

Revised September 2017

**VIRGINIA ASSOCIATION
FAMILY, CAREER AND COMMUNITY
LEADERS OF AMERICA**



**OPERATING POLICY MANUAL
FOR BOARD OF DIRECTORS**

VIRGINIA ASSOCIATION
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA, INC.
Mountain Empire Community College
Center for Workforce Development
3441 Mountain Empire Road
Big Stone Gap, VA 24219

FORWARD

This *Operating Policy Manual* is meant to be a guide to the officers, committee chairs, and members of the Virginia Association of Family, Career and Community Leaders of America, Inc. Board of Directors in regard to their responsibilities to the association. It is intended that this manual is only a minimum outline to suggest primary duties as required by the bylaws. The Operating Policy Committee shall review this manual regularly and recommend revisions to the Board of Directors.

This *Operating Policy Manual* is immediately in effect 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 Virginia Association of Family, Career and Community Leaders of America, Inc. in fulfilling the mission and purposes of that organization.

The mission of Family, Career and Community Leaders of America, Inc. 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.

Organized instruction relating to the mission is a part of the family and consumer sciences program in the schools. 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.

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

**OPERATING POLICY MANUAL
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OPERATING POLICY MANUAL FOR BOARD OF DIRECTORS

I. STATE BOARD OF DIRECTORS GOVERNANCE AND POWERS

The legal governing body of the Virginia Association of Family, Career and Community Leaders of America, Inc. shall be the state Board of Directors (may hereafter be referred to as the Board). The primary functions of the Board shall be to set policy relating to program and fiscal matters and to be responsible for sound management. The state adviser(s) and state program specialist shall be the administrators of the organization. The Board receives and acts upon the recommendations of the state FCCLA adviser(s) and state program specialist relative to the management of program and fiscal matters.

II. 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 of Directors of the Virginia Association of Family, Career and Community Leaders of America, Inc. This will include one Board meeting and assigned committee service. Members are strongly encouraged to attend the State Leadership and Recognition Conference. Board members shall be expected to attend all regular and special meetings of the Board and to serve on committees as assigned. Board members shall demonstrate an active interest in family and consumer sciences education and in FCCLA's mission, goals, programs, and activities. They shall abide by and support all decisions, policies, and programs adopted by the Board. They shall not act independently on matters that should be decided by the entire Board, keeping the mission statement of Family, Career and Community Leaders of America, Inc. as the focal point. Board members shall promote interest and active participation in the organization on the part of the membership and representative groups. Board members shall agree to represent Family, Career and Community Leaders of America, Inc. when called on by the Board president, state FCCLA adviser(s), or program specialist. Board members shall review suggested amendments and formulate proposed amendments to the bylaws, and vote on the proposed budget.

III. 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 members and not to exceed 24. No Board member may succeed himself/herself for a third term of service without one or more years elapsing between terms.

A. Membership Election

Members elected by related organizations and groups according to their election procedures are as follows: three youth members; one Alumni and Associates member elected by the Virginia Alumni & Associates Executive Board; two business/industry representatives elected by the Board; one career-technical administrator to be elected by the Board; the president-elect of the Virginia Association of Teachers of Family and Consumer Sciences (VATFACS); one college/university educator elected by the Board; the immediate past-president of the Board; two parents of FCCLA members to be elected by the Board; and one school (building) administrator to be elected by the Board. The following local advisers are to be elected by the Board: one local foundational focus

adviser; one local occupational focus adviser; one local middle school adviser; and five local chapter advisers (one local adviser representing each geographical area). From the Board, at least one shall be a member of the Virginia Association of Teachers of Family and Consumer Sciences (VATFACS), and at least one shall be a member of the Virginia Association of Family and Consumer Sciences (VAFCS). Members may serve in more than one capacity.

B. Ex-Officio Members

There shall be ex-officio members of the Board as follows: a Virginia Department of Education representative from the Office of Career and Technical Education who is the family and consumer sciences program specialist; and the state FCCLA adviser(s).

C. State Staff

The state program specialist in conjunction with the state FCCLA adviser(s) shall be the chief administrative officers of the Virginia Association of Family, Career and Community Leaders of America, Inc. and the state FCCLA office, and shall serve as ex-officio members of the Board of Directors and of all committees of the Board without a vote. No member of the state staff shall serve as a voting member of the Board, as an officer of the Board, or act as a parliamentarian.

D. Youth Members

There shall be three youth members as follows: the current state FCCLA president, the state FCCLA 1st vice president, and the immediate past state FCCLA president.

E. Terms of Directors

Members shall serve terms as designated by operating policy. Directors may be reelected for a second two- or three-year term. At least 12 months must elapse before any such director having served two consecutive terms may be elected for another term. The Board president, president-elect, and past-president may serve on the Board until the officer position is filled. The state FCCLA president shall serve one year following his/her term of office. Other members shall serve on the Board ex-officio until the time they vacate their respective offices. Terms of Board of Director memberships begin and end immediately after the State Leadership and Recognition Conference in the spring.

F. Voting Privileges

Each member of the Board, except the state FCCLA adviser(s) and state program specialist, shall have the power to cast one vote on any issue to be determined by the Board.

G. Vacancies

The Nominating Committee will accept nominations from August 1 through September 15. Board of Directors applicants may be self-nominated or nominated by others. Additional materials such as a vitae and letters of support may be included with the nomination.

The Nominating Committee will contact candidates to determine their interest and ability to serve. The Nominating Committee will review all nominations and present the roster of qualified candidates and/or their recommendations at the Board of Directors meeting. The Board of Directors will vote at that time.

The Board may fill vacancies at any meeting. Any director elected for the balance of an unexpired term shall, in addition, be eligible for the maximum number of complete consecutive terms as director as provided by this document.

- H. Assumption of Office**
Persons elected to the Board shall ordinarily assume their offices as directors immediately following the State Leadership and Recognition Conference. A new member orientation shall be held prior to the next regularly scheduled Board meeting.
- I. Resignation of Director**
To resign from the Board of Directors, one must forward a letter of resignation to the president of the Board.

IV. OFFICERS OF THE BOARD

The officers of the Board shall consist of the president, president-elect, treasurer, secretary and the immediate past-president of the Board.

- A. Election, Terms and Vacancies of Officers**
The above officers shall be elected by the voting members of the Board. The president-elect of the Board, president of the Board and past-president of the Board shall serve for a term of two years or until their successors have been elected and assume office. The treasurer and secretary shall serve for a term of two years or until their successors have been elected and assume office. Officers may be eligible for reelection. No director, however, shall serve in the same office for more than three consecutive terms. Any vacancy among the officers, due to resignation, shall be filled at any duly constituted meeting of the Board. Terms are to be extended to match the office.
- B. President of the Board – Duties and Responsibilities**
- Provides leadership to the Board.
 - Appoints standing committees and special committees as defined by the latest version of *Robert's Rules of Order*, in consultation with the Executive Committee. Annually appoints ad-hoc committee chairs as needed.
 - Presides at all Board meetings. Chairs the Executive Committee. Serves on the Finance and Budget Committee.
 - 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, state FCCLA adviser(s) and state program specialist following the call for agenda items.
 - Monitors the Long-Range Plan with the Executive Committee.
 - Promotes and provides leadership for mission, goals, programs and activities of the organization.
 - Attends State Leadership and Recognition Conference and participates in programs.
 - Contacts all retiring members with a letter thanking them for their service and notifying them of recognition; those members will be recognized at the state conference.
- C. President-Elect of the Board – Duties and Responsibilities**
- In the absence of the president of the Board, the president-elect shall perform all duties pertaining to the office of president of the Board.
 - Chairs the Program Committee and serves on the Executive Committee.
 - Succeeds to the position of president of the Board at the next election of officers.
 - Receives recommendations for potential new members.
 - Cultivates relationships with appropriate groups and organizations.
- D. Secretary – Duties and Responsibilities**
- Accurately records all motions and actions and ensures an accurate record is kept of all meetings. A copy of the secretary's records shall be kept in the state FCCLA office and meeting minutes shall be distributed to all Board members within six

weeks of said meeting. The secretary has authority to sign any official documents duly prepared and requiring signature of the secretary of the Board, with approval of the full Board.

- Serves as chair of the Communications Committee.
- Maintains a brief historical timeline of important Board activities.

E. Treasurer – Duties and Responsibilities

- Serves as chair of the Finance and Budget Committee.
- Has authority to sign any official documents duly prepared and requiring signature of the treasurer of the Board, with approval of the full Board.
- Presents the annual budget, as approved by the Finance Committee, to the Board of Directors.
- Provides annually, in consultation with the state FCCLA adviser(s) and state program specialist, a written account to the Board of the financial condition of the organization.
- Reviews complete monthly financial statements and compares them to budget and previous year. A copy of the treasurer’s records shall be kept in the state FCCLA office.

F. Past-President of the Board – Duties and Responsibilities

- Orients new president.
- Serves as chair of the Nominating Committee.
- Works with new president of the Board to provide continuity and help in orienting new Board members as appropriate.
- Serves on the Competitive Events Committee.

V. MEETINGS

A. Regular Meetings

There shall be a minimum of one regular meeting of the Board each year. All Board of Directors’ meetings are open to interested persons.

B. Special Meetings

Special meetings may be called by the president of the Board or shall be called for upon the written request of five voting members of the Board of Directors. Written notices of any special meeting shall be sent to each member at least 15 days in advance, with a statement of time, place, and meeting agenda.

C. Notice

The Board shall establish a calendar of regular meetings at least six months in advance upon the recommendations of the Executive Committee.

D. Order and Nature of Business

The selection and order of business during Board meetings shall be determined by the president of the Board in consultation with the state FCCLA adviser(s) and state program specialist. Items to be placed on the agenda should be sent to the president at least eight 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 six weeks prior to the meeting date.

E. Quorum

A majority of voting members of the Board shall constitute a quorum for the transaction of business. The same shall pertain to all committees of the Board. Proxy voting is not allowed.

- F. 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 communication.
- G. Arrangements**
The state FCCLA adviser(s) and/or state program specialist shall determine regular meetings of the Board. The Board or Executive Committee shall designate special meetings.
- H. Attendance**
Meeting attendance should be sent to the FCCLA state adviser(s) four weeks before the meeting.
- I. Absences**
One Board meeting absence without reason acceptable to the president of the Board will be sufficient cause for termination of membership from the Board of Directors.
- J. Executive Session**
The Board of Directors reserves the right to move into executive session at any time.
- K. Minutes of Executive Session**
When the Board of Directors or Executive Committee goes into executive session, action taken will be noted and a summary of those will become a part of the minutes of the full meeting. There will be no minutes of executive sessions.
- L. Taping**
Members of the Board of Directors must be informed at the beginning of any meeting if that meeting is to be taped.
- M. Expenses**
The Board shall make provisions for the reimbursement of the expenses incurred by its members in attending meetings and conducting official Board business that are not otherwise covered.
- N. State Conference**
The state FCCLA adviser(s) and state program specialist with consultation of the Board of Directors shall determine the time and place of the state meeting.
- O. Operational Documents**
Board members shall have access to pertinent records and in printed or digital format.

VI. COMMITTEES OF THE BOARD

There shall be an Executive Committee, standing committees, and ad-hoc committees of the Board. Standing committees shall include Finance and Budget, Communications, Program, Operating Policy, Nominating, Competitive Events, and Membership. The president of the Board may appoint ad-hoc or advisory committees and task forces, and they shall report to the Board through the appropriate standing committee.

- A. Executive Committee**
 - 1. General Description.

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

2. Appointment of Members and Composition of the Committee.

Minimum representation from the Board on this committee is as follows: president of the Board (chair), president-elect of the Board, FCCLA state president, FCCLA state adviser(s), and state program specialist.

3. Duties, Responsibilities, and Authority.

The Executive Committee shall exercise all powers of the Board at such times as the Board is not in session, except that it shall not have the power to alter or revoke any previous order, resolution, or vote of a meeting of the Board unless specifically granted such power by the Board; and it shall not have the power to elect or remove officers and members of the Board, elect or remove the state FCCLA adviser(s), or amend the charter or bylaws of the organization. The Executive Committee reports on all interim actions at the next regular meeting of the Board for approval. Summary reports from the Executive Committee should be sent in writing, if possible, at least 10 days prior to Board meetings. The Executive Committee also:

- evaluates, revises, and recommends short, medium, and long-term goals;
- recommends appropriate recognition for retiring Board members.

4. Meetings.

Meetings of the Executive Committee shall be held at the call of the president of the Board at such date, time, and location as the chair may designate. At least seven days before each meeting, if possible, the president of the Board shall send to each member of the committee the agenda and information relative to items of business. Conference telephone meetings shall be permissible.

B. Standing Committees

Following the State Leadership and Recognition Conference, and upon recommendation by the incoming officers of the Board of Directors and the incoming state FCCLA president, the chair and members of the standing committees shall be appointed by the president of the Board. The chair of a standing committee shall be a director. Non-Board members may serve as voting members of the committees, except the Finance & Budget Committee. Each committee shall meet at least once a year.

1. Finance and Budget Committee

a. General Description.

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

b. Appointment of Members and Composition of the Committee.

Minimum representation on this committee shall be as follows: Board treasurer (chair), president of the Board, past state FCCLA president, business and industry representative, a local adviser, FCCLA state president, and parent representative.

c. Duties, Responsibilities, and Authority.

- Reviews and recommends draft of biennial state association budget for Board approval.
- Reviews complete monthly reports on financial matters, with comparison to current budget and previous years' budgets.

- Explains budget versus obligations to the Board of Directors.
Recommends budget for unanticipated expenses to the Board.
- Reports to the Board other financial matters as requested.

2. Communications Committee

a. General Description.

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

b. Appointment of Members and Composition of the Committee.

Minimum representation on this committee shall be as follows: secretary of the Board (chair), business and industry representative, career and technical administrator, youth member, local advisers (2), and state FCCLA vice president of public relations.

c. Duties, Responsibilities, and Authority.

- Reviews publications and other printed materials of the organization to ensure adequate and appropriate communication with members, advisers and other adults, related student organizations, and the public.
- Reviews promotional, public relations, and media activities and makes related recommendations to the Board of Directors.

3. Program Committee

a. General Description.

This committee shall review, evaluate, and recommend the programs and projects of the organization, State Leadership and Recognition Conference, and national programs. The committee shall ensure all programs and projects contain a member recognition component based on building and maintaining a positive image.

b. Appointment of Members and Composition of the Committee.

Minimum representation on this committee shall be as follows: president-elect of the Board (chair), school administrator, VATFACS representative state FCCLA vice president of programs, advisers (2), parent representative, middle level adviser, and alumni and associates representative.

c. Duties, Responsibilities, and Authority.

Reviews new national programs and makes recommendations to the Board of Directors. Reviews existing programs and makes recommendations for revisions to the Board.

4. Operating Policy Committee

a. General Description

This committee shall review, evaluate, and update the Board's Operating Policy on a regular basis.

b. Appointment of Members and Composition of the Committee

Minimum representation on this committee shall be as follows: state FCCLA past-president (chair), local adviser, youth member, business and industry representative, college/university educator or FCCLA parent, and state FCCLA vice president of parliamentary law.

c. Duties, Responsibilities, and Authority

Reviews Operating Policy and current bylaws and make recommendations for changes in the Operating Policy to the Board.

5. Nominating Committee

a. General Description

This committee shall nominate candidates for officer positions and screen and nominate candidates for membership on the Board.

- b. Appointment of Members and Composition of the Committee
Minimum representation on this committee shall be as follows: past-president of the Board (chair), and local advisers (2).
- c. Duties, Responsibilities, and Authority
Reviews and recommends selection criteria and procedures for Board membership, and fills offices and board positions.

6. Competitive Events Committee

- a. General Description
This committee shall review, evaluate, and update the policies and procedures related to the Virginia STAR Events.
- b. Appointment of Members and Composition of the Committee
Minimum representation on this committee shall be as follows: occupational focus adviser (chair), past-president of the Board, local advisers (2), parent representative, state FCCLA vice president of Competitive Events, and college/university educator.
- c. Duties, Responsibilities and Authority
Reviews policies and procedures regarding Virginia STAR Events, and makes recommendations for changes.

7. Membership Committee

- a. General Description
This committee shall develop strategies for increasing membership and involvement in Family, Career and Community Leaders of America, Inc..
- b. Appointment of Members and Composition of the Committee
Minimum representation on this committee shall be as follows: foundation focus or middle level adviser (chair), youth member, school administrator, VATFACS representative, career and technical administrator, college/university educator, Alumni & Associates representative, parent representative, occupational focus adviser, and state FCCLA vice president of membership.
- c. Duties, Responsibilities, and Authority
 - Reviews and develops effective strategies for increasing membership and involvement.
 - Designs how these strategies shall be accomplished.

C. Committee Chair Duties, Responsibilities, and Authority

- Orients committee members to their roles and responsibilities.
- Prepares the committee agenda in consultation with the Board president, state FCCLA adviser(s), and state program specialist.
- Assigns a recorder at committee meetings and ensures minutes are sent to the committee 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.

D. Committee Meeting Schedule

In preparing the agenda for Board meetings, the president shall schedule committees to minimize conflicts in the committee assignments.

VII. COMMUNICATION WITH THE BOARD

Any official communication from individuals or groups shall be presented in writing to the Board of Directors, through a member of the state staff.

VIII. INDEMNIFICATION OF DIRECTORS

Any person made party to any action, suit, 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 the Virginia Association of Family, Career and Community Leaders of America, Inc. against expenses actually incurred by the person in the defense of such action.

IX. RELATIONSHIP OF THE STATE 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 two of the three decision-making bodies of the Virginia Association of Family, Career and Community Leaders of America, Inc. State officers shall have membership on the Board and its committees as provided in this document.

X. TRAVEL AND REIMBURSEMENT GUIDELINES

The Association will reimburse Board members for meals, lodging, mileage, tolls, and other approved expenses when the state FCCLA adviser(s) does not otherwise arrange accommodations. Reimbursement will be allowed according to policies established by the Board. Current rates and a sample reimbursement form are included in the Appendices of this document.

XI. TERM LENGTH

<u>DIRECTOR</u>	<u>YEARS OF TERM</u>
Local Area Advisers	3
Local Foundational Focus adviser	3
Local Occupational Focus adviser	3
Local Middle School adviser	3
Teacher-Educator	2
Career-Technical Administrator	2
School (Building) Administrator	2
Business and Industry Representative (2)	2
Parent of FCCLA Member (2)	2
Alumni & Associates Representative	2
SEC President	2
SEC 1 st Vice President	1
VATFACS Representative	1
Board Past-President	Up to two years beyond term, if necessary

XII. WEBSITE

A. Responsibilities for Generating Information

The website for Virginia FCCLA shall be maintained by the staff at Mountain Empire Community College under the supervision of FCCLA state staff. Information to be posted on the website must be approved by the state staff. Major categorical changes including, but not limited to, changes that will necessitate an expenditure of FCCLA funds in excess of two hundred dollars must be approved by the Virginia FCCLA Board of Directors.

B. Dissemination

Dissemination of information about the Virginia FCCLA website shall be under the direction of the Communications Committee of the Board of Directors and through cooperative efforts by the Board, the state staff, and the State Executive Council.

XIII. DUTIES OF FCCLA ADVISER(S)

The state FCCLA adviser(s) assist the family and consumer sciences program specialist in the Office of Career and Technical Education Services in achieving the goals of the career-technical student organization as set forth in the state plan by coordinating the activities related to membership, promotion, instruction, publication, and conferences.

The state adviser(s) works under the direction of the family and consumer sciences program specialist as an integral part of classroom instruction.

Major responsibilities of the FCCLA advisers(s) include:

1. Assisting school personnel, through in-service and additional activities, to establish, maintain, and expand FCCLA as an integral part of the curriculum.
2. Preparing and disseminating affiliation information.
3. Coordinating student organization publications, website, and other media pages.
4. Preparing statistical and descriptive reports.
5. Preparing promotional materials and presentations on FCCLA.
6. Preparing and conducting leadership training for state officers and their advisers.
7. Organizing and disseminating information and materials for leadership conferences.
8. Coordinating the annual State Leadership and Recognition Conference.
9. Coordinating Virginia competitive (STAR) events and related management team.
10. Coordinating the Virginia delegation to the National Leadership Conference.
11. Promoting member and chapter participation in state and national FCCLA programs.
12. Coordinating the Virginia FCCLA Board of Directors and serving on committees of the Board.

XIV. ETHICS STATEMENT

The three decision-making bodies of Family, Career and Community Leaders of America, Inc., (FCCLA) are the Board of Directors and the State Executive Council (for policy), and the state staff (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 staff shall not:

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

State Executive Council and the state staff shall be above reproach so as to maintain the respect and trust of each other and all members.

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

Virginia FCCLA Dress Code

REVISED: October 2012

FCCLA is one of the career-technical student organizations sponsored by the Department of Education for the purpose of preparing youth for career success. Specifically, FCCLA prepares young men and women for the multiple roles of family member, wage earner, and community leader. Therefore, an important part of the educational experiences provided by FCCLA includes developing an understanding of appropriate behavior and dress for business meetings and functions. Please note that the national FCCLA organization has a dress code policy for all events and activities at the national level that must be followed for the National Leadership Conference, Cluster Meetings, and national competitive events. Check the national Web site for a copy of their dress code.

Professional Image

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

	MEN	WOMEN
Professional Attire: Meetings with community or business leaders and other functions when representing FCCLA in an official capacity	Dress shirt, necktie, blazer, or suits and slacks with dress shoes and socks; or the official FCCLA state or national uniform. No denim.	Business dress or suit, with close-toed dress shoes and nylons; or the official FCCLA state or national uniform. No denim.
Business Casual: Conference sessions and workshops, STAR Events recognition	Collared shirt, dress slacks or khakis, dress shoes and socks; necktie and sport coat are optional. No blue denim pants, jackets, or other articles of clothing.	Dress, slacks, khakis, or skirt with blouse, sweater, or collared shirt, dress shoes. No blue denim pants, skirts, dresses, jackets, or other articles of clothing. Important recommendation for STAR Events recognition: Pants or skirts that are <u>below the knee</u> in length.
Casual: Travel to and from FCCLA functions when not using public forms of transportation, recreational tours, theme parks, the State Fair, and similar casual activities	Shorts (must be mid-thigh or longer), neat jeans (no holes or frayed edges), collared shirts, sweat shirts, appropriate T-shirts, and casual footwear	Shorts (must be mid-thigh or longer), neat jeans (no holes or frayed edges), collared shirts, sweat shirts, appropriate T-shirts, and casual footwear
Formal Attire: FCCLA conference banquet and/or gala	Dress shirt, necktie, blazer, or suits and slacks with dress shoes and socks; tuxedo is optional	Dressy dress (long or short) or pantsuit, dress shoes – no cleavage, bare midribs, or bare backs extending below the waist
Swimming is not permitted during the state conference. Pool Attire: (at national meeting functions when swimming is permitted)	Swim trunks; shirt & shoes must be worn to and from pool area – no speedos	Conservative swimsuit (one-piece or moderately cut two-piece); cover and shoes must be worn to and from pool area. No skimpy bikini or thong type suits.

Inappropriate Attire

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

- ⊙ Clothing and accessories which are sexually suggestive, advertise drugs, alcohol, or tobacco products, or display profanity
- ⊙ See-through, tight fitting, spaghetti straps, strapless, or low-cut blouses/tops/dresses/skirts
- ⊙ Skirt or dress length may be no shorter than **three inches above the knee**
- ⊙ No leggings unless worn under appropriate length skirts or dresses.
- ⊙ Pants or skirts which are worn below the hip bone; no undergarments may be showing
- ⊙ Spandex, stirrup pants, leotards, short shorts, cutoffs, pajamas
- ⊙ Clothing which is stained, torn, or ripped
- ⊙ Flip-flops, except with casual or pool attire
- ⊙ Bare feet

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



STATE OFFICERS' CODE OF CONDUCT & PLEDGE

Please read this document carefully, get parent/guardian signature, and bring it to the post-conference State Executive Council meeting if elected to state office. You and your adviser will sign the document during that meeting.

CODE OF CONDUCT

1. Behavior at all times should be such that it reflects credit to you, your family, your school, your state, and the FCCLA organization.
2. State officers are expected to exhibit trustworthiness, respect, responsibility, fairness, caring, and citizenship.
3. State officers' conduct is the responsibility of the local chapter adviser. Officers shall keep their adviser informed of their activities and whereabouts at all times.
4. Use of tobacco products is not allowed.
5. State officers are expected to attend all general sessions, assigned workshops, and activities at meetings.
6. Any accidents, injuries, illnesses or medical conditions should be reported to the local adviser and the state staff immediately.
7. Public display of affection and intimate physical contact is not acceptable in your role as a state officer.
8. Officers will be informed of curfew at each meeting and expected to remain in your room after curfew.
9. Officers are not allowed in hotel sleeping rooms with other members, officers or visitors of the opposite sex unless an adviser is present.
10. If an officer is found responsible for stealing or vandalism, the officer and his/her parents or guardian will be expected to pay all damages. This includes the removal of items from hotels.
11. State officers may not purchase, possess, consume, or be under the influence of alcohol or illegal drugs at any time.
12. Information included on personal Web pages and social networking sites (Facebook, Twitter, Instagram, etc.) must be consistent with the mission and purposes of FCCLA. This includes, but is not limited to, links, photos, chat rooms, screen names, comments, and blogs. All social media sites will be available to state staff and the adviser for continual review.

A violation of rules may subject an officer to disciplinary action. The disciplinary process described below will be followed. A violation of rules 9 through 11 may subject an officer to immediate suspension, therefore, the officer may be sent home from the FCCLA meeting/activity. Transportation home will be arranged at the officer's expense. The disciplinary process will be followed after the activity is over and the officer has arrived at home.

Disciplinary Process Defined:

1. The officer who has committed the offense will be notified immediately that the disciplinary process has begun, and then in written form via certified mail within ten working days following the verbal notification. This information will also be sent to the officer's parent/guardian, local adviser and principal.
2. Upon review of the officer's actions, the Virginia FCCLA may then
 - a. send letter of reprimand to officer and place letter in officer's file
 - b. place officer on a period of probation
 - c. place officer on suspension
 - d. remove officer from office
3. The state officer, local adviser, principal, parent/guardian shall be notified via certified mail within 10 working days of the decision.

DRESS CODE

State officers are expected to follow the Virginia FCCLA Dress Code and the uniform schedule provided for each meeting/activity. Because FCCLA is a career-technical student organization with career preparation as an integral part of its mission, state officers are expected to set high standards of appearance. The following additional standards must be followed when state officers are participating in FCCLA events and/or representing the state association.

1. Hair must be neat and clean and must be styled in a manner to prevent covering the eyes and face. Hair ornamentation is limited to simple bands or clasps used to prevent hair from being in the eyes or face.
2. Visible body piercing is limited to one per ear. Earrings must be simple in style and limited in size to less than 1 inch.
3. Visible tattoos are prohibited.
4. Nails must be short in length. Polish must be of neutral color, un-chipped, and plain in design.
5. Tight-fitting clothing (jeans, shorts, tank tops, etc.) is prohibited.
6. Pants/skirts/shorts must be worn so that the navel does not show.
7. Shirts, blouses, or tops must have straps that are at least one inch wide and may not be cut lower in front than the top of the armpit.
8. Skirts (and skirt slits) may be no shorter than two inches above the knee. Shorts must be no shorter than mid-thigh.
9. Flip-flops and casual sandals may not be worn with the officer uniform or as business casual attire.
10. Evening gown guidelines: straps must be at least one inch wide; may not be cut lower in front than the top of the armpit or lower in the back than the waistline; a bra must be worn and undergarments must not show; slits and/or skirt length must not be more than two inches above the knee.

Failure to follow the Virginia FCCLA Dress Code and the standards above may result in the officer being prohibited from participating in the FCCLA meeting/activity or sent to change clothing.

OFFICER’S PLEDGE

I _____,
(name) (office)

pledge to the Virginia Association of Family, Career and Community Leaders of America the following:

- To fulfill the duties of my specific office and the general duties of state officers, as described in the handbook,
- To come prepared to all council meetings and other functions,
- To make the office to which elected first priority this year,
- To comply with the state officers’ Code of Conduct and Dress Code , as well as all policies of the association,
- To maintain my overall scholastic average of 2.5 or above,
- To fulfill all responsibilities under the direction of my local adviser,
- To conduct myself as a leader and in a manner befitting a state officer, realizing that I am an example at all times for members statewide. If I should fail to do so, I understand that I may be relieved of the office.

I accept this pledge and consider it an honor and a privilege to serve the Virginia Association of Family, Career and Community Leaders of America for the coming year.

The signature of the parent or guardian supports this pledge and:

- **Gives permission for the officer’s name and photo/image to appear on the Virginia FCCLA website, in promotional materials and videos. No personal information or email addresses will be posted on the website or in any public media.**
- **Gives permission for the officer to be transported by a State Executive Council adviser or staff member to and from meals and other activities while attending meetings.**

Officer’s signature

Adviser’s signature as Witness

Parent/Guardian

Date: _____

Revised: May 2014

**REIMBURSEMENT GUIDE FOR THE
VIRGINIA ASSOCIATION
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA**

ALL WORKING BODIES OF FCCLA:

- Each individual eligible for reimbursement must complete the travel reimbursement voucher and submit to the FCCLA adviser/s for approval. A mailing address for return of reimbursement is required. A completed W-9 with your social security number is required by Mountain Empire Community College the first time you submit a reimbursement request.
- Mileage will be reimbursed at a rate of 30 cents per mile. This will be based on the round-trip distance between the community where the adult is employed and the location of the meeting.
- Meals will be reimbursed at actual cost for each individual not to exceed \$40.00 per day, including tax and tips. For partial days, the rate will be based on the meals eaten. Tips should not exceed 15 percent.
- The limit for individual meals is \$8.00 for breakfast, \$12.00 for lunch, and \$22.00 for dinner. Breakfast may be claimed if departing home before 6:30 a.m. and dinner if arriving home after 7:30 p.m.
- Any individual who must travel over 250 miles for a meeting may claim an extra night's lodging and meals. A receipt for lodging must be attached to the travel reimbursement voucher.
- Purchase of supplies, snacks, etc. will need prior approval, otherwise, reimbursement will not be guaranteed. Save your original receipt and submit with your reimbursement request.

STATE EXECUTIVE COUNCIL AND BOARD OF DIRECTORS:

In addition, the state officer and his/her adviser will be expected to attend certain meetings. Travel expenses will be reimbursed for activities requested or approved by the state adviser or the FCCLA specialist(s). The following guidelines will be followed for reimbursements:

- The adviser is expected to attend all meetings with the officer and will be the designated driver.
- Whenever possible, hotel lodging for State Executive Council and Board of Directors meetings will be based on a quad room rate for students and double room rate for adults. Lodging statement must be included for reimbursement for other travel if rooms have not been master billed to the state association.
- Individuals wishing to have a private room must pay fifty percent of the cost of the room, provided the contracted housing block for the meeting has availability.
- In the event an adviser cannot travel with an officer, an alternate plan must be submitted to the FCCLA adviser(s) or the state program specialist for prior approval.

VIRGINIA FCCLA AREAS

REVISED - SEPTEMBER, 2015

Independent Cities

- | | |
|--------------------|-------------------|
| 1 Alexandria | 21 Manassas |
| 2 Bedford | 22 Manassas Park |
| 3 Bristol | 23 Martinsville |
| 4 Buena Vista | 24 Newport News |
| 5 Charlottesville | 25 Norfolk |
| 6 Chesapeake | 26 Norton |
| 7 Colonial Heights | 27 Petersburg |
| 8 Covington | 28 Pogooson |
| 9 Danville | 29 Portsmouth |
| 10 Emporia | 30 Radford |
| 11 Fairfax | 31 Richmond |
| 12 Falls Church | 32 Roanoke |
| 13 Franklin | 33 Salem |
| 14 Fredericksburg | 34 Staunton |
| 15 Galax | 35 Suffolk |
| 16 Hampton | 36 Virginia Beach |
| 17 Harrisonburg | 37 Waynesboro |
| 18 Hopewell | 38 Williamsburg |
| 19 Lexington | 39 Winchester |
| 20 Lynchburg | |

