



SECTION 12 - POLICIES AND PROCEDURES

POLICIES AND DISCIPLINARY PROCEDURES

For Members While in Attendance at District, State, Regional, and National Activities

PART I: INTRODUCTION

- A. Policies and Disciplinary Procedures for Colorado FCCLA members are designed to ensure members will maintain a high standard of conduct while in attendance at district, state, regional, and/or national activities.
- B. The time span covered by these policies and procedures will start at the time an FCCLA member arrives at the designated activity location and continue until the member leaves the designated activity location.

PART II: GENERAL POLICIES

- A. A local chapter or school must provide a Local Adviser/sponsor to accompany FCCLA members attending district, state, regional, or national activities on a ratio of ten members to one adviser/sponsor. For district, state, regional, or national FCCLA activities, the chapter may designate a sponsor(s) to take the place of the Local Adviser.
- B. All members must have signed and a copy of the "Code of Conduct and Verification Statement" with the Local Adviser/sponsor while attending FCCLA activities. The local chapter or school and the Local Adviser/sponsor must have a copy, in their possession, of a medical release form and a copy of the "Code of Conduct and Verification Statement" for all members in attendance.
- C. The local chapter or school must coordinate transportation for members to all FCCLA activities. Chapters must notify the CTSO Specialist of their participation in regional or national activities.
- D. Members shall inform advisers/sponsors of activities and whereabouts any time they are not under the direct supervision* of said adviser/sponsor.
- E. All members will spend nights at assigned lodging and in assigned rooms. Conference hotels must be used by all members attending the activity.
- F. Members are allowed to leave assigned lodging only with designated adviser's/sponsor's permission and supervision.
- G. Members shall adhere to the required dress code required as decided by the State FCCLA Executive Council and/or State CTSO Specialist.
- H. The State CTSO Specialist, the Local Adviser/sponsor or the District Consultant may send members home (at member's expense) from any official FCCLA activity for violation of the conduct policies and procedures.

PART III: EXECUTIVE COUNCIL POLICY

- A. State Executive Council

The State Executive Council shall consist of:

- 1. State Officers

* Direct supervision includes the time the member is covered by the prescribed activity schedule. Members must have an itinerary when their individual schedule is not covered by the prescribed activity schedule.

2. Senior Officer(s)
3. National Officer(s)
4. District Consultants/Co-consultants
5. Team Adviser(s)
6. CTSO Specialist
7. CSU Teacher Educator

B. State Executive Meetings

The State Executive Council shall meet at a summer and fall executive planning meeting or at the call of the CTSO Specialist.

1. The State FCCLA President shall preside at the business sessions as designated by the CTSO Specialist.
2. In order to have a free response on certain issues, the State Officer Team and the District Consultants(s)/Co-consultants, and State Officer adviser(s) may consider the same problem in separate sessions but shall make final decisions as the State Executive Council.
3. A majority of the members of the State Executive Council shall constitute a quorum.
4. Decisions shall be adopted by a majority vote.

C. State Executive Council Duties

The duties of the State Executive Council shall be to develop, implement, evaluate and approve plans for:

1. State Program of Work
2. Annual State FCCLA Leadership Conferences
3. State budget
4. Publicity for the State Association
5. Fundraisers
6. Bylaw changes/up-dates
7. Policies and Procedures
8. Special assignments (e.g., Clusters)

PART IV: STATE OFFICER TEAM

A. Section 1 – Membership

The FCCLA State Officer Team may consist of:

1. President
2. First Vice-President
3. 2nd Vice-President
4. Secretary
5. Vice-President of Events
6. Vice-President of Finance
7. Vice-President of Membership
8. Vice-President of Peer Education

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9. Vice-President of Programs
10. Vice-President of Public Relations
11. Vice-President of Publications
12. Vice-President of Recognition
13. State Representative(s), as needed
14. Occupational/Comprehensive Programs Representative, as needed
15. Senior Officer(s)
16. National Officer(s)

B. State Officer Candidate Process

Refer to the Colorado FCCLA website (www.fccla.cccs.edu) for the State Officer application procedure available after December 1 of each year.

C. Section 2 – Meetings

The FCCLA State Officers are required to attend:

1. State Officer Orientation – late May – early June – 1-2 days.
2. Summer Executive Council Planning Meeting - June 2 days.
3. Summer CTSO Leadership Training – June 3 days.
4. District Officer Leadership Training Conference – July/August/September – 3 days (if two are held, one is required).
5. Fall Executive Council Meeting – 2 days – September/October/November.
6. Cluster Meeting - required when in state, optional when out-of-state – November, 3 days.
7. Script writing – January/February, 1 day (not all officers are involved).
8. Annual State Leadership Conference – April – 5 days.
9. One home District Conference and are encouraged to attend home district planning meetings and additional District Conferences.
10. OPTIONAL – National Leadership Conference. This activity is held during July (approximate time, 1 week).

Section 3 – Duties

1. FCCLA State Officers must attend all required state meetings. Sickness, death in the family, family emergency, or prior written consent of the CTSO Specialist are the only acceptable excuses for a State Officer's absence.
 - a. CTSO Specialist must have a written notification postmarked at least one week in advance or a phone call followed by written notification of an intended absence. Written notification shall be an "official letter" from the FCCLA State Officer, with signatures of approval from the Chapter Adviser and the school administrator.
 - b. Any Officer with an unexcused absence shall be placed on probation for the duration of the term of office. The Officer's resignation from State Office shall be requested if there is one more unexcused absence.
 - c. All unexcused absences shall be referred to and acted upon by the CTSO Specialist.
2. State Officers are required to participate in a minimum of two chapter visits.

3. State FCCLA Officers shall carry out their duties and responsibilities in accordance with the Colorado State Bylaws.
4. State Officers will not participate in any FCCLA STAR or Colorado state event during their Officer term.
5. State Officers will assist local chapter adviser with accomplishing their Program of Work.
6. State Officers must project a positive image of FCCLA at all times, individually, personally, and through all communication (verbal, written, electronic, or otherwise.)
7. State Officer Projects
All members of the State Officer Team will complete a State Officer project.
 - a. State Officers will complete a project that will benefit their chapter, school, district, community or the State Association (reflecting the duties of their office) using the FCCLA planning process.
 - b. Written report of the project will be submitted at the CTSO Summer Leadership Training followed by an update at the Fall Executive Planning Meeting.
 - c. Project may be used as a workshop at the State Leadership Conference.
 - d. Final report of the project will be submitted two weeks prior to the State Leadership Conference to the 1st Vice President.

D. Section 4 – Responsibilities

1. All State Officer Team members will complete the following:
 - a. Monthly State Officer Activities Report – Due the 5th of each month
 - b. Travel authorization – one week prior to scheduled meeting
 - c. Travel expense form – will not be reimbursed without travel authorization
 - d. Code of Conduct and Verification Statement
 - e. Authorization – Medical Release – Parent Consent Form
 - f. State Officer Chapter Visit Report
 - g. State Officer Project Report
 - h. State Officer Year-End Report
 - i. Photo Release Form
 - j. Copy of driver's license (if applicable)
 - k. Verification of insurance (if applicable)
 - l. Grade verification report (due January 31)
2. Rewards/Consequences
 - a. Officers who complete and submit (email/mail) all forms on the required due dates will receive special rewards or recognition at the State Conference (e.g., suite at State Conference).
 - b. Officers failing to submit any forms/reports by the deadline date will be sent an email reminder. If this happens a second time, a letter will be sent to the officer with copies sent to the Officer's parents and adviser. The third time a deadline is missed, the Officer will be put on probation and, if any more deadlines are missed, the Officer may be asked to resign.

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- c. If an Officer fails to submit a travel authorization, said member will not receive mileage reimbursement and/or may be required to pay own expenses (lodging and/or meals) for said meeting.
 - d. A returning Officer Candidate's "reporting history" will be given to the State Interviewing Panel.
 - e. State Officers who become grade ineligible per their school's eligibility requirements (to be monitored by your Chapter Adviser) will not be able to attend required meetings while ineligible and will be placed on probation.
- E. Section 5 – Vacancy
1. In the event of a State Officer vacancy (excluding the President) up to one week prior to CTSO training, the position will be filled according to, but not limited to, the following guidelines:
 - a. Current 2nd Vice President assumes the vacant position
 - b. Divide vacant position responsibilities among current officer team (State Representative, Occupational/Comprehensive Programs Representative)
 2. In the event of a vacancy (excluding the President) in a State Officer position after the CTSO training and prior to Fall Planning Meeting, the position will be filled according to, but not limited to:
 - a. Current 2nd Vice President assumes the vacant position
 - b. Divide vacant position responsibilities among current officer team (State Representative, Occupational Comprehensive Programs Representative, national candidate not receiving an office)
- F. Senior Officer
1. Only past FCCLA State Officers may make application for the position of Senior Officer(s). A letter of application shall be sent to the CTSO Specialist by established date.
 2. The CTSO Specialist may select the Senior Officer.
- G. Section 6 – National Officer Candidate
1. Nomination
Each State Association shall have the privilege of nominating two candidates for National Officer: one regional candidate and one at-large candidate.
 2. Qualification
 - a. Be an active member for at least one year.
 - b. Have a scholastic rating of 3.0 over the last three semesters.
 - c. Have made outstanding contributions and have already attained some leadership position within FCCLA, but does not have to be a previous state officer.
 - d. Go through the interview process at the district level and earn a test score of 80% or better on the State Officer Exam.
 - e. Go through the entire interview process at State Conference and at State Conference earn a score of at least 80% on a state-developed national officer test.
 - f. Have support and approval of the local chapter, Chapter Adviser, school administration, and parent/guardian.
 - g. Have the approval of the State Association.

- h. Candidate's adviser must be willing to serve as a consultant at the National Level if candidate is elected.
- 3. Application
 - a. A National Officer Candidate must first complete the same application as state officer candidates. The application must be submitted to the District Consultant by the established deadline.
 - b. National Officer Candidates must be interviewed at the District Level before being interviewed by the State Interviewing Panel at State Leadership Conference.
 - c. Applications are subject to approval by the FCCLA State Adviser.
 - d. Once selected to be a Colorado National Officer Candidate, applications for National Officer may be obtained from the FCCLA State Adviser and must be submitted to the State Office by established deadline date.
- 4. Duties
 - a. National FCCLA Officer(s) from Colorado shall act as liaison between national and state level and report to the State Executive Council following each national meeting attended.
 - b. Shall attend State Executive Council meetings (as stated in State Officers' policies) and State Leadership Conference.
- 5. National Officer Candidate(s) who do not receive a National Office may apply to the Colorado State Officer Team and be selected at the discretion of the CTSO Specialist as Senior Officer or State Representative.

PART V: FINANCIAL POLICIES

The following policies have been adopted by the Executive Council for use with all funds generated by Colorado FCCLA:

- A. A Budget Committee will be formed to assist the CTSO Specialist in the development of the state budget and financial policies, to review the prepared years fiscal statements, and to be responsible for the audit. This committee will be made up of three representatives from the State FCCLA Executive Council (Vice President of Finance, District Consultant for Vice President of Finance, and another District Consultant) and will be chaired by the Vice President of Finance. This committee will meet during the Summer and Fall Executive Council meetings and present a committee report to the Executive Council.

Expenditure of funds is the responsibility of the State CTSO Specialist with approval of these expenditures by the state FCCLA Executive Council. If requested, this information can be forwarded at more frequent intervals.

An annual budget will be approved by the state FCCLA Executive Council with individual budgets being developed for specific activities and approved by the Executive Council.

The Vice President of Finance shall give a financial report at the State Leadership Conference.

- B. All financial records will be maintained for a minimum of five years. These records will be stored in a storage facility provided by the CCCS. Year-end reports will be maintained on file at the State Office.
- C. Tax reports will be filed on an annual basis and will be maintained on file at the State Office.
- D. Official minutes of all budget committee meetings will be kept on file at the State Office.
- E. A three-part accounting system will be used to document control of the funds of the Colorado FCCLA. The CTSO Accountant will make all deposits of funds as they are received and will handle all financial record keeping of the State Association. Receipts will not be written for

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conference registrations and payment of dues unless requested. The FCCLA CTSO Specialists and/or the authorized representative at CCCS will have the authority to expend funds.

- F. The CTSO Accountant will provide the CTSO Specialist a monthly accounting of the receipts and disbursements by the 15th of each month. Following the close of the books on June 30th, the CTSO Accountant will provide a complete accounting of the year's receipts and disbursements. This will be provided by August 30th of each year. This report will be used to prepare the year-end report of the Colorado FCCLA.
- G. Whenever possible, direct billing accounts will be established with businesses that impact the operation of the Colorado FCCLA.
- H. A "no cash" policy is in effect for Colorado FCCLA (\$50.00 or over).
- I. All conference registration fees should be paid before arrival at all state-sponsored conferences. Chapters who have not paid registration fees will not be allowed to participate in conference activities. Hotel reservations and payment is the responsibility of the local FCCLA chapter. Late fees will be assessed for paperwork that is received after the posted deadline.
- J. There will be no refunds of conference registration fees due to circumstances beyond the control of the State FCCLA.
- K. Dual signatures will be required for any check in excess of \$5,000. The authorized representative at CCCS will serve as the second signature on Colorado FCCLA checks.
- L. Maintaining a credit card with a small maximum balance for the Colorado FCCLA will reduce the number of checks, which must be used when on site for State Association activities. The maximum credit limit, which can be used for FCCLA business is \$10,000 without prior approval of the State Executive Council.
- M. Any unencumbered money over \$30,000 that is accumulated in the FCCLA student account at the end of the fiscal year cannot be used without the prior approval of the State Executive Council.

DUES

A. National Dues

The amount of national dues for active members shall be determined by the national Executive Council and the National Board of Directors and shall be subject to approval of the voting delegates at a national meeting.

B. State Dues

The amount of state dues for active members shall be determined by the State Executive Council subject to approval of voting delegates at a State Conference. In addition, the dues will be increased to meet the cost of mandatory liability insurance.

C. Chapter Fees

A chapter fee may be assessed each year to cover the cost of printing and other miscellaneous items not covered by the state dues.

MEMBERSHIP

A. Membership/Affiliation Forms

Membership/affiliation forms are distributed annually in the fall packet from the national FCCLA office. The form plus payment of total dues shall be submitted to the National Office. **Affiliation forms should be completed by December 1.** A copy of each chapter's affiliation form should be sent to the state FCCLA office as soon as possible but no later than March 1.

B. Deadline Dates

Any chapter and/or its members failing to submit payment of state and national dues by the designated deadline date may not participate in any state activities for that school year.

Conference deadline dates shall be established the CTSO Specialist and communicated to member chapters. Conference deadline dates will be strictly adhered to and enforced. A late fee of \$10 per person shall be enforced on any materials submitted by late registration deadline.

C. Members of Suspended or Terminated Programs

The decision to allow a member to join a neighboring chapter is at the discretion of the two local school boards, administration, and the adopting chapter adviser.

STATE APPROVED FUNDRAISERS

- A. The State Executive Council shall approve fund raising companies. The State Association shall receive a percentage of the profits from these companies that are over and above the profits of the local chapter.
- B. The State Association will use the monies for specific projects and activities designated by the State Executive Council.

PART VI: CODE OF CONDUCT POLICY

The Code of Conduct policy was developed by the FCCLA Executive Council to set the highest standards for personal conduct at official activities.

These rules will apply to all district, state, regional and/or national activities.

FCCLA members will not engage in the following:

- A. The possession or consumption of any intoxicating beverage, narcotic drug, or illegal substance by any member is prohibited. (This excludes member's own prescription drugs.) Local authorities may be notified of the incident.
- B. Members of the opposite sex are not allowed in sleeping rooms in hotels unless an adviser is present in the room. **NO EXCEPTIONS** – even with the door open.
- C. Defacing of property (including pulling fire alarms) – any damages to, or loss of furnishings located on the premise of the FCCLA function will be paid for by the responsible individual(s). Local authorities may be notified of the incident.
- D. Violation of school and/or hotel tobacco policies.
- E. Violation of curfew (as stated in program).
- F. Violation of dress code (as stated in the conference policies and information).
- G. Violation of harassment policies.
- H. Any other act that brings criticism or discredit to Colorado FCCLA and/or chapter as determined by the hotel, CTSO Specialist or Chapter Adviser/sponsor.

Disregarding or violating the Code of Conduct:

Delegates who disregard or violate this code will be subject to disciplinary action including, but not limited to, competitive event disqualification, forfeiture of privileges to attend further events, confinement to your hotel room, dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and FCCLA reserves the right to notify law enforcement. Any Code of Conduct violation must be brought to the attention of the CTSO Specialist or State Adviser prior to the conclusion of the conference. Disciplinary decisions will be made by Chapter Adviser(s), and/or the CTSO Specialist, and/or local administrator(s).

PART VII. HARASSMENT POLICY

Harassment based on race, color, religion, national origin, ancestry, sex, sexual orientation, or disability will be regarded as a violation of this policy.

- A. Harassment based on race or color can include unwelcome, hostile, and offensive verbal, written, or physical conduct based on, or directed at, the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, and negative references to racial customs.
- B. Harassment based on religion can include unwelcome, hostile, and offensive verbal, written, or physical conduct based on, or directed at, the characteristics of a person's religion or creed, such as comments regarding surnames, religious tradition, or religious clothing, as well as religious slurs and/or graffiti.
- C. Harassment based on national origin or ancestry can include unwelcome, hostile, and offensive verbal, written, or physical conduct based on, or directed at, the characteristics of a person's national origin, such as comments regarding surnames, manner of speaking, customs, language, or ethnic slurs.
- D. Sexual harassment of students includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature. Sexual harassment may occur whether the harassment is between people of the same or different gender. Sexual harassment can include unwelcome oral, written, or physical conduct, directed at, or related to, a person's gender, such as sexual gossip or personal comments of a sexual nature, sexually suggestive or foul language, sexual jokes, whistling, spreading rumors or lies of a sexual nature about someone, demanding sexual favors, forcing sexual activity by threat of punishment or offer of education reward, obscene graffiti, display or sending of pornographic pictures or objects, offensive touching, pinching, grabbing, kissing or hugging, or restraining someone's movement in a sexual way.
- E. Harassment based on sexual orientation can include unwelcome, hostile, and offensive verbal, written, or physical conduct based on, or directed at, the characteristics of a person's sexual orientation, such as name-calling and imitating mannerisms.
- F. Harassment based on disability can include unwelcome, hostile, and offensive verbal, written, or physical conduct based on, or directed at, the characteristics of a person's disability condition, such as imitating manner of speech or movement; hostile or offensive acts; and/or interference with movement or access to necessary equipment.

All advisers and students share the responsibility to ensure that harassment based on race, color, religion, national origin, ancestry, sex, sexual orientation, or disability does not occur at any FCCLA activities or functions.

PART VIII. DUE PROCESS PROCEDURES

Due process is of primary importance because it recognizes the right of individuals to have recourse within a decision-making process. Due process assures the student of the following steps:

- 1. Regulations and penalties are available in writing.
- 2. The student has the right to be informed of specific reasons for action.
- 3. All members are obligated to work out difficulties at the level at which they occur, if possible.
- 4. The student has the right to present a defense against charges and to produce information in his/her parent's presence.
- 5. The student, administrator, and/or teacher have the right to request the presence of the parents.
- 6. Proper consideration should be given to the student's right to privacy.

7. Disciplinary action shall be reasonable and related to the infraction.

- A. All due process claims must:
1. Be written or delivered in person to the FCCLA CTSO Specialist or mailed to the FCCLA State Office within ten (10) working days following the event.
 2. Consist of a written, signed statement lodged by a person or persons believing they have evidence to substantiate the complaint.

***Hearing shall be interpreted as a meeting to determine disciplinary action to an official complaint.

- B. The affected individual, Chapter Adviser/sponsor, local administrator, and parent or guardian will be notified by letter that an official complaint has been received. Within ten (10) working days following the receipt of the written complaint, they will be notified of the meeting date of the hearing and be requested to attend.
- C. The FCCLA CTSO Specialist will conduct the hearing and will determine the disposition of the complaint.

The following disciplinary action may be taken in response to the written complaint:

1. Case dismissed – due to lack of evidence.
 2. Letter of reprimand to all involved.
 3. Member(s) or adviser(s)/sponsor(s) may be placed on probation until the end of the current year.
 4. Member(s) or adviser(s)/sponsor(s) may be placed on suspension for 13 months.
- D. The member, adviser/sponsor, local administrator and parent or guardian shall be notified by certified mail, in writing, of the decision of the FCCLA State Adviser within ten (10) working days after the hearing.
- E. Within ten (10) working days after receiving the decision, the affected party(s) may appeal the decision to the FCCLA CTSO Specialist in writing.
- F. Within ten (10) working days, the FCCLA CTSO Specialist must inform the member of the scheduled meeting date of the appeals hearing before an unbiased board. The board will consist of three (3) individuals who are not associated with FCCLA (e.g., college personnel, local administrator, business and industry personnel). After private deliberation, the decision will be made at the meeting of the unbiased board.
- G. The FCCLA State Adviser will inform the member, Local Adviser, local administrator, and parent or guardian in writing the appeals hearing committee decision with ten (10) working days after the decision is made.
- H. All correspondence will be sent by certified and registered mail.