other plans to assist the management of a crisis situation, terrorism, student endangerment or run away students. This crisis plan shall be updated regularly.

## **D. Document Retention**

*See Appendix E*

## **E. Equal Opportunity Employer**

This organization grants equal employment opportunities to all qualified persons regardless of race, creed, color, sex, age, national origin, marital status, or physical/mental handicap. It is the intent and desire of the national Board of Directors that equal opportunities be provided in recruitment, selection, salary, promotion, benefits, privileges, and all other terms and conditions of employment.

All employees must provide proof of citizenship or legal work status.

## **F. Special Needs**

Georgia FCCLA upon notice by the registration deadline to its headquarters in advance of any of its scheduled events, will work with--chapters, schools, or families to locate and obtain the services of an aide, assistant, interpreter, nurse, or other person whose assistance would enable a member with special needs to participate fully in the scheduled event. The state staff will identify service options that will be funded by the local school district. Federal funds are typically available to school districts for this purpose.

## **G. Research**

Georgia FCCLA will not participate in any research that would have actual or potential unacceptable risks to students or adults.

## **H. Sexual Harassment Policy**

Georgia 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 (Title IX) 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 and Technical Education and are a responsibility of the state. Therefore the sexual harassment policies and procedures in effect in a student's home school or schools last attended are the means by which sexual harassment issues at FCCLA events will be addressed\*.

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If a student believes that sexual harassment has occurred, while participating at a nationally sponsored FCCLA event or activity, the student is strongly encouraged to report the incident immediately to: 1) the chapter adviser responsible for FCCLA activities in the student's home school; 2) the student's home school principal; or 3) the Executive Director of Georgia FCCLA. Harassment issues reported to the Georgia FCCLA Executive Director will be referred to the students' home school administrator(s).

*This Sexual Harassment Policy is adapted from the Policy of the National Coordinating Council of Career and Technical Student Organizations. (NCC-CTSO)*

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

**I. Liability Insurance Coverage Policy**

State Headquarters will cover Board of Directors with liability insurance. Board of Directors will receive copies annually of the liability insurance provided to Board of Directors.

**J. Non-Discrimination Policy**

Georgia FCCLA does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations.

**K. Gender**

**Official Dress**

The FCCLA official dress is worn for Georgia FCCLA activities per the dress code as outlined. Students may select the attire that best fits the gender with which they identify. This is a personal choice as long as the Georgia FCCLA dress code guidelines are followed. This also applies to the dress code guidelines for FCCLA conferences.

**Conference Housing**

Regarding conference housing of students and gender identification, the adviser(s) will need to inform the Executive Director prior to the close of registration. The Executive Director will work closely with the adviser(s), school administration, and the conference facility to determine the best solution for all involved. Our main priority is that all FCCLA members feel informed, safe, respected, and comfortable.

**X. Scholarships/Awards/Recognition**

This section was removed from the Policies and Procedures Manual. A separate Scholarships/Awards/Recognition document will be created and updated regularly by State Staff.

**XI. External Relations**

**A. Cooperation of Family, Career and Community Leaders of America, Inc.**

**At State Level**

The state policy-making body may authorize cooperative activities and/or relationships on the state level.

This authorization shall be in accordance with the provisions stated in this document.

A state policy-making body, before agreeing to participate in a cooperative activity, project and/or relationship that involves a state or states in addition to its own, should ascertain in writing whether or not the national organization has approved such cooperation. The intent of this provision is to assure that when more than one state is to be engaged in a cooperative project, state approval shall be given only on condition of national approval. This policy does not preclude a state association's initiating cooperative activities, projects and/or relationships within its boundaries when such activities and relationships are in accordance with established national policies and the projects are clearly identified as state or local in origin and sponsorship.

**At Chapter Level**

Local chapters may establish cooperative activities and/or relationships in accordance with the policies of Family, Career and Community Leaders of America, Inc., as stated in this document, and with the policies developed by its state policy-making body.

**B. Endorsement and Development of Public Policy**

So that Georgia FCCLA may have the opportunity to sign on to public policy initiatives in a timely manner, the following mechanism will be employed:

Any group may provide the Executive Director with a public policy initiative.

The Executive Director will confer with the Board Chair prior to and following involvement in any public policy endorsement or development. In addition, all public policy activities will be listed in the Executive Director's monthly report.

The Executive Director will engage in public policy development activities that serve the interest of Georgia FCCLA.

The Executive Director will involve the Board of Directors, the State Executive Council, Day at the Capitol participants, members and advisers in public policy development, and where appropriate, public policy advocacy.

**XII. Competitive Events**

**A. Competitive Events Team**

The organization shall contract with a person knowledgeable about STAR Events to serve as the Georgia STAR Events Lead Coordinator.

The organization may contract with a person to serve as the STAR Events Evaluator Coordinator.

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The Georgia STAR Events Coordinator will recruit stakeholders to serve as Lead Consultants and Assistant Lead Consultants at the annual State Leadership Conference.

The Competitive Events Team provides recommendations to the state staff.

## **B. Event Names, Rule Consistency, and Participation**

When offering nationally sponsored Competitive Events at the state, regional or local level, event names should be consistent with the names of the national event. In addition, event guidelines and rules should be consistent with those of national.

The basis for Competitive Event participation, event name, rule consistency, and due process are contained in the *Competitive Events Guide* which is posted on the FCCLA national website.

## **C. Georgia FCCLA Competitive Events Manual**

All Competitive Events participation and other guidelines can be found in the Georgia FCCLA Competitive Events Manual, which will be reviewed by the Competitive Events Team annually. Refer to the Georgia FCCLA Competitive Events Manual.

### **XIII. Meetings**

#### **A. State Leadership Conference**

##### **1. Voting Delegates**

Each chapter attending the State Leadership Conference receives one voting delegate.

##### **2. Official Hotels**

**In keeping with all guidelines and standards of National FCCLA, the following will be enforced:**

- All attendees must stay in the official Georgia FCCLA hotel property assigned in order to participate in Georgia FCCLA Overnight Conferences (State and National). Georgia FCCLA will not provide a waiver policy regardless to participants' proximity to the conference hotel. All participants will be required to stay in the conference hotel property (STAR Events and State Events participants, Officer Candidates, Statesmen Test participants, Scholarship Recipients, and all other registered participants.)
- Conference attendees must stay for the duration of the conference – at least two nights for the State Leadership Conference.
- Due to the limited number of multiple housing rooms in the hotels, double/double rooms will be used first as a quad for students, then as a twin for adults. Two adults may be assigned to a king or queen room. A rollaway may be available depending upon the property.

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- Because of the large number of students involved, chapter advisors are asked to assume the responsibility for all charges incurred by their chapter.
- Members and/or chapters who do not stay in the assigned conference hotel will be disqualified from receiving scholarships, competitive event awards (of any level), chapter awards, and other recognitions.

**3. State Leadership Conference Sites**

The time and place of the State Leadership Conference shall be determined by the Board of Directors. The purpose of the conference shall be to transact business of the organization.

**B. Other Meeting Sites**

The locations for the other meeting sites will be approved by the Board of Directors. Other conferences and meetings should take place at either Camp John Hope or the Georgia FFA-FCCLA Center in Covington.

**C. Conference Dress Codes**

**a. DISCOVER Training**

- Longer-length shorts
- Neat jeans (no holes or tears)
- Collared shirts
- Appropriate T-shirts
- Casual footwear.
- *Chapter T-shirts are encouraged.*

**b. Fall Leadership Conference**

Activity	Student Attire
<b>Mini BASIC Training</b>	Athletic attire (no short shorts), tennis shoes
<b>Wednesday Events</b>	Casual Attire: Jeans and FCCLA T-shirt (or other nice shirt). Longer-length shorts (no short shorts), neat jeans, collared shirts, sweat shirts, appropriate T-shirts and casual footwear.
<b>Thursday Sessions</b> (Opening Session, Leadership Sessions)	Preferred Attire: Khakis (capris or full-length) and conference T-shirt. Neat jeans or pants, collared shirts, appropriate FCCLA T-shirt and casual footwear. (No shorts or flip flops.)

**c. Fall Rally**

Activity	Student Attire
<b>General Session</b>	Casual Attire: Jeans and FCCLA T-shirt (or other nice shirt). Longer-length shorts (no short shorts), neat jeans, collared shirts, sweat shirts, appropriate T-shirts and casual footwear.
<b>Competitions</b>	See specific competition guidelines for attire

**d. Region STAR Events**

Members:

- Professional white or black shirt

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- Neckwear options can include the neckwear from the official emblematic supplier, black or red tie, black or red bow tie, single strand of pearls, red black, and/or white scarf, or no neckwear
- Black bottoms (slacks, skirt, sheath dress...skirt and dress may be no more than 2 inches above the knee)
- Shoes, black preferred
- Red jacket is strongly encouraged
- Jeans, t-shirts, athletic wear are NOT acceptable

Exception: Culinary Arts participants are welcome to wear their Chef's Attire during the STAR Events Recognition Sessions.

Advisers/ Chaperones/ Guests

- Business professional
- Jeans, t-shirts, athletic wear are NOT acceptable

**e. State Leadership Conference**

Activity	Male Attire	Female Attire
<b>Opening Session*</b> <b>STAR Events Orientation*</b> <b>Closing Session*</b>	Black pants, white or black professional shirt, shoes (black preferred)	Black pants, black skirts (at least knee length), black sheath dress, white or black professional shirt, shoes (black preferred)
<b>Recognition Session Gala</b>	Black pants, white or black professional shirt, shoes (black preferred) -or- Dress shirt, neck tie, blazer or suits, slacks, dress shoes and socks; tuxedo is optional	Black pants, black skirts (at least knee length), black sheath dress, white professional shirt, shoes (black preferred) -or- Dressy dress ( <b>must be fingertip length</b> ) or pantsuit, dress shoes. No cleavage, bare midriffs or bare backs extending below the waist
<b>Competitions</b>	Black pants, white or black professional shirt, shoes (black preferred) -or- Costumes (if your competition allows)	Black pants, black skirts (at least knee length), black sheath dress, white or black professional shirt, shoes (black preferred) -or- Costumes (if your competition allows)
<b>Workshops</b> <b>Career and Trade Expo</b> <b>Business Meeting</b>	Black pants, white or black professional shirt, shoes (black preferred)	Black pants, black skirts (at least knee length), black sheath dress, white or black professional shirt, shoes (black preferred)
<b>Foundation Event</b>	Blue jeans, black or khaki pants; chapter FCCLA T-shirt (or other nice shirt)	

**Inappropriate Attire at any FCCLA conference or activity:**

The following should not be worn to any FCCLA activity, including in hotel hallways and lobby:

- Clothing and accessories which are sexually suggestive, which advertise drugs, alcohol or tobacco products or display profanity.
- See-through, tight fitting, spaghetti straps, strapless, extremely short or low-cut blouses/tops/dresses/skirts.

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- Pants or skirts that are worn below the hip bone; no undergarments may be showing.
- Spandex, leggings, stirrup pants, leotards, short shorts, cutoffs or pajamas. If leggings are worn, shorts/skirt/dress must be an appropriate length over the leggings.
- Clothing which is stained, torn or ripped.
- Bare feet

**D. Conference Registration Policies**

**1. Registration Eligibility**

The following are the eligibility requirements for Georgia FCCLA conferences:

DISCOVER Training	Students enrolled in Family and Consumer Sciences classes and/or affiliated FCCLA members
Fall Leadership Conference	Students enrolled in Family and Consumer Sciences classes and/or affiliated FCCLA members
Fall Rally	Students enrolled in Family and Consumer Sciences classes and/or affiliated FCCLA members
Region STAR Events	Affiliated FCCLA members
State Leadership Conference	Affiliated FCCLA members

**2. Registration Deadlines and Late Registrations**

All registration deadlines will be clearly defined on the state website, as well as in the posted adviser guides for each conference.

**Late Registration Policies**

DISCOVER Training	<ul style="list-style-type: none"> <li>• To register late, email <a href="mailto:gafccla@gmail.com">gafccla@gmail.com</a>.</li> <li>• Late registrations will be allowed until 48 hours after the posted regular registration deadline.</li> <li>• After 48 hours, no late registrations will be accepted.</li> <li>• There are no on-site registrations.</li> </ul>
Fall Leadership Conference	<ul style="list-style-type: none"> <li>• To register late, email <a href="mailto:gafccla@gmail.com">gafccla@gmail.com</a>.</li> <li>• Late registrations will be allowed until 48 hours after the posted regular registration deadline – for basic registrations only.</li> <li>• No late registrations will be allowed for overnight packages.</li> <li>• After 48 hours, no late registrations will be accepted.</li> <li>• T-shirts are not guaranteed for late registrations.</li> <li>• There are no on-site registrations.</li> </ul>
Fall Rally	<ul style="list-style-type: none"> <li>• To register late, email <a href="mailto:gafccla@gmail.com">gafccla@gmail.com</a></li> <li>• Late registrations will be allowed until 48 hours after the posted regular registration deadline.</li> <li>• After 48 hours, no late registrations will be accepted</li> <li>• T-shirts are not guaranteed for late registrations.</li> <li>• Pre-ordered armbands are not available for late registrations.</li> <li>• There are no on-site registrations.</li> </ul>
Region STAR Events	<ul style="list-style-type: none"> <li>• To register late, email your region adviser.</li> <li>• Late registrations will be allowed until 48 hours after the posted regular registration deadline.</li> <li>• After 48 hours, no late registrations will be accepted.</li> </ul>



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	<ul style="list-style-type: none"><li>• Certificates, meal options, and other items are not guaranteed with late registrations.</li><li>• There are no on-site registrations.</li></ul>
State Leadership Conference	<ul style="list-style-type: none"><li>• To register late, email <a href="mailto:gafccla@gmail.com">gafccla@gmail.com</a>.</li><li>• Late registrations will be allowed until 48 hours after the posted regular registration deadline.</li><li>• After 48 hours, no late registrations will be accepted.</li><li>• T-shirts, polos, Foundation tickets, lunch tickets, gala tickets, and/or other items are not guaranteed for late registrations.</li><li>• There are no on-site registrations.</li></ul>

**E. Conference Chaperone Policy**

When attending Georgia FCCLA conferences and events, advisers are expected to provide adequate supervision for his/her students. All chaperones must follow the Georgia FCCLA Dress Code and Code of Conduct as outlined in this manual. Chaperones are expected to attend all workshops or meetings with the members and advisers.

FCCLA chapters must follow the following chaperone policy:

- Day trips: 1 adult for every 10 members
- Overnight trips: 1 adult for every 4 members
  - You must have a male chaperone for male students

In the event that your county has a different chaperone policy than the one outlined above, your county's policy should be followed.

**XIV. Grievances**

All grievances shall be sent electronically to the Board of Directors Chair at [gafclaboard@gmail.com](mailto:gafclaboard@gmail.com) within 30 days of the occurrence.

Information to be included:

- Name (optional)
- Relation to FCCLA: chapter adviser, administrator, member, parent, business & industry or other
- Date of occurrence
- State the policies, procedures or rules that have been violated
- Give a detailed account of the occurrence
- What solution you seek

**XV. APPENDIX A – Code of Ethics**

**Georgia FCCLA Code of Ethics**

As a Board of Directors member, I will –

- listen carefully to my teammates, and those served by the Board.
- respect the opinion of other Directors.
- respect and support the majority decisions of the Board.
- recognize that all authority is vested in the Board when it meets in legal session and not with individual Board members.
- keep well informed of developments that are relevant to issues that may come before the Board.
- participate actively in Board meetings and actions.
- call to the attention of the Board any issues that I believe will have an adverse effect on the Board and those we serve.
- attempt to interpret the needs of beneficiaries of the Board and interpret the action of the Board to its beneficiaries.
- refer complaints to the proper level on the chain of command.
- vote to appoint the best possible person to manage the Board.
- represent all the beneficiaries of the Board and not a particular geographic area or special interest group.
- do my best to ensure that the Board is well maintained, financially secure, growing, and always operating in the best interests of its beneficiaries.
- always work to learn more about the Director’s job and how to do it better.
- declare any conflict of interest between my personal life and my position on the Board, and avoid voting on issues that appear to be a conflict of interest.

As a Board of Directors member, I will not –

- be critical, in or outside of the Board meeting, of other Directors or their opinions.
- use the Board or any part of the Board for my personal advantage or the personal advantage of my friends or relatives.
- discuss the confidential proceedings of the Board outside the Board meeting.
- promise prior to a meeting how I will vote on any issue in the meeting.
- intervene with duties of the Executive Director or undermine the Executive Director’s authority.

The three decision making bodies of Georgia FCCLA are the Board of Directors, the Executive Council and the state staff. These groups shall conduct themselves collectively and individually in good faith and in the best interest of the organization and its membership while maintaining a high level of ethical and professional behavior.

The Board will serve the organization in a tradition such that the assets and youth shall not be used for the gain or benefit of any person or entity.

Members of the Board of Directors, the Executive Council shall not:

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- Seek or accept on behalf of themselves or any other person any financial advantage or gifts other than a nominal value offered as a result of affiliation of FCCLA.
- Knowingly place themselves in a position that poses a conflict between their interest and those of Georgia FCCLA
- Publicly use any FCCLA affiliation in connection with the promotion of partisan politics, religious matters, positions or any issue not in conformity with the policies of FCCLA
- Disclose any confidential information about FCCLA to any person or entity not authorize to receive such information
- Knowingly take any action intended to influence FCCLA in such a way as to confer financial benefit on any entity in which the individual has the significant interest or affiliation
- Operate in any manner that is contrary to the best interest of the membership of Georgia FCCLA. Conduct of the Board of Directors, Executive Council and state staff shall be above reproach so as to maintain the respect and trust of each other and all members

Any infringement of these guidelines shall be addressed in a timely manner by an Executive Session of the Board of Directors.

*I have read and am familiar with the Board policy concerning code of ethics. I agree to abide by the code of ethics throughout my term as a Board of Directors member.*

Board of Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

## XVI. APPENDIX B – Conflict of Interest Statement

### Georgia FCCLA Board of Directors Conflict of Interest Statement

Directors have a duty to subordinate personal interests to the welfare of the national organization and those we serve. Conflicting interests can be financial, personal relationships, status, or power.

Directors are prohibited from receiving gifts, fees, loans, or favors from suppliers, contractors, consultants, or financial agencies, which obligate or induce the Director to compromise responsibilities to negotiate, inspect or audit, purchase or award contracts, with the best interest of the national organization in mind.

Directors are prohibited from knowingly disclosing information about the Board/national organization to those who do not have a need to know or whose interest may be adverse to the national organization, either inside or outside the Board. Nor may Directors in any way use such information to the detriment of the national organization.

Directors may not have a significant financial interest in any property which the national organization purchases, or a direct or indirect interest in a supplier, contractor, consultant, or other entity with which the national organization does business.

Since it is not possible to write a policy that covers all potential conflicts, Directors are expected to be alert for and avoid situations which might be construed as conflicts of interest.

Any possible conflict of interest on the part of any Director should be disclosed to the other Directors and made a matter of record, either through an annual procedure or when the interest becomes a matter of Board action.

Any Director having a conflict of interest or possible conflict of interest should not vote or use his/her personal influence on the matter, and he/she should not be counted as part of a quorum for the meeting. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting and the quorum situation.

These restrictions should not be construed as preventing the Director from briefly stating his/her position in the matter, nor from answering pertinent questions of other Directors, since his/her knowledge could be of assistance in the deliberations.

*I have read and am familiar with the Board policy concerning conflict of interest, and I have initialed the line opposite the appropriate paragraph below.*

\_\_\_\_\_ During the past year, neither I, nor to the best of my knowledge, any member of my family has had an interest of taken any action which would contravene the policy of this Board.

\_\_\_\_\_ During the past year, neither I, nor to the best of my knowledge, any member of my family has had an interest or taken any action which would contravene the policy of this board, except such interest or action fully disclosed below:

\_\_\_\_\_  
Board of Director's Signature

\_\_\_\_\_  
Date

**XVII. APPENDIX C – Board of Directors Confidentiality Agreement**



**FCCLA Board of Directors Confidentiality Agreement**

As a Director of the Georgia FCCLA Board of Directors, I acknowledge the importance of confidentiality with respect to the affairs of the Board/state organization. In light of this acknowledgement, I agree to keep confidential, during and after service on the Board, all confidential information acquired pertaining to the Board/state organization and any related activities in the course of membership on the Board.

I particularly recognize the sensitivity of information regarding capitol decisions, real estate purchases, decisions regarding closures, mergers and other strategic plans that may have impact on FCCLA’s competitive position relative to other organizations.

I agree that this confidentiality agreement includes, but is not limited to:

- information pertaining to performance of the Executive Director/other employee(s) including evaluation data.
  
- issues related to the Board’s legal, moral and regulatory responsibility for the oversight of statistical data, risk management information and litigation information, and reviews of attitudes and opinions from those who work for the national organization.
  
- reports, discussion, and data shared with the Board that are not released for public information

I understand that it is the Board Chairs’ responsibility to address infractions of confidentiality by an individual Director and take action to remedy the problem. I also understand that if infraction of confidentiality by an individual Director continues, it is the expectation that the Board Chair will ask for the resignation of the individual Director who has violated this confidentiality agreement.

I understand the confidentiality agreement, agree to abide by it, and agree to resign my Director position if requested by the majority vote of the Board of Directors for any confidentiality infraction.

\_\_\_\_\_  
Board of Director’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (Student Members)

\_\_\_\_\_  
Date

## **XVIII.APPENDIX D – Whistleblower Policy**

The Family, Career and Community Leaders of America Code of Ethics and Conduct (“Code”) requires directors, officers and representatives to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of Georgia FCCLA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

It is the responsibility of all directors, officers and representatives to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No director, officer or representative who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An representative who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of position or contract. This Whistleblower Policy is intended to encourage and enable representatives and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

The code addresses the organization’s open-door policy and suggests that representatives share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the Executive Director or Board Chair is in the best position to address an area of concern. However, if you are not comfortable speaking with the Board Chair or you are not satisfied with the Board Chair’s response, you are encouraged to speak with someone on the Board of Directors whom you are comfortable approaching. All members of the board are required to report suspected violations of the code of conduct to the organization’s Chair. The Chair of the Board of Directors who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the organization’s open-door policy, individuals should contact the organization’s Chair of the Board of Directors directly.

The Organization’s Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her discretion, shall advise the Executive Director and/or the audit committee. The Compliance Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. The Organization’s Compliance Officer is the chair of the audit committee.

**XIX. APPENDIX E – Document Retention and Destruction Policy**

**Document Retention and Destruction Policy**

FCCLA will retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference, or to comply with contractual or legal requirements, or for other purposes as described below. The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are discarded at the appropriate time.

Permanent Retention: Records that are permanent or essential shall be retained and preserved indefinitely.

Current Records: Record for which convenience, ready reference or other reasons are retained in the office space and equipment of the association

<b>Institutional and Legal Records</b>	<b>Minimum Requirement</b>
Articles of Incorporation	Permanent
By-Laws	Permanentl
Minutes	Permanentl
Tax Exemption Documents	Permanentl

<b>Employee Payroll Files</b>	<b>Minimum Requirement</b>
Wage or Salary History	7 Years
Salary or Current Rate of Pay	7 Years
Payroll Deductions	7 Years
Time Cards or Sheets	7 Years
W-2 Forms	7 Years
W-4 Forms	7 Years
Garnishments	Termination Plus 1 Year

<b>Employee Personnel Files</b>	<b>Minimum Requirement</b>
Employment Application or Resume	Termination Plus 1 Year
Employment History	Termination Plus 1 Year
Beneficiary Designation	Until Employee Termination
Medical Records	Until Employee Termination
Promotions	Termination Plus 1 Year
Attendance Records	7 Years
Employee Evaluations	7 Years
Disciplinary Warnings and Actions	7 Years
Layoff or Termination	7 Years
I-9 Forms	7 Years after Termination
Employee Accident Reports	7 Years
Retirement Benefits	Life of the Employee
Disability Records	Life of the Employee

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<b>Gener</b>	<b>Minimum Requirement</b>
<b>Pension/Retirement Plans</b>	7 Years after Termination
<b>Contracts</b>	7 Years
<b>Liability Insurance</b>	Permanent
<b>Insurance Claims</b>	7 Years
<b>Court Records</b>	Permanent

<b>Capital Property &amp; Facilities Records</b>	<b>Minimum Requirement</b>
<b>Property Records</b>	Current Plus 7 Years
<b>Investment</b>	Current Plus 7 Years
<b>Depreciation Schedules</b>	Current Plus 7 Years
<b>Long Term Debt Records</b>	Current Plus 7 Years
<b>Property Improvement Records</b>	Current Plus 7 Years
<b>Building Permits</b>	Current Plus 7 Years
<b>Building Plans and Specifications</b>	Permanent
<b>Office Layout</b>	Permanent
<b>Zoning and Operating Permits</b>	Permanent
<b>Maintenance Records</b>	Permanent
<b>Property Insurance</b>	7 Years

<b>Financial Records</b>	<b>Minimum Requirement</b>
<b>Form 990 and 990T with Support</b>	Permanent
<b>Accounts Receivables</b>	7 Years
<b>Original AP Invoices</b>	7 Years
<b>Expense Reports</b>	7 Years
<b>1099 &amp; Sales and Use Tax Reports</b>	7 Years
<b>AP Check Register</b>	7 Years
<b>Bank Statements</b>	7 Years
<b>Deposit Records</b>	7 Years
<b>Bank Reconciliations</b>	7 Years
<b>Cancelled Checks</b>	7 Years
<b>General Ledgers</b>	7 Years
<b>Journal Entries</b>	7 Years
<b>Annual Audited Financials</b>	Permanent



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**XX. Appendix F – Georgia FCCLA Code of Conduct**

FCCLA members and advisers should follow the following guidelines while attending a Georgia FCCLA sponsored event:

- 1.** Behavior at all times should be such that it reflects a positive, professional image of you, your chapter, your state and the organization.
- 2.** Delegates shall keep their adult advisers informed of their activities and whereabouts at all times.
- 3.** Local advisers will be responsible for their delegates' conduct.
- 4.** Delegates will attend all general sessions, workshops and activities.
- 5.** Delegates will be prompt and prepared for all activities.
- 6.** Identification badges will be worn at all times except when outside the hotel or meeting area.
- 7.** The dress code will be enforced at all times. (The Dress Code is listed in the Adviser Guide for each event as well as the Policies and Procedures Manual)
- 8.** Any accidents, injuries or illnesses should be reported to the adult chaperone or state adviser immediately.
- 9.** All delegates will observe the curfew set by the State/National Office.
- 10.** Delegates will spend the night at the assigned hotel and in their assigned room. They will be quiet at curfew.
- 11.** Delegates are not permitted in sleeping rooms with members of the opposite sex, unless accompanied by an official chaperone.
- 12.** Inappropriate physical conduct is not allowed and will be subject to disciplinary action.
- 13.** No student shall leave the hotel unless accompanied by his/her adviser or chaperone.
- 14.** If a student is found responsible for stealing or vandalism, the student and his/her parents/guardians will be expected to pay all damages.
- 15.** Delegates attending the FCCLA Conference may not purchase, possess, consume or be under the influence of alcohol or illegal drugs at any time. Violators will be subject to disciplinary action.
- 16.** Smoking, vaping, or the possession of tobacco, is not allowed.
- 17.** Delegates violating or ignoring any of the conduct rules will subject their entire chapter delegation to being unseated and their candidates or competitive events contestants (if applicable) being disqualified. Individual delegates who disregard the rules will be subject to disciplinary action and be sent home at their own expense. In the case of student delegates, parents/guardians will be notified.