

Iowa Association of Family, Career and Community Leaders of America

IOWA FCCLA

State Policies

Original publication date: 2005

Revised: Board of Directors June, 2008

Revised: Board of Directors November, 2009

Revised: Board of Directors March, 2010

Revised: Board of Directors August, 2010

Revised: Board of Directors February, 2011

Revised: Board of Directors June, 2011

Revised: Board of Directors February, 2012

State of Iowa

Department of Education

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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 (located on the state website: 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. (National and State affiliation are due by November 30 to avoid a late fee for State 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 Executive Council

Qualifications for State Officers Candidate

Candidates for state office must have the following qualifications/experience:

- 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 content-related course, i.e. Financial Literacy.
- 3) Be academically eligible and in compliance with good conduct according to local school policy.
- 4) Must consult with and obtain support and approval from parents, chapter adviser, and school administrators prior to submitting an officer candidate application.
- 5) Must be a student in 10th or 11th grade.
- 6) Must have evidence of chapter and/or district leadership 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 and/or shared/contracted FCS program.
- 2) Be a member of an FCCLA chapter whose adviser is also an/the FCS certified instructor, working towards an FCS endorsement, or contracted FCS and/or FCCLA Adviser.
- 3) Attend required state executive council meetings and trainings, and the state and national leadership conferences.
- 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 Events team may still compete at the national level. Current state officers may participate in State STAR Events and advance to National STAR Events, if so selected.

Any affiliated chapter may run one state officer candidate. State Office Application can be found on the state website. The application asks for the candidate's basic information and experiences on the local, district, state, and national levels, and requires signatures of adviser and school administration. Candidates for state office must submit the application postmarked by February 1.

General Duties for State Officers

All State Officers will:

- 1) Attend the meetings of the State Executive Council;
- 2) Keep open communication with executive council members, state staff, and Iowa FCCLA Board of Directors.
 - a. Open communication defined as: responding expediently to all correspondence, whether letter, e-mails, or phone calls when information is requested;
 - b. Submit a copy of all official state correspondence as a state officer to the State Adviser for prior approval;
- 3) Be accountable for information in the state bylaws, policies and procedures;
- 4) Abide by the State Officers Code of Conduct;
- 5) Responsible for planning, organizing and promoting the national and state projects at local, district and state levels;
- 6) Attend and participate at the National Leadership Conference;

- 7) Assist in the planning, script-writing, and completion of all assigned responsibilities for Fall Leadership Rally and State Leadership Conference with the state staff;
- 8) Represent the state FCCLA organization as requested by state staff;
 - a. 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;
 - b. 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;
- 9) Actively promote Family and Consumer Sciences Education programs statewide;
- 10) 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.

Specific Duties for State Officers:

President

- 1) Preside over all Executive Council Meetings;
- 2) Preside over all official meetings of Iowa FCCLA;
- 3) Attend all Board of Director meetings to give updates from the State Executive Council;
- 4) Attend the State President National Training during National Leadership Conference;
- 5) Serve as a voting delegate at the National Leadership Conference;
- 6) Create various communications to Iowa members and advisers.

First Vice-President

- 1) Serve in the absence of the state president;
- 2) Serve as a STAR Events evaluator at the National Leadership Conference;
- 3) Serve as the assistant to the State Coordinator of STAR Events and complete the following duties:
 - a) Become familiar with all STAR Events
 - b) Organize STAR Buddies for National STAR Event Competition Participants
 - c) Promote STAR Events
 - d) Help carry out STAR Events Competition at State Leadership Conference
 - e) Organize certificates, medals, and scripts for STAR Events Recognition Ceremony

Vice-President of Records & Finance

- 1) Keep accurately written minutes during all Executive Council Meetings;
- 2) Keep accurately written summaries of the following events:
 - a. National Leadership Conference
 - b. Fall Leadership Rally
 - c. State Leadership Conference
- 3) File minutes with the State Adviser following any Executive Council Meeting;

- 4) Serve as a voting delegate at the National Leadership Conference;
- 5) Present the financial report of the state association to the state delegation during the State Leadership Conference.

Vice-President of Parliamentary Law

- 1) Serve as a voting delegate at the National Leadership Conference;
- 2) Serve as a parliamentary procedure resource person and provide correct parliamentary procedure protocol during all Executive Council Meetings;
- 3) Keep records of pictures and other information important to the organization for state archives.

Vice-President of Public Relations

- 1) Serve as the National Connections Team representative at the National Leadership Conference;
- 2) Write an article reflecting FCCLA in Iowa for the national magazine "Teen Times";
- 3) Lead the state-wide Peer Education Public Relations team:
 - a. Attend the Peer Education Officer Training
 - b. Present a web-based presentation to train team members
 - c. Make follow-up contacts every month or more frequently with all team members
 - d. Monitor required projects and keep all team members, their chapter adviser, and the peer education coordinator informed of project progress
 - e. Submit a year-end summary report highlighting team projects and success
- 4) Create a press release for the following State Events:
 - a. National Leadership Conference
 - b. Fall Leadership Rally
 - c. State Leadership Conference

Vice-President of Financial Fitness

- 1) Attend and carry-out any assigned duties during the National Leadership Conference;
- 2) Lead the state-wide Peer Education Financial Fitness team:
 - a. Attend the Peer Education Officer Training
 - b. Present a web-based presentation to train team members
 - c. Make follow-up contacts every month or more frequently with all team members
 - d. Monitor required projects and keep all team members, their chapter adviser, and the peer education coordinator informed of project progress
 - e. Submit a year-end summary report highlighting team projects and success

Vice-President of Families First

- 1) Attend and carry-out any assigned duties during the National Leadership Conference;
- 2) Lead the state-wide Peer Education Families First team:
 - a. Attend the Peer Education Officer Training
 - b. Present a web-based presentation to train team members
 - c. Make follow-up contacts every month or more frequently with all team members
 - d. Monitor required projects and keep all team members, their chapter adviser, and the peer education coordinator informed of project progress
 - e. Submit a year-end summary report highlighting team projects and success

Vice-President of Student Body

- 1) Attend and carry-out any assigned duties during the National Leadership Conference;

- 2) Lead the state-wide Peer Education Student Body team:
 - a. Attend the Peer Education Officer Training
 - b. Present a web-based presentation to train team members
 - c. Make follow-up contacts every month or more frequently with all team members
 - d. Monitor required projects and keep all team members, their chapter adviser, and the peer education coordinator informed of project progress
 - e. Submit a year-end summary report highlighting team projects and success

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.]

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.
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.

Explanation for item #6:

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 12

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.

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

Reimbursement of Expenses

State Officers:

The following expenses will be paid by the state organization when funds are available:

- 1) Officer uniform accessories: tie for male officers and ascot for female officers.
 - a. In the case that these items are lost during their officer term, the officer will pay the purchase price to replace the item.
- 2) State Officer nametags and business cards.
- 3) All hotel accommodations for State Executive Council meetings.

The following expenses will be reimbursed by the state organization when funds are available:

- 1) National Leadership Conference: base registration (\$165), meals (following state rate), and hotel (up to \$150.00).
- 2) Fall Leadership Rally: meals (following state rate), mileage (following state rate)
- 3) State Leadership Conference: meals (following state rate), mileage (following state rate)
- 4) Mileage and meals for in-state trainings and assigned meetings (excluding district meetings).

The state reimbursement rate will be used for all meals and mileage. All original receipts are required to accompany the Reimbursement Invoice; no exceptions.

- Breakfast: \$5
- Lunch: \$8
- Dinner: \$12
- Mileage: \$.39/mile

All reimbursements 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. The official Reimbursement Invoice must be turned at the conclusion of State Leadership Conference to the Executive Director.

Article 5: National Officer Candidates

Qualifications for National Officer Candidate

Candidates for national office must have the following qualifications/experience:

- 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 10th or 11th grade.
- 6) Chapter, district, and/or state level experience.
- 7) Follow the qualifications set by the National Bylaws.

Requirements for National Officer Candidates

In order to be a candidate for national 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) National officer candidates must submit the national officer application to the state office postmarked by February 1. The application is the same application members use to apply for state officer. It can be found on the state website.
- 4) Officer candidates must attend State Leadership Conference and complete a 30-point test on FCCLA knowledge and a 20-point writing portion and 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 during the at-large portion of voting.
- 5) Voting delegates will cast a vote of yes/not. If two or fewer candidates are running, each must receive a majority (Majority is defined as 50% plus 1 vote.) "yes" to move forward as a national officer candidate. If more than two candidates are running, the top two candidates receiving the most "yes" votes will move forward as a national officer candidate.

National Officer Candidate Reimbursement:

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.

All reimbursements should be sent to the following address immediately following the National Leadership Conference.

Iowa FCCLA
 Att: Fiscal Coordinator
 PO Box 1084
 Ankeny, IA 50021

Article 6: Peer Education State Team Guidelines

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 6th, 7th, or 8th grade when applying for the middle

level teams; senior level affiliated member applicants must be in 9th, 10th, 11th, or 12th grade 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 4th, January 4th; and March 4th. The “required state focused project” must be completed by either the November 4th or January 4th due date.
4. Team members will use the Peer Education Project Submission form found on the state website. Any team member that does not fulfill the project requirements will not receive recognition during state leadership conference;
5. 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.
6. The peer education 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. The peer education coordinator 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 via ICN in September. **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. 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;
11. The Peer Education team state officers will make follow-up contacts every month with the peer education coordinator; and
12. Peer Education team members will work to increase and promote active membership in Iowa FCCLA.

Article 7: Meetings and Events

Code of Conduct

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.

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:

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

Advisers/chaperones are ultimately responsible for their chapter member's actions and activities, not the state association.

Member Medical and Photo Release: All attendees must provide insurance information and emergency contact information on the *Member Medical and Photo Release*.

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.

- **District Meetings:**

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 10th registration date for state STAR Events.

- **Fall Leadership Rally:**

Fall Leadership Rally is held every October in the Des Moines area. Online registration will close as of midnight on the designated due date. Registrations received after the designated due date will be assessed a late fee of \$25.00 per chapter, NO EXCEPTIONS. Cancellation of registration requests received prior to **two weeks** before Fall Leadership Rally, must be in writing via email to the state fiscal coordinator to receive reimbursement of 50% of the registration fee per delegate.

Cancellation requests received less than **one week** before Fall Leadership Rally, no refund will be given; however, a substitute delegate may be named. A chapter may register as many affiliated members for Fall Leadership Rally as desired.

- **National Cluster Meetings:**

National Cluster Meetings are held in November in three different locations across the country. More information can be found on the National FCCLA website. 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.

- **State Conference:**

State Leadership Conference is held annually in the spring in the Des Moines area. Online registration will close as of midnight on the designated due date. Registrations received after the designated due date will be assessed a late fee of \$25.00 per chapter, NO EXCEPTIONS.

Cancellation of registration requests received prior to **two weeks** before State Leadership Conference, must be in writing via email to the state fiscal coordinator to receive reimbursement of 50% of the registration fee per delegate. Cancellation requests received less than **one week** before State Leadership Conference, no refund will be given; however, a substitute delegate may be named. A chapter may register as many affiliated members for the state leadership conference as desired.

- **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 State STAR Events Coordinator will oversee the online registration 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.

Article 8: STAR Events

- 1) State STAR Events participants must be affiliated online nationally. Both national and state dues must be postmarked by November 30th to avoid a late chapter fee of \$50.00. A reduced late chapter fee of \$25.00 will be assessed in the circumstance where a chapter was affiliated by November 30th but 1-3 additional STAR Events participants were affiliated after the November 30th due date but prior to the State STAR Events February 10th registration due date. **NO EXCEPTIONS!**
- 2) All STAR Events, excluding Culinary Arts 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 to the State STAR Events competition.
- 3) The top 3 medals earned (at district level), each 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.
- 4) In events allowing 2 state qualifiers for national STAR Events, the top 6 medals earned (at district level), each representing the top medalist from 6 different participating chapters in those STAR Events and categories, advance to state.
 - a. The following STAR Events allow 2 state qualifiers:
 - Career Investigation
 - Chapter Service Project Display
 - Chapter Service Project Manual
 - Chapter Showcase Display
 - Chapter Showcase Manual
 - Early Childhood
 - Fashion Construction
 - Focus On Children
 - Food Innovations
 - Job Interview
 - National Programs in Action
 - Recycle and Design
 - Teach and Train(This list will be revised in accordance with national FCCLA policy).
- 5) STAR Events state participants must pay State Leadership Conference registration.
- 6) Chapter registrations, for state STAR Events, must be received through the state online registration process by February 10th or be assessed a late chapter fee of \$25.00. **NO EXCEPTIONS.** All district summary sheets must be postmarked by February 10th. No substitutions will be made after the district level competition.
- 7) State and/or national officer candidates 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 Events team may still compete at the national level.
- 8) Current state officers may participate in State STAR Events and advance to national STAR Events, if so selected.
- 9) Iowa members follow all rules of the current FCCLA National STAR Events Manual, with the exception of allowing observers at the state level.
- 10) 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 Events orientation on their behalf to meet all orientation and event requirements.

- 11) Parliamentary Procedure and Culinary Arts State STAR Events participants cannot participate in All-State Speech because these events have competition components during the mandatory STAR Events orientation.
- 12) Iowa participates in all of the sanctioned National STAR Events.
- 13) 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.
- 14) Participants are responsible for late fees accrued as a result of not submitting information to the State STAR Events coordinator by April 15.
- 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 9: Publications

"Fragments," the official publication of the state organization shall be posted on the state webpage: www.iafcla.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 10: Board of Directors

- 1) Two face-to-face meetings will be held during the fiscal year at a minimum, with additional telenet conference calls if needed.
- 2) Additional meetings may be called by the state adviser or board president, if needed.
- 3) September 1 through August 31 constitutes an official year of service on the board.
 - a. Elections will take place at the summer meeting, with terms rotating from 1 to 3 years in length.
- 4) 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.
 - a. See Appendix A for the financial process used for all financial transactions.
 - b. 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).

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 DMAACC, 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.

Officers of the Board

President

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

Vice President

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

Secretary

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

Treasurer-Fiscal Coordinator

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

Article 11:

Iowa FCCLA Association Financial Processes

Depositing Procedure

Checks or purchase orders are accepted by the state fiscal coordinator.

All deposits are prepared by the state fiscal coordinator and sent to Iowa Lakes Community College (ILCC) bookkeeping services.

Bill Payment Procedure

Bills and payments are accepted and processed by the state fiscal coordinator.

The board president and/or the executive director will direct the state fiscal coordinator in preparing the request for payment disbursement, which are then sent to ILCC bookkeeping services. All bills are paid through ILCC bookkeeping services.

Iowa FCCLA, Inc. does not utilize a business credit or debit card for any business transaction.

Invoicing Procedure

The state fiscal coordinator invoices schools and individuals for event registrations and merchandise orders.

Invoices will be generated for any monetary transaction received by the Iowa FCCLA, Inc.

Tax Preparation

Will be prepared through the bookkeeping services provided by ILCC.

Account Oversight

The Iowa FCCLA, Inc. Board of Directors is presented with financial information concerning fiscal transactions at each scheduled board meeting throughout the year. The fiscal coordinator will provide a current fiscal report that is provided by the ILCC bookkeeping services at a minimum of at least quarterly.

The state fiscal coordinator, in communication with ILCC bookkeeping services, will prepare 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 Vice President of Records and Finance to the student delegate body at the annual Iowa FCCLA Leadership Conference.

The fiscal coordinator prepares a yearly budget for board approval at the beginning of each fiscal year.

A bookkeeping agreement with ILCC will be approved by the Iowa FCCLA, Inc. Board of Directors at the beginning of each fiscal year.

Article 12: Iowa FCCLA Regions and Districts

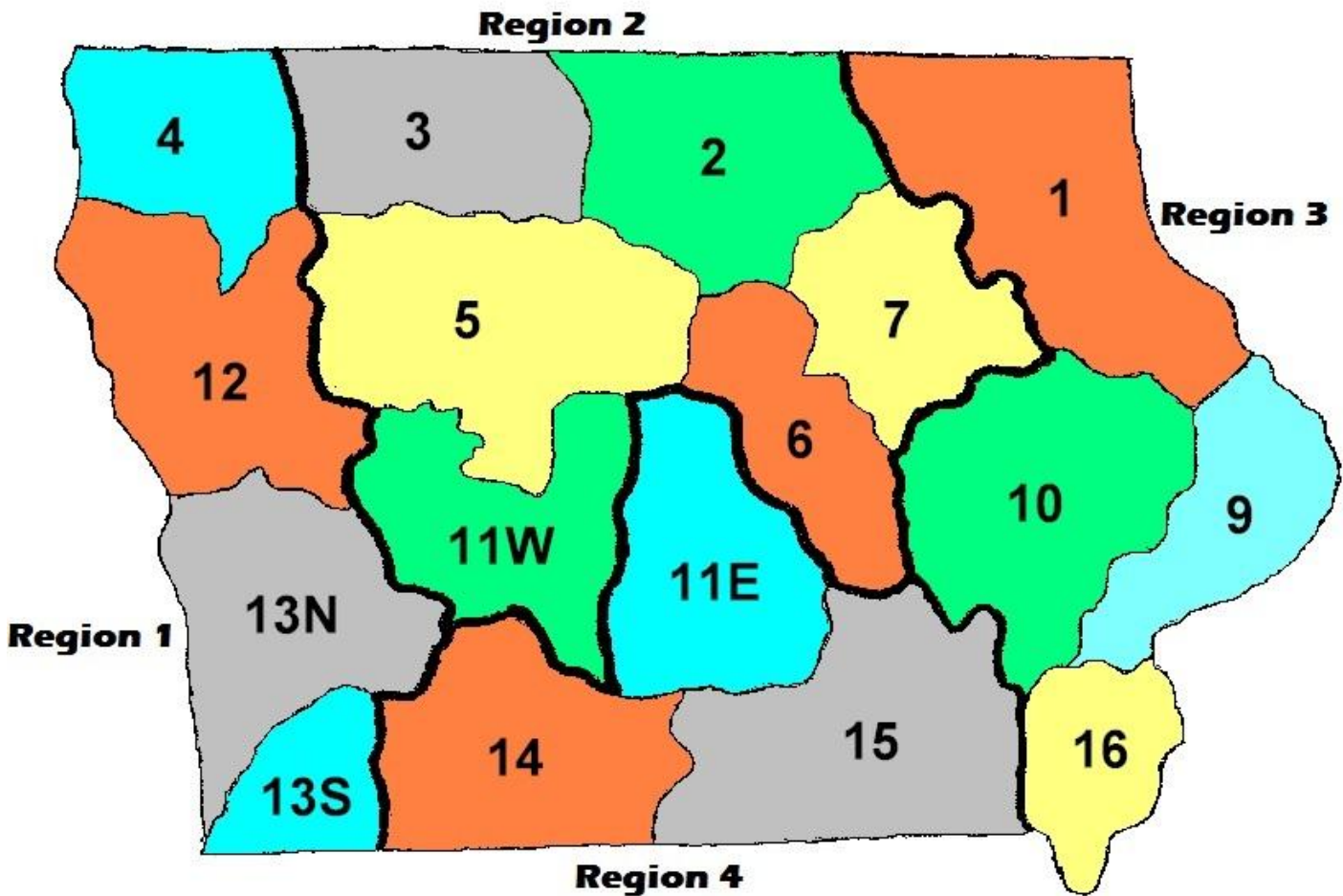
Region 1: Districts: 4, 12, 13N & 13S

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 1st 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.



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, 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, Logan-Magnolia, Malvern (East Mills), Missouri Valley, 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, Laverne, 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-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, Van Meter, Waukee*

Region 4 – District 14

Bedford, Central Decatur, Clarke, Corning, Creston, East Union, Nodaway Valley, Lamoni, Lenox, Mormon Trail, Mount Ayr, Murray, Orient-Macksburg, 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.