

North Carolina Association  
Family, Career and Community Leaders of America

# Board of Directors Operating Policy Manual

*Revised December 2023*

North Carolina Association  
Family, Career and Community Leaders of America  
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## FOREWORD

This Operating Policy Manual is meant to be a guide to the officers, committee chairs, and members of the North Carolina Association of Family, Career and Community Leaders of America, Inc. Board of Directors, in regard to their responsibilities to the association. The Operating Policy Committee shall review this manual annually and recommend revisions to the Board of Directors.

This Operating Policy Manual is in effect immediately upon approval of the Board of Directors and may be revised and amended as necessary, with approval of the Board of Directors.

### **Mission and Purposes**

The mission of the Board of Directors is to guide and direct the North Carolina Association of Family, Career and Community Leaders of America, Inc. (NC FCCLA) in fulfilling the mission and purpose of the organization.

The mission of Family, Career and Community Leaders of America, Inc. (FCCLA) is to promote personal growth and leadership development through family and consumer sciences. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through:

- Character development,
- Creative and critical thinking,
- Interpersonal communication,
- Practical knowledge, and
- Career preparation.

NC FCCLA programs and initiatives align with the North Carolina Department of Public Instruction Family and Consumer Sciences Education (NC DPI FCS) Program Area curriculum.

The purposes of the organization shall be as follows:

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

## BOARD OF DIRECTORS GOVERNANCE AND POWER

The legal governing body of the North Carolina Association of Family, Career and Community Leaders of America, Inc. (may hereafter be referred to as NC FCCLA) shall be the state Board of Directors (may hereafter be referred to as the board). The primary functions of the board shall be to support operations of the organization, to set policy relating to program and fiscal matters and to be responsible for sound management. The state Executive Director shall be the administrator of the organization. The board receives and acts up on the recommendations from the state Executive Director relative to the management of operations, program, and fiscal matters.

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

Board members shall agree to commit the time to serve a term of one, two, or three years on the board, based on the seat they hold on the board. A board member shall not be reappointed for a third term of service without one or more years elapsed between terms.

Board members shall be expected to:

- attend all regular and special meetings of the board and agree to serve on committees as assigned;
- demonstrate an active interest in family and consumer sciences and in FCCLA's mission, goals, programs, and activities;
- abide by and support all decisions, policies, and programs adopted by the board and not act independently on matters that should be decided by the entire board;
- keep the mission statement of Family, Career and Community Leaders of America, Inc. as the focal point;
- promote interest and active participation in the organization they represent on the part of the membership and representative groups;
- represent North Carolina FCCLA when called on by the board chair or the state Executive Director;
- review suggested amendments, formulate proposed amendments to the bylaws, and
- review and vote on the proposed budget.

### **Board Membership**

The Board of Directors shall consist of members elected by related organizations and groups, members' ex-officio, youth members, and members elected by the board. The total number of which shall be limited to no less than ten (10) members and not to exceed twenty-four (24).

Members shall be elected by related organizations and groups according to their election procedures as follows:

- Three (3) Youth Members: Two (2) State Executive Council youth members and One (1) State Executive Council immediate past president (elected by the student delegation at State Leadership Conference)
- One (1) Alumni & Associates member (elected by the Board)
- Two (2) business & industry representatives (elected by the Board)
- One (1) college and/or university representative (elected by the Board)
- At least four (4) active advisers (elected by affiliated and active advisers during the State Leadership Conference)
- One (1) NCACTE Administration Division representative (selected by the professional organization)
- One (1) NCACTE FCS Division representative and/or NCAFCS representative (selected by the professional organization)
- DPI Family and Consumer Sciences Education Consultant(s) (filled by current DPI FCS Educational Consultants)

Members may serve in more than one capacity.

### **Members Ex-Officio**

The state Executive Director shall be an ex-officio member of the board. State Executive Council members, with the exception of the state president and state first Vice President, shall be ex-officio members of the board.

### **State Executive Council Members**

In addition to the current state president, there shall be two youth members as follows: the immediate past president and the first vice president. If the first vice president is a vacant position on the State Executive Council, the state Executive Director, in consultation with the State Executive Council, may select another state officer to serve in this role.

All State Executive Council members are allowed to attend the board meetings however are considered ex-officio.

### **Terms of Directors**

Members may serve terms as designated below:

- State President (Youth Member) – 1 year
- Immediate Past State President (Youth Member) – 1 year
- First Vice President (Youth Member) – 1 year
- Alumni & Associate Member – 2 years
- Business & Industry Representative – 3 years
- College and/or University Representative – 3 years
- Active Adviser – 3 years

- NCACTE Administration Division Representative – 2 years
- NCAFCS and/or NCACTE FCS Division Representative – 2 years
- Chair – 1 year
- Immediate Past Chair – 1 year

Directors may be re-elected for a second two or three-year term. At least twelve (12) months must elapse before any such director having served two (2) consecutive terms may be elected for another term. The board chair shall serve one year following their term of office as the immediate past chair. The state president shall serve one year following their term of office as the immediate past state president. Terms begin and expire on the last day of the NC DPI CTE Summer Conference.

### **Voting Privileges**

Each member of the board will have one (1) vote on any issue to be determined by the board. The state president and first vice president have one vote each. DPI Family and Consumer Sciences Education Consultant(s) shall share one vote across all areas of the organization.

### **Vacancies**

When a Director position becomes available due to an expired term, or another reason, the following processes will be followed to fill the position:

- Active Adviser
  - To fill an expired term position, chapter advisers will have the opportunity to nominate themselves or other active advisers during Fall Leadership Meetings. Those nominated will electronically submit a resume outlining both professional and FCCLA experiences and background. Nominee resumes will be distributed during the State Leadership Conference, to active advisers in attendance. Active advisers may vote through an in-person or electronic ballot.
  - To fill an open term, for another reason, the Nominating Committee will have the ability to determine the method to collect nominations and select a chapter adviser to fill the open position.
- Business & Industry and/or College/University
  - To fill an expired term position, the Nominating Committee will accept nominations from any member of the board and/or delegation. The Nominating Committee will request resumes outlining both professional and FCCLA experiences and backgrounds from each nominee. The committee will then review nominee resumes and present to the Board for approval those selected to fill the position for the upcoming year.
  - To fill an open term, for another reason, the Nominating Committee will have the ability to determine the method to collect nominations and select someone to fill the open position.

- NCACTE Administration Division, NCACTE FCS Division/NCAFCS Representative(s)
  - To fill an expired term position or an open term for another reason, the professional organization to be represented will be contacted by the Nominating Committee regarding the open position. The professional organization will determine the method used to select a member of their organization to represent them on the board.
  - The NCACTE FCS Division and/or NCAFCS Representative position will be filled on a rotating basis, as listed below, with each professional organization. In the event that the professional organization of whom it is their year to provide a representative is not able to provide a representative, the board will have the ability to request representation from the other organization.
    - 2022-2024 - NACTE FCS Division
    - 2024-2026 - NCAFCS

Board of Directors applicants may be self-nominated or nominated by others. Candidates nominated will be notified by the Nominating Committee to determine their interest and ability to serve before their name(s) will be added to a ballot or list for election or selection. The board may fill vacancies at any meeting. Any member elected for the balance of an unexpired term shall be eligible for the maximum number of complete consecutive terms as a director is provided in the “Terms of Directors” section of this document.

### **Assumption of Office**

Persons elected to the board shall assume their seats as directors immediately following the NC DPI CTE Summer Conference during the Board of Directors Orientation and Training meeting.

## **OFFICERS OF THE BOARD**

The officers of the board shall consist of the chair, chair-elect, treasurer, secretary, and immediate past chair.

### **Election, Terms, and Vacancies of Officers**

The chair-elect and treasurer positions of the board shall be elected by the voting members of the board.

The person elected to serve as the chair-elect will serve for a total of three (3) years - one (1) year as chair-elect, one (1) year as chair, and one (1) year as immediate past chair. A person cannot be nominated and/or elected to serve as chair-elect during their last year on the board; they must have at least 1 year remaining of their term.

The person elected as treasurer will serve for a total of three (3) years. A person nominated and/or elected for this position must have at least 2 years remaining in their term. The person elected is required to be an authorized signatory on the association's financial accounts. In the absence or resignation of a treasurer, the chair-elect will serve as the signatory for the association financial accounts and serve as the chair of the Finance Committee. The finance committee will assist the chair-elect with other completing other treasurer duties.

The secretary position will be filled by one (1) of the DPI FCS Consultant(s). If there is more than one (1) DPI FCS Consultant, it will be at their discretion to determine who will serve in this role.

With the exception of the secretary, officers may be eligible for re-election. No member, however, shall serve in the same office for more than three (3) consecutive terms, with the exception of the treasurer. Any vacancy among the officers, due to resignation, shall be filled at any meeting of the board. In addition, DPI FCS Consultant(s) are not eligible for any elected officer position; they may only serve as the secretary of the board.

## **Duties and Responsibilities**

The **chair** of the board shall:

- Provide leadership to the board, promoting the mission, goals, programs, and activities of the organization.
- Appoints special committee and/or ad-hoc committees, as defined by the latest version of *Robert's Rules of Order*, as needed, in consultation with the Executive Committee and state Executive Director.
- Appoints standing committee, special committee, and/or ad-hoc committee chair(s) as defined by the latest version of *Robert's Rules of Order*, in consultation with the Executive Committee and state Executive Director.
- Presides at all Board meetings.
- Chairs the Executive Committee and serves ex-officio as a member of all committees of the board.
- Helps orient new board members.
- Develops agendas for board meetings in conjunction with the Executive Committee and state Executive Director, following the call for agenda items.
- Attends the State Leadership Conference.

The **chair-elect** of the board shall:

- In the absence of the chair of the board, the chair-elect shall perform all duties pertaining to the office of the chair of the board.
- Serves as the Membership and Communications Committee and serves on the Executive Committee.
- Succeeds to the position of chair of the board at the end of their term as chair-elect.



- Cultivates relationships with appropriate groups and organizations.

The **secretary** of the board shall:

- Ensure an accurate record is kept of all meetings, including records of all motions and actions.
- Maintain secretary's records and a timeline of important board activities, in the designated location as determined by the state Executive Director, with access provided to all members of the board.
- Distribute meeting minutes to all board members within 6 weeks of the meeting.

The **immediate past chair** of the board shall:

- Orient the new chair to their position.
- Serves as the chair of the Operating Policy and Nominating Committee.
- Receives recommendations on potential new board members.
- Receives recommendations on updates to the Board Operating Policy.
- Assists the new chair with orienting new board members as appropriate and assists to provide continuity within the Board.

The **treasurer** of the board shall:

- Ensures an accurate record is kept of the financial matters of the association.
- Presents a fiscal report to the Board at each meeting.
- Provides a financial report to the Board each month.
- Assists the Executive Director with reviewing and drafting a yearly budget for approval by the board.
- Serves as the chair of the Finance and Budget Committee.

## BOARD MEETINGS

### Regular Meetings

There shall be a minimum of four (4) regular meetings of the board each year. A calendar of regular meetings may be established by the board chair, in consultation with the state Executive Director, and at least three (3) months in advance upon recommendations from the Executive Committee. All board meetings are open to interested persons.

### Special Meetings

Special meetings may be called by the chair of the board or shall be called for upon the written request of five (5) voting members of the board. Written notices of any special meeting shall be sent to each member at least 14 days in advance, with a statement of time, place, and meeting agenda.

## **Order and Nature of Business**

The selection and order of business during board meetings shall be determined by the Chair of the board, in consultation with the state Executive Director. Items to be placed on the agenda should be sent to the chair at least four (4) weeks before the meeting. The Executive Committee shall consider agenda items submitted by any voting member of the board. The agenda should be sent to members of the board at least two (2) weeks prior to the meeting date.

## **Quorum**

A majority of voting members of the board shall constitute a quorum for the transaction of business. A majority of voting members of the committee(s) should constitute a quorum for the committee(s). Proxy voting is not allowed.

## **Board Action in Absence of a Meeting**

In the event that the Executive Committee determines that action of the full board is necessary between regular meetings, information may be distributed and a vote of the board may be taken via electronic communications.

## **Attendance and Absences**

Meeting attendance should be sent to the chair of the board at least one (1) week prior to a meeting. One (1) board meeting absence without reason acceptable to the chair of the Board can be sufficient cause for termination of membership from the board. Proxy voting will not be allowed in the event a director is absent in a meeting and that vote has been required.

- If the board member is a youth member serving on the State Executive Council, the state Executive Director will follow the disciplinary policies as outlined in the State Executive Council Handbook.

## **Executive Session and Minutes of Executive Session**

The board reserves the right to move into an executive session at any time. When the board or Executive Committee goes into executive session, action taken will be noted and a summary of those will become part of the minutes of the full meeting. There will be no minutes of executive sessions. Ex-officio members and delegates in attendance are excluded from participating in executive sessions, unless invited by the board or the Executive Committee.

## **COMMITTEES OF THE BOARD**

There shall be an Executive Committee, standing committees, and ad-hoc committees of the board. Ad-hoc or advisory committees and/or task forces may be appointed by the chair of the board, and they shall report to the board through the

appropriate standing committee. The state Executive Director shall serve on all committees of the Board.

## **Executive Committee**

### General Description

The Executive Committee is the chief vehicle of the board for ensuring planning for the organization. It acts on matters that require immediate attention between board meetings, as well as on matters specifically delegated to it by the board. The action of this committee is subject to review by the board.

### Appointment of Members and Composition of the Committee

Minimum representation from the board on this committee is chair, chair-elect, immediate past-chair, treasurer, secretary, state president, and state Executive Director. The Board chair will serve as the chair of this committee.

### Duties, Responsibilities, and Authority

The Executive Committee will:

- Evaluate, revise, and recommend short-, medium- and long-term goals of the Board.
- Exercise all powers of the Board at such times that the Board is not in session, except that it may not have the power to alter or revoke any previous orders, resolutions, or vote of a meeting of the Board unless specifically granted such power by the Board; and shall not have the power to elect or remove officers and members of the Board, or amend the charter or bylaws of the organization.
- Reports on all interim actions at the next regular meetings of the Board, for approval.
- Provide a committee report at every board meeting.
- Recommends appropriate recognition for retiring Board members.

### Meetings

Meetings of the Executive Committee shall be held at least four (4) times per year or as called by the chair of the Board. At least seven (7) days before each meeting, if possible, the chair of the Board shall send to each member of the committee the agenda and information relative to the items of business.

## **Standing Committees**

Following the NC DPI CTE Summer Conference and the appointment of new members of the Board and officers of the Board, the chair of the Board may appoint

the members and chairs of the standing committees. All members of the Board will be appointed to a standing committee.

Each committee shall meet at least four (4) times per year. Meetings shall be held at least four (4) weeks prior to a regularly scheduled Board meeting.

Standing committees are given authority by the Board to make decisions that align with:

- Objectives of the committee as outlined below. If special tasks are assigned to the committee by the Chair, it will be noted in the Board Minutes for that meeting.
- Budgetary expenses as listed in the approved budget for the year. Board approval will be required for any initiatives brought by the Committee that require an overage of an expense listed in the budget OR require a new expense to be added to the budget.
- Governing documents of the Board, Board Policies, and prior approvals from the Board, the Strategic Goals, and the association's mission.
- Provide a committee report at every board meeting.

The Board has the ability to revoke a decision made by a standing committee.

#### **Membership & Communications Committee**

- Review, evaluate and make recommendations for increasing membership and involvement in NC FCCLA, in consultation with the State Executive Council.
- Provide consistent feedback regarding the implementation of the strategies to increase membership and involvement.
- Review, evaluate and make recommendations on promotional, public relations, media activities, and methods of communication used to ensure adequate and appropriate communication with members, advisers, and other adults to build and maintain a positive image of the state association.
- Review new and existing membership initiative policies and make recommendations for revisions to the board.
- Review new and existing communication policies and make recommendations for revisions to the board.

Minimum representation on this committee shall be as follows:

- Chair-Elect of the Board (Committee Chair)
- Secretary of the Board
- Vice President of Membership
- Vice President of Middle Schools
- Vice President of Public Relations
- Alumni & Associate Director
- Active Adviser
- College and/or University Representative Director

- NCACTE Administration Division Representative
- State Executive Director
- Chair of the Board (Ex-Officio)

### **Programs & Competitive Events Committee**

- Review, evaluate, and make recommendations to increase member awareness and participation in programs and initiatives of the organization, to include National Programs, Competitive Events, community outreach, leadership development, etc.
- Ensure programs and initiatives contain a member and/or chapter recognition component.
- Review new and existing programs and initiative policies and make recommendations for revisions to the board.
- Provide suggestions, comments, and concerns about state-level Competitive Events and implementation of STAR Events at the state level during the State Leadership Conference.
- Provide direction for the future of Competitive Events.
- Serve as possible resources for Competitive Events at that State Leadership Conference and at least one of the Fall Leadership Meeting locations.

Minimum representation on this committee shall be as follows:

- Active Adviser (Committee Chair)
- Vice President of Programs
- Vice President of Community Outreach
- Vice President of Competitive Events
- Business & Industry Representative
- College and/or University Representative
- NCAFC/NCACTE Division Representative
- State Executive Director
- DPI FCS Educational Consultants
- Chair of the Board (Ex-Officio)

### **Finance and Budget Committee**

- Review, evaluate and make recommendations for changes in the proposed budget before review by the board.
- Ensures fiscal matters of the association are kept up-to-date, in consultation with the state Executive Director.
- Ensures Treasurer's reports are provided monthly to the Board.

Minimum representation on this committee shall be as follows:

- Treasurer of the Board (Committee Chair)
- Chair-Elect of the Board
- Immediate Past Chair of the Board

- Chair of the Board (ex-officio)
- Active Adviser
- Business & Industry Representative
- 1st Vice President
- State President
- State Executive Director

### **Operating Policy & Nominating Committee**

- Review, evaluate, and make recommendations for changes in the Operating Policy to the board.
- Update the Operating Policy based on approvals by the board.
- Review and evaluate current bylaws and make recommendations for changes to the board.
- Review and evaluate bylaw amendment requests submitted to the board by members and/or chapters.
- Update the bylaws based on the approval by the delegation during the Business Session at the State Leadership Conference.
- Review, evaluate, and update the nomination process, selection criteria, and procedures for board membership.
- Screen and nominate candidates for membership on the board and board officer positions.
- Fill offices and board positions.

Minimum representation on this committee shall be as follows:

- Immediate Past-Chair of the Board (Committee Chair)
- Secretary of the Board
- Vice President of Parliamentary Law
- Active Adviser
- State Executive Director
- Chair of the Board (Ex-Officio)
- DPI FCS Educational Consultant (1)

### **Standing Committee Chair Duties, Responsibilities, and Authority**

Board members appointed to serve as chair of a standing committee shall:

- Recruit non-board members to serve on the committee, with attention to affiliated Advisers, affiliated student members, Family & Consumer Sciences and/or related Business & Industry or Education representatives. Non-board members serving on a committee are considered voting members of the committee.
- Orient committee members on their roles and responsibilities.

- Plan, prepare, and send the committee agenda to committee members.
- Assign a recorder at committee meetings, and ensure minutes are sent to the committee members in a reasonable time.
- Presides at all committee meetings or appoints a presider.
- Reports to the Board all recommendations of the committee.
- Creates sub-committees as appropriate, following Board approval.

### **Committee Meeting Schedule**

Committees shall meet at least four (4) times per year, and may meet as many times as necessary to ensure that the goals of the committees are met, and duties and responsibilities of the committee are fulfilled. Committee chairs shall ensure that committee members are given the agenda at least seven (7) days prior to meetings; and are held at least four (4) weeks prior to a Board meeting. Any items that need to be presented, reviewed and approved by the Board must be sent to the Chair of the Board four (4) weeks prior to a Board meeting.

### **COMMUNICATIONS WITH THE BOARD**

Any official communications from individuals or groups shall be presented in writing to the Board of Directors, through the chair of the Board and/or the state Executive Director.

Official communications sent on behalf of the organization shall be sent from the state Executive Director or the Chair of the Board.

### **INDEMNIFICATION OF THE BOARD**

Any person made party to any action, suite, or proceeding by reason of the fact that the person is or was a member of the state Board of Directors shall be indemnified by North Carolina Family, Career, and Community Leaders of America, Inc., against expenses actually incurred by the person in the defense of such action.

### **RELATIONSHIP OF THE BOARD OF DIRECTORS AND THE STATE EXECUTIVE COUNCIL**

The State Executive Council and the state Board of Directors are interdependent in matters of program development, program implementation, and public relations. The State Executive Council and the Board of Directors are recognized in this document as the two (2) decision-making bodies of the North Carolina Association of Family, Career, and Community Leaders of America, Inc. State officers shall have membership on the Board and its committees as provided in the Bylaws.

## STATE EXECUTIVE COUNCIL

### **Officer Uniforms**

State officers are expected to set high standards of appearance. When representing the state association, officers will be expected to coordinate and wear pieces of the official uniform. The official uniform includes:

- White Oxford-Style Dress Shirt
- Official FCCLA Ascot or Tie
- Official SEC Polo
- Black Slacks
- Black Sheath Dress
- Official Red Blazer
- Gold FCCLA Pin and Guard

### **Meetings of State Executive Council**

There shall be regular meetings of the State Executive Council throughout the year. These meetings include:

- Monthly virtual calls.
- Two (2) In-Person Meetings to provide leadership training, support and program and event planning and implementation.
  - Incoming State Executive Council Training in the summer following their installment.
  - Winter State Executive Council Training to be held at the beginning of the new year, and prior to the State Leadership Conference.

### **Nomination & Election of Officers**

#### **Selection of Officers**

Each North Carolina FCCLA chapter shall have the privilege of presenting one nominee for officer on the State Executive Council of North Carolina FCCLA. In order to nominate, chapters and members must be appropriately affiliated with the state and national organization.

#### **Preparation of Slate of Officers**

Officer candidate applications, transcripts, and other required documents shall be submitted to the state Executive Director by the postmark date as listed on the NC FCCLA website.. Candidates may be solicited prior to the application deadline to increase the likelihood that each district is represented.



A ballot shall be prepared for use by voting delegates at the State Leadership Conference.

### **Election of Officers**

Each chapter in attendance of the State Leadership Conference shall receive a copy of the resume for each of the state officer candidates. Each chapter will receive one voting delegate to cast the chapter vote during the designated session at the conference.

Balloting shall take place according to the following procedures:

- Each chapter shall cast one vote per affiliated chapter for the office candidate in each district, and one vote for one candidate as vice president of middle schools.
- The following positions will be filled based on the ballot results:
  - The vice president of middle schools candidates with the highest number of votes shall be elected as a state officer.
  - The candidate with the highest number of votes from each district shall be elected as a state officer.
  - Once each of the positions have been filled, the candidates with the highest number of votes shall fill the remaining state officer positions.
  - State officers, consultants, and national officers shall be entitled to vote on all officer candidates.
  - In the event of a tie, the state president's vote shall cast the tie-breaking vote.
  - The newly elected state officers shall be announced to the membership at the time determined by the State Executive Council. The State Selection Committee shall interview all newly elected state officers to establish a designated officer position.

(NC FCCLA Bylaws, Article V Section 3)

### **State Executive Council Advisers**

The state Executive Director and chapter advisers to the state officers shall serve as official advisers to the council.

An adviser to a state officer shall directly supervise all activities and assignments of the officer relation to North Carolina FCCLA; be responsible for the state officer while attending and participating in functions sponsored by North Carolina FCCLA; apprise the local school administration, and state Executive Director of the activities, responsibilities, and progress of the state officer. An adviser shall be the adviser to the local chapter of which the officer is a member. With approval of the school system and the state Executive Director, officer candidates who are rising 9th

graders have the option of choosing either their middle school adviser or high school adviser as their state officer adviser. (NC FCCLA Bylaws Article VI Section 2)

## STATE ASSOCIATION STAFF

### **Executive Director**

Per the current Memorandum of Understanding, National FCCLA shall provide NC FCCLA with association management services to include an employee designated to act as the state Executive Director for NC FCCLA. This is contingent upon the current Memorandum of Understanding and is subject to be reevaluated as needed/biannually.

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

- Assure the association is legally compliant, fiscally responsible, and publicly respected;
- Work with the National FCCLA Director of Operations, NC FCCLA Board Chair, and Treasurer to file the NC FCCLA 990, conduct financial reviews, and sign contracts with hotels and vendors;
- Conduct NC FCCLA program of activities consisting of but not limited to: State Executive Council training, local chapter officer training, Fall Leadership Meetings, legislative and advocacy events, and the State Leadership Conference;
- Provide statewide leadership in the development, implementation, and growth of NC FCCLA programs and services;
- Serve as a liaison between the North Carolina Department of Public Instruction (NC DPI) Division of Career and Technical Education (CTE) and NC FCCLA;
- Collaborate with Family and Consumer Sciences Educational Consultants at the NC DPI, including but not limited to, meeting regularly, supporting the CTE New Teacher Induction Program and the NC CTE Summer Conference, and Family and Consumer Sciences education curriculum projects;
- Provide technical assistance to NC FCCLA by remaining current in federal, state and local laws, regulations and policies, including State Board of Education policies, NC DPI CTE policies, North Carolina laws and regulations, and FCCLA policies;
- Prepare and conduct professional development experiences and workshops on the latest recommendations for new or revised policies, procedures, and/or activities related to FCCLA;

- Implement and follow the NC FCCLA Strategic Plan by developing work plans that move the state association toward achieving goals outlined in the strategic plan;
- Provide the NC FCCLA Board of Directors with monthly email updates to include, but not limited to, the progress on specific and measurable goals, data, and achievements;
- Promote FCCLA as an intra-curricular component of high-quality Family and Consumer Sciences education programs;
- Serve as a resource professional along with NC DPI Family and Consumer Sciences Educational Consultants to provide professional development, leadership, and technical assistance to teachers, administrators, and local NC FCCLA Advisers;
- Provide direction to NC FCCLA advisers on operating a chapter in accordance with local, state, and national FCCLA guidelines and procedures approved by the NC FCCLA Board of Directors;
- Prepare and disseminate written communications to NC FCCLA chapters and members through mailings, e-mails, website, NC DPI CTE Moodle, distance learning, exhibits, and presentations.
- Update the NC FCCLA website in a timely manner. Engage the association and its marketing efforts through social media and other digital means;
- Identify, expand, and facilitate NC FCCLA partnerships with business and industry, postsecondary education, government agencies, and nonprofit organizations;
- Collaborate with postsecondary institutions to recruit and inform potential teachers about FCCLA in their teacher preparation programs;
- Lead, coordinate, and manage volunteers, vendors, and partners to execute high quality programs and activities that are highly regarded by NC FCCLA stakeholders;
- Develop ways to recognize chapters, advisers, students, and other stakeholders for their participation, volunteerism, and/or achievements for FCCLA;
- With approval, serve on local, state or national boards, committees, consortiums, or business and education partnerships related to FCCLA and CTE;
- Attend the FCCLA National Leadership Conference and the State Advisers Management Meeting;
- Coordinate attendance of North Carolina chapters at the FCCLA National Leadership Conference;
- Support the work of the FCS District Leadership Council in providing regional professional development for FCS teachers; and
- Maintain the association's records and historical artifacts; and other tasks as needed.

## **Executive Director Annual Performance Evaluation**

National FCCLA shall provide a performance evaluation for the NC FCCLA state Executive Director during the same time frame as other National FCCLA staff members (Annual - July; Semi-Annual - February).

NC FCCLA Board of Directors shall provide a performance evaluation for the state Executive Director using the developed evaluation process, to include:

- Development of performance goals set by the state Executive Director that align with the current Strategic Plan.
- Completion of a mid-year evaluation to review progress of performance goals.
- Obtaining feedback from stakeholders.
- Completion of an end-of-the year evaluation to review performance goals achievement.

If any issues or concerns have been cited during the Board of Directors evaluation, NC FCCLA Board Chair will provide these to the National FCCLA Director of Operations with appropriate direction and sixty (60) days to resolve such issues to the mutual satisfaction of both parties. The NC FCCLA Board Chair will request copies of the performance evaluation(s) completed by the National FCCLA Director of Operations.

The NC FCCLA Board Chair shall share the evaluation tool to the state Executive Director and National FCCLA Director of Operations by the beginning of the fiscal year, September 1. The NC FCCLA Board Chair shall request the evaluation tool that will be used by the National FCCLA Director of Operations.

## **Selection of Executive Director**

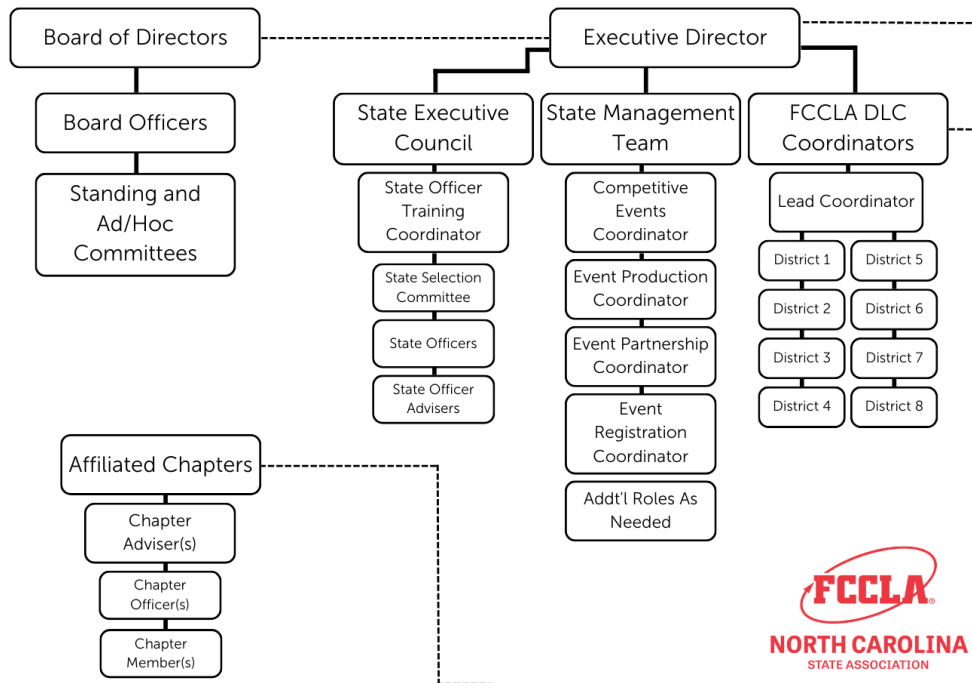
NC FCCLA's Board of Directors has ultimate control over the management of the Association's affairs. Per the Memorandum of Understanding, National FCCLA will identify and vet candidates to present to the NC FCCLA Board of Directors and ultimately hire as a full-time employee of National FCCLA to serve as the NC FCCLA state Executive Director. This person will reside in North Carolina.

The NC FCCLA Executive Director will receive the same benefits as other employees of National FCCLA and also be subject to the same annual review period as other National FCCLA staff members, as stated previously.

National FCCLA shall at its discretion assign other employees to serve the Association as needed.

# STATE ASSOCIATION ORGANIZATIONAL STRUCTURE

## NORTH CAROLINA FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA ORGANIZATIONAL CHART



## MEMBERSHIP

### General Membership

Students will be recognized as affiliated members upon receipt of payment to National FCCLA. Affiliated status provides the ability for members to register and attend state and national events, and compete in state and national competitive events. Proof of membership may be provided as membership cards, electronic certificates, or other membership identification as determined by National FCCLA.

National FCCLA has a 12-member chapter minimum requirement. NC FCCLA does not have a chapter minimum requirement. Chapters may affiliate with less than the 12-member minimum, but will be invoiced for the 12 members at the National FCCLA dues rate; the NC FCCLA dues rate will only be applied for the number of members submitted for membership.

National FCCLA dues are determined at the National FCCLA level. NC FCCLA annual membership dues are \$5.00 for members and advisers. NC FCCLA membership rates

cannot be changed unless a majority vote of approval is given at the State Leadership Conference by voting delegates.

### **100% Middle-Level Affiliation**

Students in middle-level enrolled in the course of a semester or less in length, or scheduled to take a course are eligible for middle-level affiliation. In schools with grades 6-12, only those students in grade 9 or lower are eligible for middle-level affiliation. Students in grades 10-12 must affiliate at the individual state and national membership dues rates.

Chapters are tied to the teacher. If there is more than one teacher in a school, each may be listed as an adviser for the chapter in the FCCLA Portal, or they may establish their own chapters. The primary adviser will receive official communication from the state and national associations regarding issues, concerns, or clarifications with chapter achievements, affiliations, recognitions, etc.

A chapter and individual members are considered affiliated when their membership roster has been submitted for affiliation and the affiliation invoice(s) have been paid in full. If a chapter is affiliated, any member of that chapter may participate in any state or national program, initiative, event, or conference.

To ensure a full and accurate membership count is available, teachers must submit names in the FCCLA Portal for affiliation. Additional students can be added throughout the year. Students added and submitted for affiliation after a chapter roster has been submitted and invoice(s) paid will be automatically reflected on the original affiliation invoice(s) for the chapter.

As part of a pilot program to evaluate the impact of the reduced rate, national dues are a flat rate of \$250.00 and state dues are a flat rate of \$125.00.

### **Temporary Membership Packages**

The temporary membership packages are intended to be part of the economic recovery support for Family and Consumer Sciences educators and students as we grow and strengthen our organization.

These package options and state rates are reviewed and approved by the Board of Directors annually. National rates are determined by the FCCLA National Board of Directors.

In addition to flat rates, each package also provides additional benefits built into the pricing. State level additional benefits will be reviewed and approved by the NC FCCLA Board of Directors. The National FCCLA Board of Directors will review and approve additional benefits in each package at the national level. Benefits may change annually.

### **Up to 25 Members Package**

This temporary membership package allows a chapter (middle or secondary) to affiliate up to 25 student members at a flat national and state rate. This package includes:

- 25 student member national and state affiliations
- Unlimited chapter adviser national and state affiliations in one chapter (this will only apply to chapter advisers in which the enrolled chapter is their primary chapter)
- One (1) Adviser Academy Registration (National FCCLA Professional Development opportunity)
- One (1) National Program curriculum of their choice (National FCCLA resource)
- One (1) Lifetime Alumni & Associate membership for any one of their choice.
- One (1) state-level benefit.

Student members in excess of 25 will be charged the regular affiliation national and state rates.

### **Unlimited Members Package**

This temporary membership package allows a chapter to affiliate an unlimited number of student members enrolled in Family and Consumer Sciences courses in their school at a flat national and state rate. This package includes:

- Unlimited student member national and state affiliations in one chapter
- Unlimited chapter adviser national and state affiliations in one chapter (this will only apply to chapter advisers in which the enrolled chapter is their primary chapter)
- One (1) Adviser Academy Registration (National FCCLA Professional Development opportunity)
- One (1) National Program curriculum of their choice (National FCCLA resource)
- One (1) Lifetime Alumni & Associate membership for any one of their choice.
- One (1) state-level benefit.

## **Home School Policy**

Home school chapters must meet the criteria for membership as outlined in the national and state Bylaws; to include the 12 member minimum requirement and policies. Chapters must be affiliated with the state and national associations.

A home school adviser must meet the requirement of a chapter adviser as stated in the national and state Bylaws. Home school chapter members must currently take or have taken a Family and Consumer Sciences education course or related course or program of study.

Members of home school chapters who meet these criteria are eligible for full membership benefits.

If a school board does not allow home school students to join its local school chapter this policy will go into effect.

## **STATE MANAGEMENT TEAM**

The state Executive Director is provided the ability to select individuals to assist with state management of the association. Individuals interested in serving in these volunteer positions may submit their interest using an electronic interest form found on the NC FCCLA website.

If the budget permits, the state association may provide hotel accommodations for those serving in these volunteer positions at events where they are serving.

The state Executive Director will appoint individuals as needed, with priority given to individuals with previous experiences and knowledge of the mission and purposes of the organization. Individuals selected to assist with the management of the state association may serve in one of the following roles:

- State Officer Training Coordinator - assists with the election process, training, and management of the State Executive Council throughout the year. This person will be expected to attend the Incoming SEC Training in June and Winter Training in February, along with monthly virtual meetings. Additional events may be required throughout the year.
- Competitive Events Coordinator(s) - assists with the planning and execution of state-level and STAR Events throughout the year. This position may require in-person attendance at all events that competitive events are hosted including Fall Leadership Meetings, the Culinary Competition, and the State Leadership Conference. Virtual meetings with the state Executive Director, State Management Team, Board or Directors Program and Competitive Events



Committee, and/or the State Executive Council will be held throughout the year.

- Event Production Coordinator - assists with the planning, coordination, and execution of general sessions at the State Leadership Conference, and other meetings as needed. This position will require attendance at the State Leadership Conference. Virtual meetings with the state Executive Director, State Management Team, and/or the State Executive Council will be held throughout the year.
- Event Partnership Coordinator - assists with the planning, coordination, and execution of conference breakout sessions and exhibitors during the State Leadership Conference and other meetings as needed. This position will require attendance at the State Leadership Conference and other meetings as needed. Virtual meetings with the state Executive Director, State Management Team, and/or the State Executive Council will be held throughout the year.
- Event Registration Coordinator - assists with the planning, coordination, and execution of registration check-in at the State Leadership Conference, including conference help desk assignments. This position will require attendance at the State Leadership Conference and other meetings as needed. Virtual meetings with the state Executive Director, State Management Team, and/or the State Executive Council will be held throughout the year.
- State Lead FCCLA Coordinator - assist with the coordination and management of the FCS District Leadership Council FCCLA District Coordinators. This position will be filled by a current FCCLA District Coordinator. This position will require virtual meetings throughout the year with the state Executive Director, FCCLA and FCS District Coordinators

Additional roles may be created and assigned throughout the year as needed by the state Executive Director.

The State Management Team coordinator terms will be 3 years, and additional terms can be added. The first year of a coordinator's term will serve as their training year. They will spend the year learning about the position and assisting the outgoing coordinator.

## **FCCLA DISTRICT COORDINATORS**

North Carolina is divided into eight (8) FCS Educational Districts. FCS teachers in each district select an active FCCLA adviser to serve as the FCCLA District Coordinator for a 3-year term. During their term, coordinators work with the state

Executive Director and state Lead FCCLA Coordinator to give feedback on state association programs and opportunities, provide support to advisers in their district, assist with the planning and execution of Fall Leadership Meetings and the State Leadership Conference, and other tasks as assigned by the FCCLA Lead Coordinator and/or state Executive Director.

## FISCAL MANAGEMENT

### **Financial Review**

The financial statement of all income and expenditures shall have an annual financial review according to state policy. Upon completion, the review outcomes will be presented to the Executive Board at the next scheduled regular meeting of the Board. The NC FCCLA Board of Directors shall have ultimate control to approve the firm that will complete the annual financial review for the NC association.

### **Access to Financial Information**

The financial statement of all income and expenditures shall be prepared as part of the management services provided through the relationship agreement between the state association and National FCCLA. The report will be sent to the Treasurer to distribute to the entire Board of Directors monthly. During the Business and Recognition Session of the State Leadership Conference, a financial summary will be presented by the 1st Vice President, or other selected State Executive Council member as determined by the state Executive Director.

Copies of the approved budget are available to all members of the Board of Directors in the shared Google Folder.

### **National FCCLA Fiscal Management Services**

National FCCLA will provide the following financial management services for a fee per the Memorandum of Understanding:

- process, record, and deposit income from NC FCCLA dues, conference registrations, sponsorships, and royalties; pay all bills within budget and seek approval and review of all expenses by the treasurer. Provide a list of authorized vendors to the treasurer.
- prepare monthly Treasurer's report and internal financial statements for the Board.
- assist the Treasurer in the budget development and maintain an accurate accounting of income and expenses. Provide reasons for items over or under budget.
- monitor and report on investments.

- process credit card receipts, maintain merchant and gateway accounts and manage compliance efforts.
- arrange for annual financial review with the Treasurer/Finance Committee.
- coordinate all tax/corporate reporting filings.
- deploy and maintain a budget reporting system that can be accessed easily by the Executive Board.
- maintain and adhere to NC FCCLA's document retention policy.

The Board of Directors Chair, or other appointed person(s), may request additional tasks or services to be performed by National FCCLA staff that are not already provided through the Memorandum of Understanding. This may result in additional fees by National FCCLA.

## DOCUMENT RETENTION

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

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

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

- Articles of Incorporation - Permanent
- By-Laws - Permanent
- Minutes - Permanent
- Tax Exemption Documents - Permanent
- Contracts - 7 Years
- Liability Insurance - Permanent
- Insurance Claims - 7 Years
- Court Records - Permanent
- Form 990 - Permanent
- Accounts Receivables - 7 Years
- Original AP Invoices - 7 Years
- Expense Reports - 7 Years
- 1099 & Sales and Use Tax Reports - 7 Years
- AP Check Register - 7 Years
- Bank Statements - 7 Years
- Deposit Records - 7 Years
- Bank Reconciliations - 7 Years

- Canceled Checks - 7 Years
- General Ledgers - 7 Years
- Journal Entries - 7 Years
- Annual Financial Reviews - Permanent

## STATE ASSOCIATION MEETINGS

### **Registration Policies**

The state Executive Director will determine and manage the event registration system.

Event registration rates will be approved by the Board of Directors as part of the fiscal year budget process. Rates will vary based on the event and attendee type, to include, but not limited to event registration, competitive events, excursions, and event specific apparel and promotional items.

Registration deadlines will be determined by the state Executive Director, in consultation with the State Management Team and DLC FCCLA Coordinators. Event attendees must be affiliated, unless otherwise specified in event details, prior to their registration for the event and must be a registered participant. If the event includes Competitive Events, competitors must be registered for the correct event, level, and team prior to the registration deadline. NC FCCLA may not accommodate changes to competitive event registration, to include but not limited to event changes, level changes, or team numbers, after the posted deadline. On-site changes will not be accommodated.

Late registrations, at an increased registration rate, may be approved by the Executive Committee for any event. If late registrations are provided for an event, this will only include attendee registration; late competitive event registrations will not be provided. On-site registrations will not be accommodated at any event. This includes competitive events, excursions, event specific apparel and promotional items, etc.

### **Hotel Policies**

#### **Culinary Competition**

A hotel room block will be provided for Culinary Competition attendees. Attendees are not required to stay within the provided hotel room block and may stay at another hotel for this event only.

#### **State Leadership Conference**

The official hotel for the State Leadership Conference is determined by the Board of Directors. The hotel rate and amenities provided will be reviewed and approved in the contract with the hotel by the Board of Directors.

State Leadership Conference attendees are required to stay within the official hotel during the conference. An exemption will be made for chapters within the 35 mile radius as stated in the [Office of State Budget Management Budget Manual 5.2.2 Conditions for Lodging Reimbursement](#).

The process of which reservations will be made, and paid, will be determined by the official hotel for the conference. NC FCCLA will not be responsible for providing hotel reservation confirmations, payment assistance, and/or confirmation of payment received for hotel accommodations. NC FCCLA will not be responsible for hotel reservations made by chapters.

### **Payment Policies**

Invoices will generate automatically after chapters have submitted event registration. Invoice(s) can be viewed and/or paid by the chapter at any time in the site used for registration. Payments not made by the posted deadline will receive a late fee as approved by the Board of Directors. Payments can be made by check or credit card.

It is the responsibility of the chapter adviser(s) to review registration invoice(s) and ensure that all attendees have been registered correctly. NC FCCLA will not be responsible for registration errors made by the chapter adviser and may not be able to accommodate late registrations or on-site changes for an event.

### **Cancellation Policies**

Cancellation, substitution and refund requests must be submitted online in the registration site by the posted deadline for the event to avoid an administrative fee. After this deadline, a second deadline will be used to provide cancellations and refund requests less an administrative fee. Following the second deadline, any cancellation or refund request will not be approved and full payment for the event invoice will be required. Refund requests will not be provided to attendees who do not show up to the event.

A medical emergency refund policy may be established for the event. This policy may include the ability for a refund, less an administrative fee, provided to the chapter if the cancellation request is submitted with approved documentation prior to the deadline posted.

All administrative fee amounts will be approved by the Board of Directors.

### **On-Site Registration, Changes, Etc.**

NC FCCLA may not accommodate registrations or changes to registration on-site during any event, including competitive event registration and changes. It is the advisers responsibility to ensure accurate event registrations by reviewing event registration rosters and invoices. Changes must be submitted by the posted deadlines.

## **Event Dress Code**

### Youth Attendees Required Dress Code

- Black pants or black skirt (knee length or longer).
- Red, black, or white polo or collared button-up shirt.
- The Official Red Blazer is always optional.
- Black professional shoes.
  
- Jeans, leggings, pajamas, and athletic wear are not acceptable.
- Attendees are required to be in the official dress code to attend general sessions, breakout sessions, workshops, exhibits, or any other NC FCCLA event where the official dress code is listed as the required dress. Dress code information is listed on the event page of the NC FCCLA website, in the event disclaimers that are required to be approved prior to submitting registration and sent to advisers after registration for the event, and sent to attendees in event specific emails prior to the event.
- Attendees not in the official dress code will not be permitted to receive on-stage recognition.

### Adult Attendee Required Dress Code

- Business Professional
  - Attire should foster a polished and sophisticated appearance suitable for a professional setting.
- Jeans, leggings, pajamas, and athletic wear are not acceptable.

Advisers are expected to review dress code requirements with attendees prior to events, and ensure that attendees are in proper dress code while at the event. Attendees will not be permitted to receive on-stage recognition if they are not in adherence to the proper dress code for the event.

## **Culinary Competition**

The NC FCCLA Culinary Competition is a separate event held prior to the State Leadership Conference. This event is held at a predetermined venue to accommodate the Baking and Pastry and Culinary Arts STAR Events. This event may also provide opportunities for attendees to explore the Hospitality and Tourism FCCLA Career Pathway.

Culinary Competition participants will have the ability to compete in a STAR Event at the State Leadership Conference if they do not qualify to compete at the National Leadership Conference in their Culinary Arts or Baking and Pastry event. If they did qualify to compete at the National Leadership Conference, they are eligible to compete in a State-Level event at the State Leadership Conference. These participants are still required to follow all registration and payment policies for the State Leadership Conference.

The registration rate(s) will be approved by the Board of Directors and reviewed annually.

### **State Leadership Conference**

The time and place of the state meeting shall be determined by the state Executive Director, in consultation with the Board of Directors and will be held in the spring.

The registration rate(s) will be approved by the Board of Directors and reviewed annually.

Attendees are required to stay at the official conference hotel. A fee for staying outside the room block may be applied to chapter registration invoice for each registered attendee. Fees will be reviewed annually and approved by the board. There will be a 35 mile radius exemption for overnight stays based on the [Office of State Budget Management Budget Manual 5.2.2 Conditions for Lodging Reimbursement](#).

### **Voting Delegates**

When chapters are voting for matters including but not limited to bylaw amendments, membership option and rate updates. Voting delegates are provided based on chapter affiliation numbers as of March 1st. Chapters will receive one (1) voting delegate for the state officer elections.

- 1-12 members = 1 voting delegates
- 13-24 members = 2 voting delegates
- 25-36 members = 3 voting delegates
- 37-48 members = 4 voting delegates
- 49+ members = 5 voting delegates

The privilege of making motions, discussing, and voting shall be limited to the voting delegates and the state officers. Delegates are entitled to vote only if they are present at the time of sign-in. The privilege of discussion may be extended to non-voting representatives upon the consent of the delegates. Each voting delegate may only vote once.

Representatives may be designated, other than voting delegates, to attend meetings and conferences, as authorized by the State Executive Council.

## **STATE ASSOCIATION COMPETITIVE EVENTS**

### **Competitive Events Advisory Team (CEAT)**

The Competitive Events Advisory Team responsibilities and duties will be assigned to the Board of Directors Program and Competitive Events Committee, State Management Team and DLC FCCLA Coordinators. These entities will provide

support, suggestions, comments, concerns, direction, and resources for Competitive Events provided by NC FCCLA.

## **Competitive Events Participation**

Students are not permitted to compete at the state or national level until they are an affiliated member. Participants must be registered for the conference and their specific competitive event by the posted registration deadline. Participants are not fully registered unless they are listed on the chapter's registration invoice(s) as a participant and competitor.

Competitors attending the State Leadership Conference must register to attend the entire conference and stay within the official meeting/conference hotel block per the policy outlined under the State Leadership Conference section.

NC FCCLA will follow event guidelines, specifications, requirements, procedures, and scoring rubrics as outlined in the National FCCLA STAR Event guidelines with the exception of specific policies for orientation documentation from online submissions and entries allowed per event. Chapters must follow the NC FCCLA chapter entries allowed as stated below:

- Three (3) entries for Culinary Arts (Level Three only)
- Three (3) entries for Baking and Pastry (Level Three only)
- Three (3) entries for Early Childhood Education (Level Three only)
- One (1) entry in all other events PER LEVEL (Level One, Level Two, Level Three)

An entry may be an individual or team (up to 3 members), as stated in the event guidelines, as some events may only allow individual entries. Event levels are based on the grade level for the participant:

- Level One - Up to 8th grade
- Level Two - 9th-10th grade
- Level Three - 11th-12th grade
- Level Four - Post-Secondary

If a team entry represents multiple levels, the team entry must be registered at the highest level represented. For example: student A is Level 2 and student B is Level 3. They will be registered as a Level 3 team entry.

Culinary Competition participants will have the ability to compete in a STAR Event at the State Leadership Conference if they do not qualify to compete at the National Leadership Conference in their Culinary Arts or Baking and Pastry event. If they did qualify to compete at the National Leadership Conference, they are eligible to compete in a State-Level event at the State Leadership Conference. These participants are still required to follow all registration and payment policies for the State Leadership Conference.



## **Disqualification Policies**

All competitors are required to compete in the correct level as determined by their grade level. If it is determined that a competitor is competing or has competed in the incorrect event level, they will be disqualified.

## **Competitive Events Accommodation Policy**

FCCLA members with disabilities as properly identified by a valued team of professionals (such as an IEP team, Section 504 coordinator, certified psychologist, physician) will be reasonably accommodated in state events. Participants who require accommodation in their state event should indicate a special needs request during the event registration with a minimum of 30 days advance of event notice. A state staff member will contact the adviser to determine the best process for the participant.

## **SCHOLARSHIPS, AWARDS, AND RECOGNITION**

### **Scholarships**

#### **Augusta White FCS Teacher Education Scholarship**

This scholarship is for affiliated members pursuing FCS teacher education. This is a renewable \$250 scholarship given at the end of each semester for a total of \$2000 when criteria are met as listed on the application, or the scholarship will be forfeited.

Scholarship applications will be submitted using the form as listed on the NC FCCLA website. Applications will be reviewed by the Finance and Budget Committee and the State Executive Council. The selected scholarship recipient will be notified via email and will be recognized at the State Leadership Conference.

The deadline for members to apply will be March 1.

#### **Pat Werth Related FCS Scholarship**

This scholarship is for affiliated members pursuing an FCS-related career. This is a one-time \$1,000 scholarship given at the end of the first year of college when the criteria are met as listed on the application, or the scholarship will be forfeited.

Scholarship applications will be submitted using the form as listed on the NC FCCLA website. Applications will be reviewed by the Finance and Budget Committee and the State Executive Council. The selected scholarship recipient will be notified via email and will be recognized at the State Leadership Conference.

The deadline for members to apply will be March 1.

## **Competitive Events Recognition**

Competitive Events promote the FCCLA mission to focus on the multiple roles of family member, wage earner, and community leader. Events are designed to help members showcase college- and career-ready knowledge, skills, and abilities.

### **Recognition at Fall Leadership Meeting**

The top three placements in each event, regardless of level, will receive recognition during the Closing Session at the respective Fall Leadership Meeting locations, with the exception of the T-Shirt Design Event and the Trading Pin Design Event. The top three (3) placements, regardless of level, in the T-Shirt Design Event and the Trading Pin Design Event will be recognized on state social media accounts, the state website, and via email, following the last Fall Leadership Meeting.

### **Recognition at Culinary Competition and State Leadership Conference**

Medals are given for STAR Event and state-level event individual/team participation based on their overall event score (Gold, Silver, and Bronze). Participants will receive their medals on-stage during the Closing and Recognition Session. Participants who placed in the Top 5 Highest Scorers will be recognized via email and on-stage recognition for each event and level. The first, second, and third place entries in event and level will receive a plaque. The first and second place entries in each event and level will also be recognized as qualified to represent NC FCCLA at the National Leadership Conference STAR Event competition. Advancement opportunities are not provided to top entries in state-level Competitive Events.

## **ADULT AWARDS**

### **Master Adviser**

This award recognizes advisers who have been successful in advising an affiliated chapter for a minimum of three years, promoting the organization, operating an integrated chapter with a balanced program of work, facilitating youth-centered activities, and keeping abreast of new happenings within the organization.

Nominations may be submitted by: adviser award candidates, teacher educators, local family and consumer sciences supervisors, state advisers, professional colleagues, or FCCLA members. Nominations must be submitted in the FCCLA Portal, under the 'Surveys/Applications' tab, along with a link to a total of three (3) letters of recommendation (one each from an FCCLA member, a school administrator, and one from a candidate's choice of teacher educator, city supervisor, another teacher, etc.) Nominations that meet the eligibility requirements will be approved by the state Executive Director.

Winners will be recognized at the State Leadership Conference and the National Leadership Conference.

### **Adviser Mentor**

This award recognizes advisers who have been successful in achieving Master Adviser Recognition, devoting two years to new adviser assistance, assuming adult leadership roles in FCCLA, conducting adviser workshops, attending training workshops, and using national and state FCCLA resources.

Nominations may be submitted by: adviser award candidates, teacher educators, local family and consumer sciences supervisors, state advisers, professional colleagues, or FCCLA members. Nominations must be submitted in the FCCLA Portal, under the 'Surveys/Applications' tab, along with a link to a total of three (3) letters of recommendation (one each from an FCCLA member, a school administrator, and one from a person of a candidate's choice of teacher educator, city supervisor, another teacher, etc.) Nominations that meet the eligibility requirements will be approved by the state Executive Director.

Winners will be recognized at the State Leadership Conference and the National Leadership Conference.

### **Spirit of Advising Award**

This award recognizes one (1) chapter adviser who is constantly faithful, often quietly working behind the scenes to ensure the success of their students. This adviser believes in the mission of FCCLA, supports and works with students to ensure success, provides learning experiences, encourages positive character development, dedicates time and energy to nurturing student leaders, and serves as a current FCCLA adviser.

Nominations may be submitted by: adviser award candidate, teacher educators, local family and consumer sciences supervisor, school administrator, state advisers, professional colleagues, or FCCLA member. One nominee will be selected to receive this award and will be submitted to receive the national FCCLA Spirit of Advising Award. This adviser will be recognized at the State Leadership Conference and the National Leadership Conference.

The selection process for this award will be as follows:

- Nominations will be submitted using the nomination form posted on the NC FCCLA website. Nominations may be submitted by the adviser as a

self-nomination or by colleagues, students, and/or administrators of the nominee.

- Following the nomination deadline as posted, the state Executive Director, in consultation with the State Executive Council will review submitted nominations to determine the award recipient.
- The award recipient will be notified at least one (1) week prior to the State Leadership Conference via email. The recipient will receive on-stage recognition at the State Leadership Conference and will be submitted as the North Carolina recipient at the National Leadership Conference.

## RESPONSIBILITIES FOR GENERATING INFORMATION

The website for NC FCCLA shall be maintained by the state Executive Director and/or volunteer(s) appointed by the state Executive Director. Information to be posted on the website must be approved by the state Executive Director. Major categorical changes, including, but not limited to, changes that will necessitate an expenditure of FCCLA funds in excess of 500 hundred dollars for the upkeep of a website, but not the contracts, must be approved by the Board of Directors.

Dissemination of information about the NC FCCLA website shall be under the direction of the state Executive Director and the State Executive Council.

## ETHICS

### **Confidentiality Agreement**

Directors of the NC FCCLA Board of Directors acknowledge the importance of confidentiality with respect to the affairs of the Board and state organization. In light of this acknowledgement, Directors agree to keep information confidential, during and after service on the Board. Information acquired may include Board discussion and decisions, NC FCCLA organization information, and any other related activities learned in the course of membership on the Board.

Directors recognize the sensitivity of information regarding capitol decisions, real estate purchases, decisions regarding closures, mergers, and other strategic plans that may have impact on NC FCCLA's competitive position relative to other organizations. Confidentiality includes but not limited to:

- information pertaining to performance of the Executive Director/other employee(s) including evaluation data;
- issues related to the Board's legal, moral, and regulatory responsibility for the oversight of the statistical data, risk management information and litigation

information, reviews of attitudes and opinions from those who work for the state organization;

- and reports, discussion, and data shared with the Board that are not released for public information.

It is the Board Chair's responsibility to address infractions of confidentiality by an individual Director and take action to remedy the problem. If an infraction of confidentiality by an individual Director continues, it is the expectation that the Board Chair will ask for the resignation of the individual Director who has violated this confidentiality agreement.

Directors will review and sign a Confidentiality Agreement upon their installment on the NC FCCLA Board of Directors.

### **Conflict of Interest Policy**

A situation involving conflict of interest in which a business arrangement to which a director may directly or indirectly be a party shall be subject to the following:

- full disclosure to the Board duly reported in the minutes of the meetings,
- non participating by any director in the decision affecting any relationship,
- opportunity for free discussion for proposed or existing arrangements in Board and committee meetings with the consideration of alternative options and reports on services contracted.

Any Board members seeking employment at NC FCCLA shall be required to resign from the Board of Directors upon submission of their application of employment.

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

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

Directors will review and sign a Conflict of Interest Policy Agreement upon their installment on the NC FCCLA Board of Directors.

### **Ethics Statement**

The three (3) decision-making bodies of North Carolina Family, Career and Community Leaders of America, Inc. (NC FCCLA) are the NC FCCLA Board of Directors and the State Executive Council (for policy), and the state Executive Director (for management). These groups shall conduct themselves, collectively and individually, in good faith and in the best interests of the organization and its membership, while maintaining a high level of ethical and professional behavior.

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

Members of the Board of Directors, the State Executive Council, and the state Executive Director shall not:

- Seek or accept any financial advantage or gifts of a nominal value offered as a result of affiliation with FCCLA, on behalf of themselves and/or any other person.
- Knowingly place themselves in a position that poses a conflict between their interests and those of NC FCCLA.
- Publicly use any NC FCCLA affiliation in connection with the promotion of partisan politics, religious matters, positions, or any issue not in conformity with the policies of NC FCCLA.
- Disclose any confidential information about NC FCCLA or FCCLA to any person or entity not authorized to receive such information.
- Knowingly take action intended to influence FCCLA in such a way as to confer a financial benefit on any entity in which the individual has a significant interest in affiliation.
- Operate in any manner that is contrary to the best interests of the membership of Family, Career and Community Leaders of America, Inc.

Conduct of the Board of Directors, State Executive Council, and the state Executive Director shall be above reproach so as to maintain the respect and trust of each other and all members.

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

### **Substance Policy**

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

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

### **Crisis Plan**

The executive committee shall develop and communicate to Board members and state delegates a crisis plan for state events that might include and not limited to: appointed spokespersons to the media, evacuation plans, lockdown procedures, notification of parents, accessible medical forms, and information, and other plans to assist the management of a crisis situation, terrorism, student endangerment, or run away students. This crisis plan shall be updated regularly.

## **Equity Statement**

NC FCCLA does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, disability, age, marital status, or parental status in its activities and programs, including its employment practices and procedures.

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

## **Official Dress**

The NC FCCLA official dress is worn for NC FCCLA activities per the dress code as outlined for the event, meeting, or function. Students may select the attire that best fits the gender with which they identify. This is a personal choice as long as the NC FCCLA guidelines are followed.

## **Conference Housing**

Regarding conference housing of students, NC FCCLA will respect the decisions of local school boards with regard to the recognition of a student's gender identification and how students are housed at the state and/or national FCCLA events. The organization will abide by the guidelines or policies of state departments of education and local school districts. NC FCCLA's main priority is to ensure that all FCCLA members feel informed, safe, respected, and comfortable.

## **Special Needs**

Upon a minimum of thirty (30) day notice to the state Executive Director in advance of any scheduled event, NC FCCLA will work with affiliated chapters, schools, or families to locate and obtain the services of an aide, assistant, interpreter, nurse, or other person whose assistance would enable a member with special needs to participate fully in the scheduled event. The state staff will identify service options that will be funded by the local school district. Federal funds are typically available to school districts for this purpose.

## **Sexual Harassment Policy**

The North Carolina Family, Career and Community Leaders of America (NC FCCLA) oppose sexual harassment of any kind. Sexual harassment of students is a real and serious problem in education at all levels. It can affect any student, regardless of sex, race, or age. Sexual harassment can threaten a student's physical or emotional well-being, influence how well a student does in school, and make it difficult for a student to achieve his or her career goals. Moreover, sexual harassment is illegal - Title IX of the Education Amendments of 1972 (Title IX) prohibits sex discrimination, including sexual harassment.

Title IX protects students from unlawful sexual harassment in all school programs or activities, whether they take place in the facilities of the school, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Title IX protects both male and female students from sexual harassment, regardless of who the harasser is.

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

If a student believes that sexual harassment has occurred while participating in a state-sponsored FCCLA event or activity, the student is strongly encouraged to report the incident immediately to 1) the chapter adviser of the student's school; 2) the student's school principal; 3) the state Executive Director. Harassment issues reported to the NC FCCLA Executive Director will be referred to the students' school administrator(s) and local law enforcement as may be necessary.

*\*This Sexual Harassment Policy is adapted from the National FCCLA Policies & Procedures Manual*

### **Liability Insurance Coverage Policy**

State staff will cover the Board of Directors with Director and Officer liability insurance. Upon request, the Board of Directors will receive copies of the liability insurance annually.