

# FCCLA State Policies

**Iowa Association of  
Family, Career and Community  
Leaders of America  
(IOWA FCCLA)**

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**STATE POLICIES**  
of the  
**IOWA ASSOCIATION**  
**FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA**  
**(IOWA FCCLA)**

**Article 1**  
**PROTECTION OF RIGHTS AND HUMAN SUBJECTS**

***Sexual Harassment Policy*** (Approved February 2000)

The Family, Career and Community Leaders of America (FCCLA) oppose sexual harassment of any kind. Sexual harassment of students is a real and serious problem in education at all levels. It can affect any student, regardless of sex, race, or age. Sexual harassment can threaten a student's physical or emotional well-being, influence how well a student does in school, and make it difficult for a student to achieve his or her career goals. Moreover, sexual harassment is illegal – Title IX of the Education Amendments of 1972 (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 vocational 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. Of course, FCCLA always reserves the right to respond to any disciplinary situation, as they deem appropriate and independent of any action by a school.

If a student feels they have been sexually harassed while participating in an FCCLA event or activity, they are strongly encouraged to report the incident immediately to: 1) the chapter adviser responsible for the FCCLA activities; 2) the student's home school principal; or 3) the State Adviser of FCCLA. Harassment issues reported to the FCCLA State Adviser will be referred to the student's adviser and home school administrator(s).

**Article 2**  
**MEMBERSHIP**

**Honorary Membership**

To be eligible for a state honorary membership in the Iowa Association of FCCLA, the candidate must have:

- 1) Contributed in an outstanding way to Family and Consumer Sciences Education and the development of FCCLA at the state level.

- 2) Helped promote the mission of FCCLA through:
  - A. Outstanding services which contribute to the achievement of the FCCLA mission;
  - B. An effective public relations program which has helped interpret FCCLA in the state; and
  - C. Outstanding assistance, which has helped to develop or carry out FCCLA goals.
- 3) Nomination of individual(s) for state honorary membership may be submitted by any of the chapters in Iowa.
- 4) The State Executive Council and/or State Board of Directors may nominate a person(s) for honorary membership.
- 5) Nomination forms (found on the state website: [www.iafccla.org](http://www.iafccla.org) ) must be completed and submitted to the State Adviser postmarked by February 1.

### **Article 3**

## **CHAPTER AFFILIATION AND MEMBERSHIP DUES**

#### **Chapter Affiliation**

Chapters must be affiliated with the state and national organization to receive state or national resource materials, to be eligible to participate at district meetings and the State Leadership Conference, and to have an officer candidate or delegate for National Leadership Conference. **A copy of the affiliation forms and member rosters must be sent to both the State Adviser and the national office when affiliating.** (National and State affiliation are due by November 30 for STAR Events participation.)

Chapters must be national and state affiliated the previous year and current year, in order to fully-participate in district meetings, for example to receive any type of award, run a district officer, vote, and so on. New chapters may **visit** a district meeting prior to their completed affiliation process.

#### **National Dues:**

National dues are currently \$9 per member.

#### **State Dues:**

State dues are currently \$3 per member.

#### **District Dues:**

Any dues levied in a district will be at the discretion of the district executive council subject to recommendations from the district adviser. Such dues will be in addition to the national and state dues.

#### **Chapter Dues:**

The chapter executive council will determine local membership dues subject to approval of the adviser and members of the chapter. They will be in addition to national, state and district dues.

#### **Alumni & Associates:**

Advisers are encouraged to join the Alumni Association and may do so in lieu of making an adviser contribution.

## Article 4 **STATE OFFICERS**

### Qualifications for State Officers

Candidates for state office will have the following qualifications:

- 1) Active membership in affiliated chapters for at least one year prior to assuming duties.
- 2) Enrolled in a Family and Consumer Sciences (FCS) class for a minimum of one year or the equivalent of one year, may include an exploratory middle school/junior high course and/or high school FCS course.
- 3) Be academically eligible and in compliance with good conduct according to local school policy.
- 4) Consult with and obtain support and approval from parents, chapter adviser, and school administrators to run for state office.
- 5) Must be in 10<sup>th</sup> or 11<sup>th</sup> grade.
- 6) Chapter and/or district experience.

### Requirements for State Officer Candidates

In order to be a candidate for state office, a student must:

- 1) Attend a school with an FCS program.
- 2) Be a member of an FCCLA chapter whose adviser is also an/the FCS certified instructor or working towards an FCS endorsement.
- 3) Attend all state executive council meetings, telenet meetings, state executive council leadership trainings, state and national leadership conferences and other meetings as requested by the state adviser.
- 4) Candidates for state and national office will be permitted to compete in state STAR Events with the understanding that if elected to a state office, they may **not** compete in national STAR Events. Other members of their STAR Event team may still compete at the national level.

Any affiliated chapter may run one state officer candidate. Candidates for state office will submit the following information to the state adviser postmarked by **February 1**:

- 1) Completed application with signatures.
- 2) Candidate nomination form signed by adviser.
- 3) Signed letter of recommendation from adviser.
- 4) Signed letter of recommendation from administrator and/or counselor.
- 5) A 200-300 word essay stating why they desire to serve as an Iowa FCCLA State Officer.

### General Duties for State Officers

- 1) Be accountable for information in the state bylaws, policies and procedures;
- 2) Abide by the **State Officers Code of Conduct**;
- 3) Responsible for planning, organizing and promoting the national and state projects at local, district and state levels;
- 4) Responsible for planning and promoting state and national FCCLA events throughout the year;
- 5) Attend and participate at the National Leadership Conference;

- 6) Assist in the planning, script-writing, and completion of all assigned responsibilities for the State Leadership Conference with the state staff;
- 7) Represent the state FCCLA organization as requested by state staff;
- 8) Be subject to dismissal following a violation of the **State Officer Code of Conduct** and/or recommendation of the Iowa FCCLA Board of Directors. If dismissed for violating the State Officer Code of Conduct, the state officer will not be allowed to represent FCCLA as an officer at any function or event other than at the local level;
- 9) Travel to FCCLA meetings and/or special FCS related functions. The officer may travel independently if consent is granted by the officer's parent/guardian and the local school district with the appropriate documentation is submitted to the state adviser. A chapter adviser or assigned chaperone may also travel with the officer. Special arrangements should be made with local school district and must include permission from an administrator, adviser, and parent. The **Travel Authorization Form** must be mailed, emailed or faxed to the State Adviser prior to the event;
- 10) Travel to district conferences as requested. The officer may travel independently if consent is granted by the officer's parent/guardian and local school district. Appropriate documentation should be submitted to the State Adviser. A chapter adviser or assigned chaperone may also travel with the student. Special arrangements should be made with local school district and must include permission from an administrator, adviser, and parent. The **Travel Authorization Form** must be mailed, emailed or faxed to the state adviser **prior** to the event;
- 11) Submit a copy of all official state correspondence as a state officer to the State Adviser for **prior** approval;
- 12) Officer per day expenses will follow the state departments' current meal and mileage reimbursement allotment. (\$5.00 breakfast, \$8.00 lunch, and \$12.00 supper, snacks will not be reimbursed; \$.39/mile). When out-of-state, the same expense allotment will be followed. The **Travel Expense Report Form** along with all receipts must be sent to the state adviser for all approved reimbursements;
- 13) **Current** state officers may participate in state STAR Events and advance to national STAR Events if so selected;
- 14) Work to increase and promote active membership in Iowa FCCLA;
- 15) Work to gain corporate sponsorships for Iowa FCCLA organization. (Includes meeting with potential sponsors, writing a potential sponsor contact letter, writing follow-up thank you letters, and assisting in identifying potential sponsors);
- 16) Guest speak at district meetings and/or chapter meetings when invited to promote FCCLA statewide;
- 17) Attend FCCLA Day at the Capitol;
- 18) Attend and assist at FCCLA annual leadership events;
- 19) Actively promote Family and Consumer Sciences Education programs statewide;
- 20) Understand and demonstrate Parliamentary Procedure when presiding over meetings;
- 21) Keep open communication with executive council members, state staff, and Iowa FCCLA Board of Directors. (Open communication defined as: responding expediently to all correspondence, whether letter, e-mails, or phone calls when information is requested.);
- 22) Help determine policies and procedures for the Iowa FCCLA organization;
- 23) Complete the state officer monthly summary report and submit to National FCCLA.

### **Specific Duties for State Officers:**

#### **President**

- 1) Preside over all executive council meetings;
- 2) Conduct the Iowa delegation meeting/s held during the conference; attend the state president national training during National Leadership Conference; serve as a voting delegate;
- 3) Attend all board of director meetings and keep state officers updated on statewide activities and events every other month through email;
- 4) Make at least two personal contacts with the Iowa FCCLA Board of Directors President during the year, whether by phone call or email;
- 5) Create a letter to all new advisers and potential advisers to be sent by email through the state adviser; and
- 6) Complete the state officer monthly summary report and fax, or send to the state adviser.

#### **First Vice-President**

- 1) Attend all executive council meetings; serve in the absence of the state president;
- 2) Attend the National Leadership Conference; represent the state organization at the National Membership Network training; serve as a STAR Events judge;
- 3) Serve as the assistant to the State Coordinator of STAR Events;
- 4) Make at least four contacts (minimum) with the STAR Events Coordinator and complete the following items for STAR Events:
  - a) Plan and preside at STAR Event Recognition Ceremony;
  - b) Decorate for STAR Event Recognition Ceremony (\$50.00 will be provided from the state organization);
  - c) Help prepare STAR Event Certificates;
  - d) Help final check tally sheets for STAR Event participants; and
  - e) Organize certificates and medals for STAR Event Recognition Ceremony; and
- 5) For national conference, be in charge of dividing up the STAR Events participants into “STAR buddies” for each of the state officers. Each state officer will give encouragement to their set of “STAR buddies” during national conference, and give them each some sort of “incentive” item, for example: a note of encouragement with a star burst candy attached.

#### **Vice-President of Records & Finance**

- 1) Attend and take roll-call at all executive council meetings; attend to official correspondence expediently for the state organization and read any correspondence at each meeting; keep accurate written minutes during any executive council meetings and the state leadership conference; write summary reports for all statewide activities and send them to the vice president of public relations and the state adviser for the state publication, *Fragments* and/or to be posted on the state website;
- 2) File minutes with the state adviser following any executive council meeting;
- 3) Attend and carry-out any assigned duties during the National Leadership Conference; serve as a voting delegate;
- 4) Make at least two personal contacts with the Board of Directors Secretary during the year, whether by phone call or email; and

- 5) Present the financial report to the state delegation for final review at the State Leadership Conference.

#### **Vice-President of Parliamentary Law**

- 1) Attend all State Executive Council meetings;
- 2) Attend and carry-out any assigned duties during the FCCLA National Conference; serve as a voting delegate at the National Leadership Conference;
- 3) Collaborate with state staff to identify and plan a statewide service project at the state leadership conference;
- 4) Serve as a parliamentary procedure resource person and provides correct parliamentary procedure prodigal during all executive council meetings;
- 5) Serve as the Parliamentarian-Historian for the state organization and keep records of pictures and other information important to the organization for state records; and
- 6) Contact a member of the board of directors a minimum of two times during the year to give an update on the program of work.

#### **Vice-President of Public Relations**

- 1) Attend all State Executive Council meetings;
- 2) Attend and carry-out any assigned duties during the National Leadership Conference; serve as the National Connection team representative from Iowa; serve as a voting delegate if a fourth delegate is needed;
- 3) Gather and organize information for two issues of the state newsletter "Fragments." (pre-approved by the State Adviser and State Officer Coordinator);
- 4) Write an article reflecting FCCLA in Iowa for the national magazine "Teen Times";
- 5) Create a positive image of FCCLA through a variety of media formats;
- 6) Publicize the State Leadership Conference prior to and throughout the conference through a variety of media formats; contact the Iowa broadcasting radio stations with Public Service Announcements (PSA's) and create news releases for local and major newspapers;
- 7) Make at least two personal contacts with a board of directors member throughout the year;
- 8) Maintain and update the FCCLA display board for possible various functions, such as the IFCSEP Conference, FCCLA Day at the Capitol, Iowa School Board Association, School Administrator Conferences and so on;
- 9) Send thank you correspondence following any FCCLA activity, for example corporate sponsor visits, FCCLA Day at the Capitol presenters, award recipients etc.;
- 10) Gather information to be posted on the FCCLA Website Members Page, information will be sent to the State Adviser to be posted;
- 11) Work with the Public Relations Team to promote FCCLA statewide; and
- 12) Attend a public relations training coordinated by the Peer Ed Coordinator and State Officer Coordinator and then provide training for the State Public Relations team; make follow-up contacts every month or more frequently with all team members, monitor required projects and keep all team members, their chapter adviser and the peer education coordinator informed of project progress; submit a year-end summary report of completed projects to the peer education coordinator.

### **Vice-President of Financial Fitness**

- 1) Attend all State Executive Council meetings;
- 2) Create a display board outlining Financial Fitness to display during FCCLA Day at the Capitol and State Leadership conference (suggestion: use ideas received from State Peer Ed team projects, etc.);
- 3) Attend a Financial Fitness training coordinated by the Peer Ed Coordinator and the State Officer Coordinator and then provide training for the State Peer Education Financial Fitness Team; make follow-up contacts every month or more frequently with all team members and monitor required projects and keep all team members, their chapter adviser, and the Peer Ed Coordinator informed of project progress; submit a year-end summary report of completed projects to the Peer Ed Coordinator;
- 4) Promote the Financial Fitness national program and other national programs statewide by assisting chapters with planning, promoting and implementing at the local, district, and state levels;
- 5) Report activities of Financial Fitness Peer Ed team members through news articles in the state newsletter, Fragments, state website, newspaper articles and/or Public Service Announcements (PSA's);
- 6) Make at least two personal contacts with a board of directors member throughout the year;
- 7) Maintain records of Financial Fitness Peer Education team member's completion forms, pictures, brochures, and so on to display during state conference; and
- 8) Contact a member of the board of directors a minimum of two times during the year and report the progress of the Financial Fitness state team.

### **Vice-President of Families First**

- 1) Attend all State Executive Council meetings;
- 2) Attend and carry-out assigned duties during the FCCLA National Conference;
- 3) Create a display board outlining Families First to display during FCCLA Day at the Capitol and State Leadership conference (suggestion: use ideas received from State Peer Ed team projects, etc.)
- 4) Attend a Families First training provided by the peer education coordinator and state officer coordinator and then provide training for the State Peer Education Families First team; make follow-up contacts every month or more frequently with all team members, and monitor required projects and keep all team members, their chapter adviser, and the peer education coordinator informed of project progress; submit a year-end summary report of completed projects to the peer education coordinator;
- 5) Promote the Families First national program and other national programs statewide by assisting chapters with planning, promoting and implementing at the local, district, and state levels;
- 6) Report activities of Families First Peer Ed team members through news articles in the state newsletter, Fragments, state website, newspaper articles and/or Public Service Announcements (PSA'S);
- 7) Contact a member of the board of directors a minimum of two times during the year and report the progress of the Families First state teams; and
- 8) Maintain records of Families First Peer Education team member's completion forms, pictures, brochures, and so on and display during state conference.

### *Vice-President of Student Body*

- 1) Attend all State Executive Council meetings;
- 2) Attend and carry-out any assigned duties during the FCCLA National Conference;
- 3) Create a display board outlining Student Body to display during FCCLA Day at the Capitol and state leadership conference (suggestion: use ideas received from Peer Education team projects, etc.)
- 4) Attend a Student Body training coordinated by the peer education coordinator and state officer coordinator and then provide training for the State Peer Education Student Body team; make follow-up contacts every month or more frequently with all team members, monitor required projects and keep all team members, their chapter adviser, and the peer education coordinator informed of project progress; submit a year-end summary report of completed projects to state peer education coordinator;
- 5) Promote the Student Body national program and other national programs statewide by assisting chapters with planning, promoting and implementing at the local, district, and state levels;
- 6) Report activities of the Student Body Peer Education team members through news articles in the state newsletter, Fragments, state website, newspaper articles and Public Service Announcements (PSA'S);
- 7) Contact a member of the board of directors a minimum of two times during the year and report the progress of the Student Body state teams; and
- 8) Maintain records of Student Body Peer Education team member's completion forms, pictures, brochures, and so on and display during State Conference.

### *State Peer Education Team Guidelines: Families First, Student Body, Financial Fitness and Public Relations (PR).*

1. Each middle level and senior level affiliated chapter may submit 3 affiliated members for each state peer education teams, which include: family first, financial fitness, student body, and public relations. Middle level affiliated member applicants must be in 5<sup>th</sup>, 6<sup>th</sup> or 7<sup>th</sup> grade when applying for the middle level teams; Senior level affiliated member applicants must be in 8<sup>th</sup>, 9<sup>th</sup>-11<sup>th</sup> when applying for the senior level teams;
2. Peer Education team members will be required to complete **three total projects**, one of the three required projects will be a “**required state focused**” project. One project is recommended to be a presentation at their local chapter, district meeting or local community organization and send a project report and/or copy of the project to the correlating peer education state vice president ;
3. The due dates for the project forms are: November 4<sup>th</sup>, January 4<sup>th</sup>; and March 4<sup>th</sup>. The “**required state focused project**” must be completed by either the November 4<sup>th</sup> or January 4<sup>th</sup> due date.
4. Chapter advisers will complete local interviews for each peer education team and submit the final selected team members, with email and contact information for each team member online through the state website. Registration due date will be posted on the FCCLA website with registration instructions. (Optional: sample applications and interview questions are located on the state website under: Adviser Central).

5. Peer Education team members will submit information concerning their projects to their state vice president monitoring them for newspaper articles, the state publication “Fragments”, and the state website, upon request;
6. The peer education coordinator and state officer coordinator will provide training for the state Peer Education team officers prior to the Peer Education Team Training. Peer Education guidelines provided by National FCCLA and additional information pertinent to Iowa will be followed. Both coordinators will provide overall coordination of the Peer Education state teams throughout the year;
7. Peer Education Team Training for state team members will be conducted by the state Peer Education team state officers, state officer coordinator and peer education coordinator, using national guidelines. **ALL STATE TEAM MEMBERS ARE REQUIRED TO ATTEND THE PEER EDUCATION TEAM TRAINING**, except in an extreme emergency situation. The absent team member will be responsible to make arrangements for make-up training from the peer education coordinator and respective state officer or he/she will be removed from the peer education team.
8. Peer Education team members will be **required** to attend the State Leadership Conference;
9. Peer Education team members are encouraged to network with members on their state team to share project ideas, suggestions to promote their team, and identify possible contacts through email and report progress to their state vice president monitoring their focus area;
10. Exemplary projects will/may be selected by the vice president of their Peer Education team and the peer education coordinator and submitted in an article format to the national magazine “Teen Times” and the state adviser to receive special recognition during State Leadership Conference;
11. During State Conference, an Award of Excellence certificate and pin will be presented to team members that completed all required projects within the due dates; an Award of Completion will be presented to team members that completed all projects, but did not meet the deadlines;
12. The vice president of the Peer Education team will submit a copy of each project report form received to the peer education coordinator within a timely manner, following the March 4 deadline. A project report form will be provided on the state website: [www.iafccla.org](http://www.iafccla.org) for all team members. Any team member that does not fulfill the project requirements will not receive recognition during state leadership conference;
13. The Peer Education team state officers will make follow-up contacts every month with the peer education coordinator; and
14. Peer Education team members will work to increase and promote active membership in Iowa FCCLA

### **Iowa FCCLA State Officer Candidate Election Process Outline**

#### **[Iowa FCCLA By-Laws**

#### **Section 3. Election of the Officers**

The state will be divided into four regions. The voting delegates from each affiliated chapter shall vote by ballot for their respective regional state officer. The voting delegates shall also vote by ballot for the at-large state officer candidates.

**One** regional state officer will be elected from each region and the next **three** candidates receiving the highest number of votes in each region will advance as at-large candidates for the remaining four state officer positions. The four regional candidates and the four at-large candidates receiving the highest number of votes shall be elected and shall assume office at the close of the State Leadership Conference.

If a region has only one regional candidate for state office, that candidate will by default run as an at-large candidate for state office. If a region does not have a candidate for regional office, five at-large state officers shall be elected from the remaining at-large candidates.]

***The Election Process for Iowa FCCLA State Officers is as follows:***

1. Officer candidates complete a 30-point test on FCCLA knowledge and a 20-point writing portion. A central grading committee grades the test and writing portion. Results are revealed to the elected officers prior to the selection of offices.
2. All officer candidates deliver a two-minute speech and answer two impromptu questions and two FCCLA or Family and Consumer Sciences issue related questions to their respective regional delegates, unless a region has only one candidate. If a region has only one candidate, that candidate automatically moves directly to at-large elections. Regions with more than one candidate hold a vote following the speeches and questions at the regional meeting. A central ballot counting committee counts the votes. The candidate with the most votes is named the regional representative and serves as a state FCCLA officer.
3. All candidates that do not secure a position on the executive council as a regional officer, up to three with the highest vote counts from each region, move to at-large elections. At-large candidates deliver a two-minute speech to state delegates at a general session. Following the speeches, at-large candidates are given two new impromptu questions and two new FCCLA or Family or Consumer Sciences issue related questions.
4. Following the speeches and questions, eligible conference delegates cast their ballots for at-large candidates. Ballots are cast by delegates voting for the appropriate number of candidates based on the number of regionally elected officers. The number of votes per delegate equals eight minus elected regional candidates. For example, if three regional candidates are elected, five at-large officers will be eligible to receive votes. The candidates with the most votes join the regional representatives as state FCCLA officers.
5. If the ballot of officers does not exceed the number of positions available, the delegates will cast a “yes” or “no” vote for each candidate. Each candidate must receive 50% plus one of the eligible votes to qualify for state office.
6. The newly elected officer team meets and reviews the “State Officer Candidate Intent Forms.” The newly elected team self-elects its members to each office. Prior to each election, candidates state why they wish to serve in the position in 60 seconds or less. The order of elections proceeds as follows and is a sliding ballot. Only candidates who score in the top half\* on the combined score of test and writing portion are eligible to run for president and first vice president.
  - a. President
  - b. First Vice President
  - c. Vice President of Records and Finance
  - d. Vice President of Public Relations
  - e. Vice President of Families First

- f. Vice President of Financial Fitness
  - g. Vice President of Student Body
  - h. Vice President of Parliamentary Law
7. A central ballot counting committee counts ballots. If one candidate does not receive a majority (50% plus 1 vote), the two candidates with the highest number of votes stand for a re-vote. Test scores break all ties if only two candidates are running and the candidate with the highest test score receives the office in question.

**Explanation for item #7:**

**Scenario 1 based on an even number of officers–**

*3 candidates run for office*

Candidate A: 2/8 votes (scored 45/50 on test/writing exercise)

Candidate B: 2/8 votes (scored 44/50 on test/writing exercise)

Candidate C: 4/8 votes (scored 40/50 on test/writing exercise)

Candidates A and C move to a re-vote

Candidate A: 4/8 votes

Candidate C: 4/8 votes

Candidate A wins the election based on his or her test/writing exercise score

**Scenario 2 based on an even number of candidates–**

*4 candidates run for office*

Candidate A: 2/8 votes (38/50)

Candidate B: 2/8 votes (25/50)

Candidate C: 3/8 votes (35/50)

Candidate D: 1/8 votes (40/50)

Candidates A and C move to a re-vote

Candidate A: 5/8 votes

Candidate C: 3/8 votes

Candidate A wins the election based on a majority vote.

**Scenario 3 based on an even number of candidates –**

*2 candidates run for office*

Candidate A: 3/6 votes (40/50)

Candidate B: 3/6 votes (41/50)

Candidate B wins the election based on test/writing exercise score.

**Scenario 4 based on odd number of candidates -**

*3 candidates run for office*

Candidate A: 3/7 votes (40/50)

Candidate B: 3/7 votes (41/50)

Candidate C: 1/7 votes (48/50)

Candidates A and B move to a re-vote

Candidate A: 4/7 votes

Candidate B: 3/7 votes

Candidate A wins the election based on a majority vote.

8. If the team is composed of fewer than eight individuals, combination of offices is at the discretion of the state adviser or his/her designee.

\*In the event of an odd number of offices, half is defined as one greater than 50%.

### ***Election of National Officer Candidates is as follows:***

#### **[Iowa FCCLA By-Laws:**

A nominee for a candidate for national office may be submitted by any affiliated chapter. The credential should be submitted at the same time as the credentials for state officer nominees. The nominee for national office should possess the qualifications set up in the national bylaws. The nominee for national office with the highest number of votes will be the at-large candidate and the nominee with the second highest number of votes will be the regional candidate.]

#### **In Addition:**

1. National officer candidates must submit the national officer application to the state office by February 1.
2. Officer candidates complete a 30-point test on FCCLA knowledge and a 20-point writing portion. A central grading committee grades the test and writing portion.
3. All officer candidates deliver a two-minute speech and answer two impromptu questions and two FCCLA or Family and Consumer Sciences issue related questions to the state delegates.
4. If two or fewer candidates are running for national office, a yes/no vote shall be cast by the delegation. Each candidate must receive a majority\* “yes” to move forward as a national officer candidate.
5. The candidate that receives the highest number of votes will run as Iowa’s at-large candidate. The candidate that receives the second highest number of votes will run as Iowa’s regional candidate.
6. In the event of a tie, the candidate with the highest combined score on the written test and writing exercise will be named the winner.

\* Majority is defined as 50% plus 1 vote.

### **Reimbursement of Expenses**

#### ***State Officers:***

The following expenses will be paid or reimbursed from the state organization when funds are available:

- 1) State officer nametag.
- 2) State officer business cards.
- 3) Jacket rental and cleaning at the end of the term. (Damages or any type of repair must be paid by the officer).
- 4) Officer uniform accessories: tie for male officers and ascot for female officers. In the case that these items are lost during their officer term, the officer will pay the purchase price to replace the item.
- 5) Base registration for national conference, meals and up to \$150.00 for lodging costs. (Snacks will not be reimbursed).\*
- 6) Registration for state conference and meals.\*\*

- 7) Main meal charges during any scheduled executive council meeting, which will be determined by the state staff.
- 8) Mileage for in-state travel for trainings and assigned meetings.
- 9) Registration, room and meals for fall leadership rally.

*\*Reimbursement for lodging and registration will be made immediately following the national conference; meal reimbursement will be made at the end of their term of office determined by the completion of assigned job responsibilities/duties outlined in the state policies and bylaws; original meal receipts are required and must be sent to the state adviser;*

*\*\*Reimbursement of state conference registration and meals will be made immediately following the state conference and be determined by the completion of assigned job responsibilities/duties outlined in the state policies and bylaws. Original meal receipts are required for meal reimbursement.*

The state organization will provide \$ 200.00 toward registration fees involved during the national program, the **Ultimate State Officer Academy**, for state officers if approved by their local school administration.

***National Officer Candidates:***

The following expenses will be paid or reimbursed from the state organization when funds are available:

- 1) Base registration for National Leadership Conference.
- 2) Up to \$150.00 for lodging costs during national conference, reimbursement based on performance and completion of professional duties during national conference.

## **Article 5** **MEETINGS – EVENTS**

Students, excluding state officers, attending district, state, or national FCCLA meetings must be accompanied by his/her adviser, parent or officially sanctioned chaperone. School district travel policies must be followed.

**1. Required Forms:**

**All persons** (students, advisers, chaperones) attending official FCCLA functions at the state and national level must provide proof of the following two forms:

**Rules of Conduct:** All attendees must agree with and sign the *Rules of Conduct* form.

**Parent Permission and/or Insurance and Emergency Contact:** All attendees must provide insurance information and emergency contact information on the *Parent/Guardian Permission and Medical Form* (for students) or the *Insurance Information and Emergency Contact Form* (for advisers and chaperones).

**2. District Conferences:**

District leadership conferences of FCCLA will be held annually with dates to be determined by each individual district. The district STAR Event competition will take place prior to the February 10<sup>th</sup> registration date for state STAR Events.

3. **Cluster Meetings:**

Chapter advisers need to make their own arrangements. The state association will not be involved in the arrangements for attendance or travel at Cluster meetings.

4. **State Conference:**

- State Leadership Conference will be held annually in the spring.
- Chapters must stay in the hotel designated for state conference.
- Voting delegates will receive credential information for state officer candidates when they register at state conference.
- Cancellation of registration requests must be in writing to the state conference coordinator to receive reimbursement. If cancellation occurs less than **one week** before the conference, no refund will be given; however, a substitute delegate may be named.
- A chapter may register as many students for the state leadership conference as desired.
- Registrations after the due date will be assessed a late fee of \$25.00 per chapter, no exceptions.

5. **National Conference:**

The National Leadership Conference is held in July each year. Chapter advisers are responsible for coordinating travel, lodging, and registration of chapter members. The STAR Events coordinator will register STAR Events participants. The Iowa Association will pay half of the STAR Events registration fee for each participant. Payment for the participant's half of the STAR Events registration must be submitted to the Iowa Association by May 1.

**Conduct** (for both state and national meetings)

All state officers and participants (including advisers and chaperones) will abide by the state Rules of Conduct guidelines. Disciplinary actions outlined in the Rule of Conduct will be followed. Advisers/chaperones are ultimately responsible for their chapter member's actions and activities, not the state association.

**Housing**

- All Iowa participants (students, advisers, chaperones) must stay in the hotel designated for Iowa FCCLA.
- In the event of partially filled rooms, chapter advisers should make an attempt to fill them with participants from other chapters.
- Students may only room with other students of the same gender.
- State officers will room with other state officers of the same gender

## Article 6 **STAR Events**

- 1) National and state chapter affiliation dues must be paid by **November 30** to participate in state STAR Events. If a STAR Event participant is not listed on the chapter affiliation form by the November 30 deadline, the chapter must pay the chapter late fee of \$50 in addition to the required state STAR registration fees. A reduced chapter late fee of \$25.00 would be applied in the circumstance where the chapter has affiliated by November 30<sup>th</sup> but a maximum of 3 additional students are affiliated after November 30<sup>th</sup> and prior to February 10<sup>th</sup> in order to register for state STAR events.
- 2) All state STAR Events participants must register online by February 10<sup>th</sup> and submit payment and copies of affiliation forms to the state STAR Events coordinator prior to the State STAR Events.
- 3) All STAR Events, excluding Culinary Arts, Early Childhood, and Hospitality occupational entries, must be evaluated at the district level by evaluators other than the chapter adviser. Culinary Arts occupational chapters may send no more than two teams and Early Childhood occupational chapters may not send more than three individual competitors to the state level competition to be held in conjunction with the comprehensive STAR Events competition. Hospitality occupational chapters may not send more than two teams, three individual competitors, or three entries that combine one or two teams and individuals (example: 2 teams plus one individual, or 2 individuals plus one team) to the state level competition to be held in conjunction with the comprehensive STAR Events competition.
- 4) The top 3 medals earned (at district level), each medal representing the top medalist from 3 different participating chapters in each STAR Event and category, advance to state with the exception of those events that allow 2 state qualifiers to advance to national STAR Events.  
In events allowing 2 state qualifiers for national STAR events, the top 6 medals earned (at district level), each medal representing the top medalist from 6 different participating chapters in those STAR Events and categories, advance to state.  
The following STAR Events allow 2 state qualifiers:
  - Career Investigation
  - Chapter Service Project Display
  - Chapter Service Project Manual
  - Chapter Showcase Display
  - Chapter Showcase Manual
  - Job Interview
  - National Programs in Action

(This list will be revised in accordance with national FCCLA policy).
- 4) STAR Event state participants must pay state leadership conference registration.
- 5) Chapter registrations, for state STAR Events, must be received through online registration by February 10<sup>th</sup> or be assessed a late chapter fee of \$25.00. District

summary sheets must be postmarked by February 10<sup>th</sup>. No substitutions will be made after the district level competition.

- 6) Candidates for state and national office will be permitted to compete in state STAR Events with the understanding that if elected to a state office, they may not compete in national STAR Events. Other members of their STAR Event team may still compete at the national level.
- 7) Current state officers may participate in state STAR Events and advance to national STAR Events, if so selected.
- 8) Iowa members follow all rules of the current FCCLA National STAR Events Manual, with the exception of allowing observers at the state level.
- 9) Students who participate in All-State Speech, when it is in conflict with state STAR Events, will not have 5 points deducted for missing the mandatory STAR orientation if they provide a required official participation form signed by their administrator, adviser, parent, and speech teacher. In addition they must designate a substitute to attend the mandatory STAR orientation on their behalf to meet all orientation and event requirements.
- 10) Parliamentary Procedure and Culinary Arts participants cannot participate in All-State Speech because these events have competition components during the mandatory STAR orientation.
- 11) Iowa participates in all of the sanctioned national STAR Events.
- 12) The state association will sponsor half of the national STAR Events registration for each participant. The participant is responsible for submitting registration forms and payment for half of national STAR Events registration by April 15 to the state association. Participants are responsible for late fees accrued as a result of not submitting information to the state STAR Events coordinator by April 15.

*State-level STAR Events Evaluators: The National STAR Events Manual defines evaluators as "Evaluation teams composed of student members and adults who are responsible for evaluating entries, assigning ratings to participants and discussing strengths and areas for improvement." Students who are former state or district officers or who have previously participated in state STAR Events and earned a gold medal, and/or participated in national STAR Events would be considered "highly qualified" evaluators for state-level STAR Events.*

## **Article 7** **PUBLICATIONS**

“*Fragments*,” the official publication of the state organization shall be posted on the state webpage: [www.iafccla.org](http://www.iafccla.org) at least two (2) times during the school year. It is the duty of the Vice President of Public Relations to gather information and write the publication with final approval from the State Adviser.

“*Bridges*,” the district officer newsletter shall be distributed to district officers via an appropriate method quarterly.

## **Article 8** **BOARD OF DIRECTORS**

Two face-to-face meetings will be held during the fiscal year at a minimum, with additional telenet conference calls if needed. Additional meetings may be called by the state adviser or board president, if needed. September 1 through August 31 constitutes an official year of service on the board. Elections will take place at the summer meeting, with terms rotating from 1 to 3 years in length.

The fiscal coordinator and designated board member shall be the sole people identified to authorize any financial transaction, including writing checks for the organization, signing contractual agreements with specific entities for state conference or any other function involving the state organization. (See Appendix A for the financial process used for all financial transactions). When funds are available, reimbursement of mileage to board meeting/s will be paid by the association at the current state rate, if not reimbursed by a school district.

### **Composition of Board with term rotation:**

- 1) Chapter adviser from each region (4); (2 yr.)
- 2) Adviser to State FCCLA President; (1 yr.)
- 3) Adviser to immediate past State FCCLA President; (1 yr.)
- 4) State FCCLA president; (1 yr.)
- 5) FCS Teacher Educator from each higher education institution approved for training FCS teachers; (3 yr.)
- 6) Member of the Iowa Association of Family and Consumer Sciences (IAFCS); (3 yr.)
- 7) Member of the Iowa Association of Career and Technical Association (IACTE) (IAFCSEP) –FCS Division; (3 yr.)
- 8) Alumni/Associate representative; (3 yr.)
- 9) Middle school chapter adviser; (2 yr.)
- 10) Representatives from business and industry (2); (3 yr.)
- 11) School administration; (2 yr.) and
- 12) FCCLA State Adviser and state staff (non-voting).

(See Appendix B for the list of the Board of Directors duties, responsibilities and authority).

## **Article 9** **IOWA FCCLA REGIONS AND DISTRICTS**

### **Region 1** –

Districts: 4, 12, 13N & 13S

### **Region 2** –

Districts: 2, 3, 5, 6, 7, & 11W

### **Region 3**

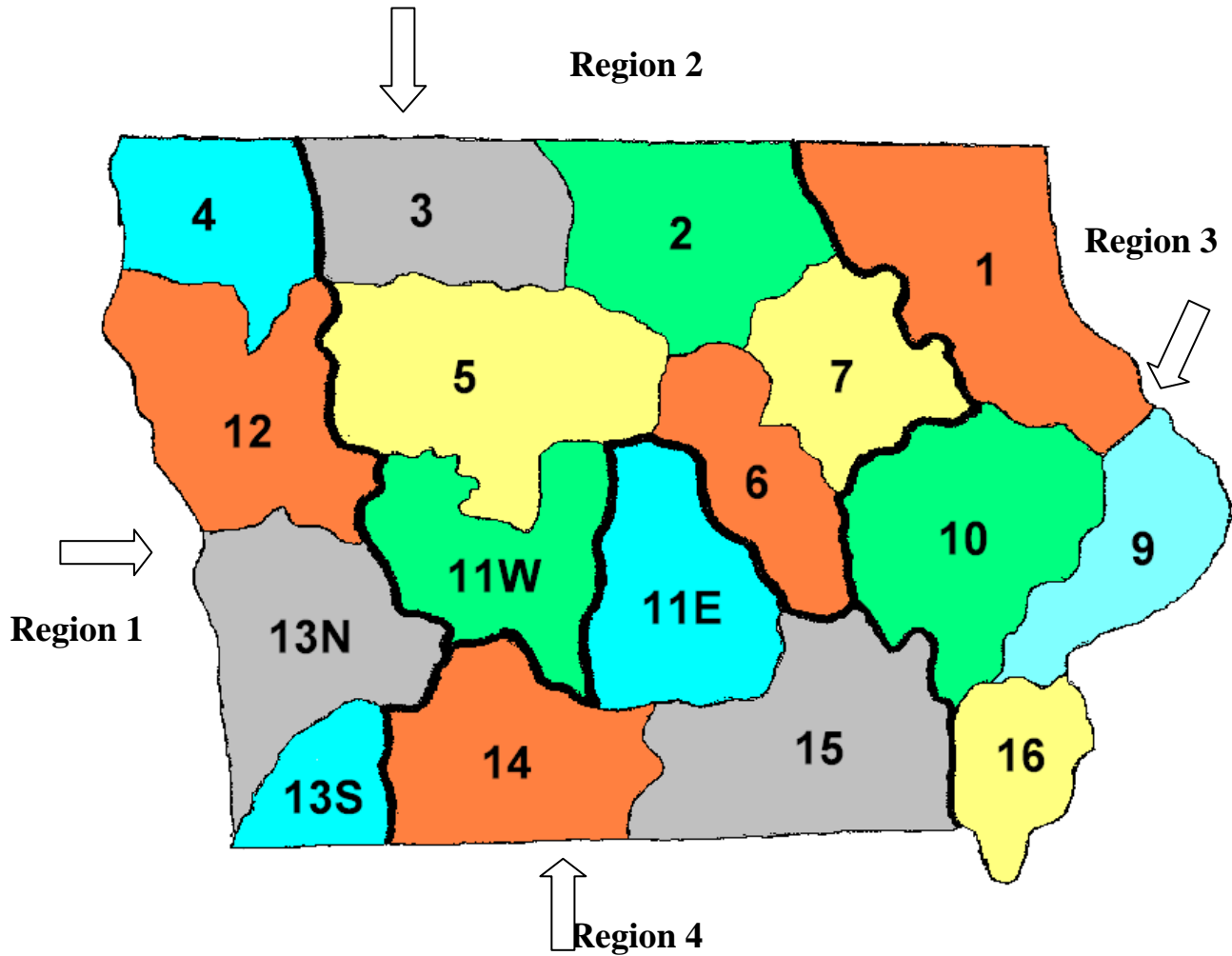
Districts: 1, 9, 10 & 16

### **Region 4**

Districts: 11E, 14 & 15

Chapter requests for district changes must be received by the State Adviser by June 1<sup>st</sup> to be approved by the board of directors. A chapter must stay in the new district for a minimum of

five years. Any request must contain valid reasons for changing districts from their respective local school district administration and/or school board.



**FCCLA Region and District Listing**

**Region 1** –  
Districts: 4, 12, 13N & 13S

**Region 2** –  
Districts: 2, 3, 5, 6, 7, & 11W

**Region 3**  
Districts: 1, 9, 10 & 16

**Region 4**  
Districts: 11E, 14 & 15

\*Denotes chapters in non-designated districts.

**Region 1**

**Region 1 – District 4**

Boyden-Hull, Central Lyon, George-Little Rock, Hartley-Melvin-Sanborn, Marcus-Meriden-Cleghorn, MOC-Floyd Valley, Rock Valley, Sheldon, Sibley-Ocheyedan, Sioux Center, South O’Brien, West Lyon, West Sioux

Region 1 – District 12

Akron-Westfield, Ar-We-Va, Aurelia, Battle Creek-Ida Grove, Boyer Valley, Charter Oak-Ute, Cherokee, Denison, Galva-Holstein, Hinton, Kingsley-Pierson, Lawton-Bronson, Le Mars, Logan-Magnolia\*, Missouri Valley\*, Maple Valley-Anthon-Oto, Remsen-Union, River Valley, Sioux City, Stg Bluff –Luton, Wall Lake View Auburn (East Sac County)\*, Westwood, West Monona, Whiting, Woodbury Central

Region 1 – District 13N

Anita, Atlantic, A-H-S-T, C and M, Council Bluffs, Elk Horn-Kimballton, Glenwood, Griswold, Harlan, IKM, Lewis Central, Malvern (East Mills), Nishna Valley, Riverside, Treynor, Tri-Center, Underwood, Walnut, West Harrison, Woodbine

Region 1 – District 13S

Clarinda, Farragut, Fremont-Mills, Shenandoah, Sidney, South Page, Red Oak

**Region 2**

Region 2 – District 2

Belmond-Klemme, Cal-Dows, Clear Lake, Corwith-Wesley, Forest City, Garner-Hayfield, Hampton-Dumont, Lake Mills, Mason City, Nora Springs-Rock Falls, North Central, North Iowa, Northwood-Kensett, Osage, Rockwell-Swaledale, Rudd-Rockford-Marble Rk, St. Ansgar, Sheffield-Chapin-Meservey-Thorton, Ventura

Region 2 – District 3

Algona, Armstrong-Ringsted, Clay Central-Everly, Emmetsburg, Estherville, Graettinger, Harris-Lake Park, Luverne, North Kossoth, Okoboji, Ruthven-Ayrshire, Sentral, Spirit Lake, Terril, West Bend-Mallard

Region 2 – District 5:

Albert City-Truesdale-Newel-Fonda, Alta, Carroll\*, Clarion-Goldfield, Eagle Grove, East Greene, Fort Dodge, Humboldt, Jefferson-Scranton, Laurens-Marathon, Manson Northwest Webster, Northeast Hamilton, Odebolt-Arthur, Paton-Churdan, Pomeroy-Palmer, Pocahontas, Prairie Valley, Rockwell City –Lytton, Sac, Schaller-Crestland, Sioux Central, Southern Cal, South Hamilton, Southeast Webster, Spencer, Storm Lake, Twin Rivers, Webster City

Region 2 – District 6

BCLUW, B-G-M, East Marshall, Eldora-New Providence, GMG, Grinnell-Newburg, Iowa Falls-Alden, Marshalltown, Montezuma, South Tama, West Marshall

Region 2 – District 11W (former District 8)

Adair-Casey, Adel-Desoto-Minburn, Audubon, Baxter, Boone, Carroll, Carroll-Kuemper, Coon Rapids-Bayard, Earlham, Exira, Glidden-Ralston, Guthrie Center, Hubbard-Radcliffe, Manning, Ogden, Panorama, Urbandale, Van Meter, West Central Valley, West Des Moines, Winterset, Woodward-Granger

Region 2 – District 7

AGWSR\*, Allison-Bristow, Aplington-Parkersburg, Cedar Falls, Charles City\*, Clarksville, Denver, Dike-New Hartford, Dunkerton, East Buchanan, Gladbrook Reinbeck, Greene, Grundy Center, Hudson, Independence, Janesville, Jesup, Nashua-Plainfield, North Tama, Sumner-Fredericksburg, Union, Waterloo, Wapsie Valley, Waverly-Shell Rock

**Region 3**

Region 3 – District 1

Allamakee, Central, Decorah, Dubuque, Eastern Allamakee, Edgewood-Colesburg, Guttenberg (Clayton-Ridge), Howard-Winneshiek, Maquoketa Valley, MFL MarMac, New Hampton, North Fayette, Oelwein, Postville, Riceville, Starmont, Turkey Valley, West Central, West Delaware County, Western Dubuque

Region 3 – District 9

Andrew, Bellevue, Bennett, Bettendorf, Calamus-Wheatland, Camanche, Central Clinton, Clinton, Columbus, Davenport, Durant, East Central, Louisa-Muscatine, Maquoketa, Muscatine, Northeast, North Scott, Pleasant Valley, Preston, West Liberty, Wilton

Region 3 – District 10

Alburnett, Anamosa, Belle Plaine, Benton, Cedar Rapids, Center Point-Urbana, Central City, Clear Creek –Amana, College, English Valleys, H-L-V, Highland, Iowa City, Iowa Mennonite School, Iowa Valley, Linn-Mar, Lone Tree, Marion Independent, Midland, Mid-Prairie, Monticello, Mount Vernon, North Cedar, North Linn, Olin Consolidated, Solon, Springville, Tipton, Vinton-Shellsburg, Washington, West Branch, Williamsburg

Region 3 – District 16

Burlington, Central Lee, Danville, Fort Madison, Keokuk, Mediapolis, Mount Pleasant, New London, Waco, Wapello, West Burlington, Winfield-Mt. Union

**Region 4**

Region 4 – District 11E (former District 11)

Ames, Ankeny, Ballard-Huxley, Bondurant-Farrar, Carlisle, Colfax-Mingo, Collins-Maxwell, Colo-Nesco, Dallas Center-Grimes, Des Moines, Gilbert, Indianola, Interstate

35, Johnston, Knoxville, Lynville-Sully, Madrid, Martensdale-St. Marys, Melcher-Dallas, Nevada, Newton, Norwalk, North Polk, PCM (Prairie City), Pella, Perry, Pleasantville, Roland-Story, Saydel, Southeast Warren, Southeast Polk, Twin Cedars, Waukee\*

Region 4 – District 14

Bedford, Central Decatur, Clarke, Corning, Creston, East Union, Nodaway Valley, Lamoni, Lenox, Mormon Trail, Mount Ayr, Murray, Orient-Macksburg, Red Oak\*, Stanton, Villisca

Region 4 – District 15

Albia, Eddyville-Blakesburg, Cardinal, Centerville, Chariton, Davis County, Fairfield, Harmony, Keota, Lineville-Clio, Moravia, Pekin, Russell, Seymour, Sigourney, Tri-County, Van Buren, Wayne,



**Travel Authorization Form**

**Iowa Association of Family, Career and Community Leaders of America  
(IOWA FCCLA)**

State Officer \_\_\_\_\_

Name of Meeting \_\_\_\_\_

Date/s of Meeting \_\_\_\_\_

Place of Meeting \_\_\_\_\_

Mode of Transportation \_\_\_\_\_

Approximate time of arrival and return \_\_\_\_\_

Person/s accompanying state officer \_\_\_\_\_

We, the undersigned, understand that the above named individual will be in attendance at required executive council meetings and/or other FCCLA related meetings throughout the year. We give our approval for this individual's participation. We agree to the provisions as stipulated in the Iowa FCCLA Rules of Conduct. We agree not to hold Iowa FCCLA, the Department of Education, or any of its agents, liable for any accident, illness or injury to this individual during participation in state organization approved activities or meetings and necessary travel to and from those sites.

\_\_\_\_\_  
State Officer Signature Date

\_\_\_\_\_  
Parent/Guardian/s Signature Date

Mail, Email\* or Fax **Prior to the Event to:**

**Mary Ann Adams  
State FCCLA Adviser  
Iowa Department of Education  
400 East 14<sup>th</sup> Street  
Des Moines, IA 50319-0146  
Fax: 515-281-6544**

**\*In order to email the form, scan in the signed form, (state officer signature and parental signature), save the form on your desk top for future travel forms, type in the necessary travel information, correct date and email to: [maryann.adams@iowa.gov](mailto:maryann.adams@iowa.gov)**



**TRAVEL  
AUTHORIZATION-FORM  
FORMAT**

**Iowa Association of Family, Career and Community Leaders of America  
(IOWA FCCLA)**

State Officer \_\_\_\_\_

Name of Meeting \_\_\_\_\_

Date/s of Meeting \_\_\_\_\_

Place of Meeting \_\_\_\_\_

Mode of Transportation \_\_\_\_\_

Approximate time of arrival and return \_\_\_\_\_

Person/s accompanying state officer \_\_\_\_\_

We, the undersigned, understand that the above named individual will be in attendance at required executive council meetings and/or other FCCLA related meetings throughout the year. We give our approval for this individual's participation. We agree to the provisions as stipulated in the Iowa FCCLA Rules of Conduct. We agree not to hold Iowa FCCLA, the Department of Education, or any of its agents, liable for any accident, illness or injury to this individual during participation in state organization approved activities or meetings and necessary travel to and from those sites.

\_\_\_\_\_  
State Officer Signature Date

\_\_\_\_\_  
Parent/Guardian/s Signature Date

**Mail, Email\* or Fax Prior to the Event to:**

**Mary Ann Adams  
State FCCLA Adviser  
Iowa Department of Education  
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[maryann.adams@iowa.gov](mailto:maryann.adams@iowa.gov)



**PARENT/GUARDIAN PERMISSION  
AND MEDICAL RELEASE FORM**

**Iowa Association of Family, Career and Community Leaders of America  
(IOWA FCCLA)**

I give \_\_\_\_\_ permission to attend \_\_\_\_\_.  
on \_\_\_\_\_. I give permission for my son/daughter to be photographed and/or

video-taped during any FCCLA state sponsored event.

I further give my permission to the undersigned FCCLA Adviser to seek and/or approve emergency medical attention for my child, should it become necessary and I cannot be immediately contacted after reasonable effort.

**INSURANCE:** I have obtained insurance for my son/daughter while attending this meeting or have a family policy including this child, which will cover this activity.

Yes \_\_\_\_\_ No \_\_\_\_\_

**Policy Name and Number:** \_\_\_\_\_

**Subscriber Name:** \_\_\_\_\_

I understand the school district and state association are not responsible for providing insurance.

**HEALTH:** Activities the student is restricted from for medical reasons: \_\_\_\_\_

Medical/physical condition the adviser should be aware of: \_\_\_\_\_

Medication(s) being taken by student (include dosage): \_\_\_\_\_

Special meal considerations (i.e., allergies, vegetarian/Lenten) \_\_\_\_\_

**Family Physician: Name, Address, Phone:** \_\_\_\_\_

**STUDENT'S NAME** \_\_\_\_\_ **BIRTH DATE** \_\_\_\_\_

**PARENT'S NAME** \_\_\_\_\_

**PHONE-HOME** \_\_\_\_\_ **WORK** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_

**ALTERNATE EMERGENCY CONTACT (Name, Address, Phone)** \_\_\_\_\_

**RELATIONSHIP** \_\_\_\_\_

**PARENT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ADVISER'S SIGNATURE** \_\_\_\_\_ **CHAPTER** \_\_\_\_\_

**CHAPTER ADVISER'S: PLEASE BRING A COPY OF THIS FORM TO ANY STATE MEETING FOR EACH CHAPTER MEMBER ATTENDING.**



**PARENT/GUARDIAN PERMISSION  
AND MEDICAL RELEASE FORM  
(Form Format)**

**Iowa Association of Family, Career and Community Leaders of America**  
**(IOWA FCCLA)**

I give \_\_\_\_\_ permission to attend \_\_\_\_\_

on \_\_\_\_\_. I give permission for my son/daughter to be photographed and/or videotaped during the FCCLA Leadership Conference.

I further give my permission to the undersigned FCCLA Adviser to seek and/or approve emergency medical attention for my child, should it become necessary and I cannot be immediately contacted after reasonable effort.

**INSURANCE:** I have obtained insurance for my son/daughter while attending this meeting  
or \_\_\_\_\_ have a family policy including this child, which will cover this  
activity.

Yes  No

**Policy Name and Number:** \_\_\_\_\_

**Subscriber Name:** \_\_\_\_\_

I understand the school district and state association are not responsible for providing insurance.

**HEALTH:**

Activities the student is restricted from for medical reasons: \_\_\_\_\_

Medical/physical condition the adviser should be aware of: \_\_\_\_\_

Medication(s) being taken by student (include dosage): \_\_\_\_\_

Special meal considerations (i.e., allergies, vegetarian/Lenten) \_\_\_\_\_

Family Physician: Name, Address, Phone: \_\_\_\_\_

**STUDENT'S NAME** \_\_\_\_\_ **BIRTH DATE** \_\_\_\_\_

**PARENT'S NAME** \_\_\_\_\_

**PHONE-HOME** \_\_\_\_\_ **WORK** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_

**ALTERNATE EMERGENCY CONTACT (Name, Address, Phone)** \_\_\_\_\_

**RELATIONSHIP** \_\_\_\_\_

**PARENT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ADVISER'S SIGNATURE** \_\_\_\_\_ **CHAPTER** \_\_\_\_\_

**CHAPTER ADVISER'S:** PLEASE BRING A COPY OF THIS FORM TO ANY STATE OR NATIONAL MEETING FOR EACH CHAPTER MEMBER ATTENDING.



**ADVISER AND/OR CHAPERONE  
INSURANCE/EMERGENCY FORM**

**Iowa Association of Family, Career and Community Leaders of America  
(IOWA FCCLA)**

I, \_\_\_\_\_ give permission to seek and/or approve emergency medical attention.

**INSURANCE:**

**Policy Name and Number:** \_\_\_\_\_

**Subscriber Name:** \_\_\_\_\_

*I understand the school district and state association are not responsible for providing insurance for me as an adviser and/or chaperone.*

**HEALTH:**

Medical/physical condition to be aware of: \_\_\_\_\_

Medication(s) being taken currently (include dosage): \_\_\_\_\_

Special meal considerations, allergies (i.e., vegetarian) \_\_\_\_\_

**Family Physician: Name, Address, Phone:** \_\_\_\_\_

**ADVISER'S/CHAPERONE NAME** \_\_\_\_\_

**PHONE-HOME** \_\_\_\_\_ **WORK** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_

**ALTERNATE EMERGENCY CONTACT (Name, Address, Phone)** \_\_\_\_\_

**RELATIONSHIP** \_\_\_\_\_

**ADVISER'S/CHAPERONE SIGNATURE** \_\_\_\_\_

**CHAPTER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**CHAPTER ADVISER'S: PLEASE BRING A COPY OF THIS FORM TO ANY STATE OR NATIONAL MEETING.**



***ADVISER AND/OR CHAPERONE  
INSURANCE/EMERGENCY FORM  
(Form Format)***

**Iowa Association of Family, Career and Community Leaders of America  
(IOWA FCCLA)**

I, \_\_\_\_\_ give permission to seek and/or approve emergency medical attention.

**INSURANCE:**

**Policy Name and Number:** \_\_\_\_\_

**Subscriber Name:** \_\_\_\_\_

*I understand the school district and state association are not responsible for providing insurance for me as an adviser and/or chaperone.*

**HEALTH:**

Medical/physical condition to be aware of: \_\_\_\_\_

Medication(s) being taken currently (include dosage): \_\_\_\_\_

Special meal considerations, allergies (i.e., vegetarian) \_\_\_\_\_

**Family Physician: Name, Address, Phone:** \_\_\_\_\_

**ADVISER'S/CHAPERONE NAME** \_\_\_\_\_

**PHONE-HOME** \_\_\_\_\_ **WORK** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_

**ALTERNATE EMERGENCY CONTACT (Name, Address, Phone)** \_\_\_\_\_

**RELATIONSHIP** \_\_\_\_\_

**ADVISER'S/CHAPERONE SIGNATURE** \_\_\_\_\_

**CHAPTER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**CHAPTER ADVISER'S: PLEASE BRING A COPY OF THIS FORM TO ANY STATE OR NATIONAL MEETING.**



# IOWA FCCLA OFFICIAL RULES OF CONDUCT

## Attending an Official Function of Iowa Association of Family, Career and Community Leaders of America (IOWA FCCLA)

Attending an official function of FCCLA is a privilege and a responsibility. The dress and behavior of all attendees should be exemplary. Attendees are defined as students, advisers, and adult chaperones. They represent their school, community, and all FCCLA members in Iowa. All attendees are expected to abide by the following rules of conduct:

**EVENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

- 1) All attendees must register for the meeting indicated above.
- 2) Dress appropriately at all times, refer to Iowa Dress Code form posted on state website.
- 3) Behavior and language at all times should be such that it reflects a positive, professional image of you, your school, your state and the organization. Respect the rights and comfort of others regarding noise, language, and general conduct.
- 4) Absolutely NO alcoholic beverages, drugs, or tobacco are permitted as a member of Iowa FCCLA. Law violations, of any kind, will be reported to law enforcement and subject to stringent disciplinary action as outlined in the state policies.
- 5) If an attendee is found responsible for stealing, vandalism, or fighting, they or their parents/guardians will be required to pay all damages.
- 6) Inform your chapter adviser of your whereabouts at all times. This is for your safety!
- 7) Acknowledge the authority of supervisors, adult chaperones, advisers, and hotel staff.
- 8) Wear your name badge to all activities.
- 9) Students, advisers, and adult chaperones must be on time and attend all sessions.
- 10) Be respectful at all times of speakers and officers by being quiet and listening to the presentations. Wait for appropriate breaks if it is necessary to leave; refrain from making unnecessary noises.
- 11) Observe common sense precautions: Keep hotel doors locked. Do not open your hotel door unless you know the person on the other side.
- 12) Observe the designated curfew as set by the FCCLA state and national organization.
- 13) Any accidents, injuries, or illnesses should be reported to your adviser immediately.

Violation of any of these rules will be sufficient cause for disciplinary action. The parents/guardians/administrators of attendees will be notified. If any violation of the Rule of Conduct occurs during a member's or officer's term, one or more of the following consequences will be applied as deemed appropriate by the student's adviser, state adviser, and board members if applicable:

A. Parent or guardian will be notified	C. Termination of membership privilege.
B. School administrator will be notified	D. Other logical consequences as deemed appropriate (i.e. letters of apology, community service, etc.)

Law enforcement authorities will be contacted if there is reasonable suspicion of illegal activity.

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### ATTENDEE'S STATEMENT

I have read and understand the rules stated above and I am aware of the procedures if any rule is violated.

Attendee's Printed Name	School
Attendee's Signature	Date

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### PARENT/GUARDIAN'S STATEMENT

I have read the rules and agree to the procedures outlined if any rule is violated.

Parent/Guardian's Printed Name	
Parent/Guardian's Signature	Date

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### ADVISER AND ADMINSTRATOR'S ACKNOWLEDGEMENT

Adviser's Signature	Date	
Administrator	Title	Date



# State Officer Code of Conduct

## IOWA ASSOCIATION OF FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA (IOWA FCCLA)

The Iowa Association of Family, Career and Community Leaders of America requires each state officer to read and sign this form:

- 1) Official dress or uniform will be worn at all state approved activities, meetings and/or conferences.
- 2) Nametags and officer pin and guard will be worn at all times while serving in official capacity as a state officer.
- 3) As a state officer and member of the executive council, you shall serve as a liaison between the state and district organization and fulfill duties as outlined in state bylaws and state policies.
- 4) State officers are directly responsible to the state adviser and the state officer coordinator and shall keep them informed of their official activities.
- 5) State officers are required to attend **all** assigned activities, which include: state leadership conference, national meeting, executive council meetings or workdays (face to face and telenet calls), Day at the Capitol and officer leadership training/workshop. Additional activities may be requested. Only under pre-approval by the state adviser/state officer coordinator and/or board approval, may a state officer be excused from attendance at a required event. A parent/guardian must send a written request to the state adviser. **FCCLA MUST BE A PRIORITY!**
- 6) A Travel Authorization form must be faxed to the state adviser **prior** to any official travel. Reimbursement of approved expenses must be turned in on the Expense Report form with all receipts attached. Both the form and receipts are sent to the state adviser.
- 7) A copy of all official correspondence as a state officer must be sent to a state staff member for **prior** approval.
- 8) Education always takes precedence! As a state officer, you are responsible for working closely with your chapter adviser, planning for state activities accordingly and following local school policy and approval procedures.
- 9) State officers shall be prompt and prepared for all official activities. What you do and how you do it should leave a positive impression and set a good example for other FCCLA members!
- 10) As a state officer, your behavior and language at all times should be such that it reflects a positive, professional image of you, your school, your state, and the organization. Respect the rights and comfort of others regarding noise, language, and general conduct.
- 11) Absolutely **NO** alcoholic beverages, drugs, or tobacco are permitted as a state officer and/or member of Iowa FCCLA. Law violations, of any kind, will be reported to law enforcement and subject to stringent disciplinary action as outlined in the state policies.
- 12) As a state officer, there shall be no defacing of property, stealing, or fighting at any event. Damage to any property or furnishings in hotel rooms, meeting rooms or conference locations must be paid by the individual responsible for the action. Disciplinary action as outlined in the state policies will be followed.
- 13) State officers will follow the curfew set by the state and national organization for all official activities unless official responsibilities extend beyond curfew hours.
- 14) Male and female officers may not be in the same sleeping room unless an adviser/chaperone is present in the room.

If any violation of the State Officer Conduct Code occurs during an officer's term, one or more of the following consequences will be applied as deemed appropriate by the student's adviser, state staff, and/or board of directors if applicable:

A. Parent or guardian will be notified	D. Termination of officer duties/privileges
B. School administrator will be notified	E. Other logical consequences as deemed appropriate (i.e. letters of apology, community service, etc.)
C. Placed on probation of officer duties	

Law enforcement authorities will be contacted if there is reasonable suspicion of illegal activity.

In the event that a state officer does not meet assignment due dates:

- 1) On the first offense the officer and their respective adviser and state adviser, will be notified in writing from the state officer coordinator that the student is on probationary status and must submit work within ten days.
- 2) In the event of a second offense or failure to meet the ten-day deadline, the officer, respective adviser, state adviser, parents and school administration will be notified by the state officer coordinator that the officer is on probation and has ten days to submit missing items.

- 3) In the event of a third failure to submit by given deadline or failure to meet ten-day deadline, the officer will remain on probation until the Executive Committee of the FCCLA Board of Directors determines if the student may remain in office.

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**I have read and fully understand the State Officer Code of Conduct and agree to comply with these conduct guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines.**

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Date

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State Officer Signature & Title



# Iowa FCCLA Official Dress Code

FCCLA is one of the career-technical student organizations sponsored by the Department of Education for the purpose of preparing youth for career success. Specifically, FCCLA prepares young males and females for the multiple roles of family member, wage earner, and community leader. Therefore, an important part of the educational experiences provided by FCCLA includes developing an understanding of appropriate behavior and dress for business meetings and functions.

**Professional Image**

FCCLA members are representing an outstanding student organization and should project the image of a leader. One of the eight purposes of FCCLA is as follows: “To prepare for the multiple roles of men and women in today’s society.” Demonstrating a professional image at all FCCLA sponsored activities is a requirement for participation. Thoughtful planning, extending courtesies, and acting in a professional manner will lead to a pleasant and rewarding meeting experience. Members, advisers, and guests should remember the guidelines listed below when preparing for FCCLA events.

	MALE	FEMALE
<p><b>Professional Attire:</b> Meetings with community or business leaders and other functions when representing FCCLA in an official capacity</p>	Dress shirt, necktie, blazer, or suits and slacks with dress shoes and socks. No denim or flip flops. (Official state uniform for state officers).	Business dress or suit, with close-toed dress shoes and nylons. No denim or flip flops. (Official state uniform for state officers).
<p><b>Business Casual:</b> Conference sessions and workshops, STAR Events recognition <i>(The Board of Directors encourage members to wear the Iowa official red polo or a red polo for STAR Events, whenever possible.)</i></p>	Collared shirt, dress slacks or khakis, dress shoes and socks; necktie and sport coat are optional. No blue jeans. Iowa’s official red polo.	Dress, slacks, khakis, or skirt (just above knees or longer) with blouse, sweater, or collared shirt, dress shoes. No blue jeans or denim skirts. Iowa’s official red polo.
<p><b>Casual:</b> Travel to and from FCCLA functions when not using public forms of transportation, recreational tours, theme parks, the State Fair, and similar casual activities</p>	Longer-length shorts (no short shorts), neat jeans, collared shirts, sweat shirts, appropriate T-shirts, and casual footwear	Longer-length shorts (no short shorts), neat jeans, collared shirts, sweat shirts, appropriate T-shirts, and casual footwear
<p><b>Formal Attire:</b> FCCLA conference banquet and/or gala</p>	Dress shirt, necktie, blazer, or suits and slacks with dress shoes and socks; tuxedo is optional	Dressy dress (long or short) or pants outfit, dress shoes – no cleavage, bare midriffs, or bare backs extending below the waist
<p><b>Pool Attire:</b> (at national meeting or other functions when swimming is permitted)</p>	Swim trunks; shirt & shoes must be worn to and from pool area – no Speedos	Conservative swimsuit (one-piece or moderately cut two-piece); cover and shoes must be worn to and from pool area. No skimpy bikini or thong type suits.

**Inappropriate Attire:** The following should not be worn to any FCCLA activity, including in the 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
- Pants or skirts which are worn below the hip bone; no undergarments may be showing
- Spandex, leggings, stirrup pants, leotards, short shorts, cutoffs, pajamas
- Clothing which is stained, torn, or ripped
- Bare feet

**Remember, the image of FCCLA depends on the professional behavior and appearance of its members.**

## **Appendix: A: Iowa FCCLA Association Financial Processes**

### **Deposits**

- Checks or purchase orders are accepted by the state fiscal coordinator or alternate designated board approved person.
- All deposits are made by the state fiscal coordinator.
- The checks and purchase orders are processed using an electronic accounting program that is managed by the state fiscal coordinator.
- All checks are prepared for deposit by the state fiscal coordinator or the alternate designated board approved person.

### **Bill Payment**

- Bills and payments are accepted and processed by the state fiscal coordinator or the alternate designated board approved person.
- The state fiscal coordinator mails the bill payments to the appropriate businesses or individuals upon prior approval of the board president via email. All prior approval of bill payment will be documented and filed.

### **Invoicing**

- The state fiscal coordinator invoices schools and individuals for conference registrations, workshop and training registrations, polo orders, etc or alternate designated board approved person.

### **Tax Preparation**

- Marlene Perrin, Taxes Plus, from Iowa City reviews the Iowa FCCLA Associations fiscal end of year report and prepares the association's Federal Return of Organization Exempt from Income Tax (Form 990) return.

### **Account Oversight**

- The Iowa FCCLA Association Board of Directors is presented with financial information concerning fiscal transactions at each of the board meetings during the year. The fiscal coordinator will provide copy of the balanced bank statements and reconciliation between the deposits and the statements at least quarterly.
- The state fiscal coordinator prepares a fiscal year-end report that is presented to the board of directors for review.
- The fiscal coordinator prepares a treasurer's report and it is presented by the State Secretary/Treasurer to the Student Delegate body at the annual Iowa FCCLA Leadership Conference.
- The fiscal coordinator prepares a yearly budget for board approval in September.

## **Appendix B: Board Members Duties, Responsibilities and Authority**

### A. Board Members

#### Duties, Responsibilities and Authority

- Board members shall agree to commit the time to serve a term on the Iowa FCCLA Board of Directors. This will include two face-to-face meetings and teleconference calls when scheduled.
- 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.
- 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 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 FCCLA as a 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 approve the Executive Director's contract.
- Board members shall adhere to the association'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 and State Policies.
- With the exception of permanent board members, which are Grand View University, Iowa State University and DMACC, board members may serve two consecutive terms on the board and may serve again after one full term (2 or 3 year term) has past.

### B. Officers of the Board

#### 1. President

#### Duties, Responsibilities and Authority

- Provides leadership to the Board.
- Appoints standing committees and special committees as defined by *Roberts Rules of Order*.
- Appoints ad hoc committee Chairs, as needed.
- Presides at all Board meetings.
- Chairs the Executive Committee and serves ex officio as a member of all committees of the Board
- Conducts an annual performance evaluation of the state staff
- Leads the Board in identifying recommendations for contracts and contract negotiations
- Approves monthly payment of bills from fiscal coordinator

## 2. Vice President

### Duties, Responsibilities and Authority

- In the absence of the President, the Vice President shall perform all duties pertaining to the office of President.
- Serves on the Finance Committee.

## 3. Secretary

### Duties, Responsibilities and Authority

- Accurately records all motions and actions during Board meetings.
- Sends recorded minutes to the State Adviser within 5 days following all Board meetings where they shall be filed for the association.

## 4. Treasurer-Fiscal Coordinator

### Duties, Responsibilities and Authority

- Serves as Chair of the Finance Committee.
- Presents the annual budget, as approved by the Finance Committee, to the Board of Directors.
- Reports to the State Adviser and Board as appropriate
- Annually provides a written account to the Board of the financial condition of the organization.
- Prepares an accurate report to submit to the association's accountant for the IRS annual report.
- Sends a monthly listing of all bills to the board president for prior approval.
- Presents a current fiscal report during each Board meeting.