

Revised September 2023

**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.

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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 assume their offices as directors on September 1. 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.
- 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.
- Helps orient new Board members.
- 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 of the Board and works with new president to provide continuity and help as appropriate.
- Helps orient new Board members.
- Serves as chair of the Nominating Committee.
- 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. Virtual 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

- A.** Indemnification of Directors and Officers. Except as provided in section B of this Article, the corporation shall indemnify every individual made a party to a proceeding because he is or was a director or officer against liability incurred in the proceeding if: (1) he conducted himself in good faith; and (2) he believed, in the case of conduct in his official capacity with the corporation, that his conduct was in its best interests, and, in all other cases, that his conduct was at least not opposed to its best interests; and (3) he had no reasonable cause to believe, in the case of any criminal proceeding, that his conduct was unlawful.
- B.** Indemnification Not Permitted. The corporation shall not indemnify any individual against his willful misconduct or a knowing violation of the criminal law or against any liability incurred by him in any proceeding charging improper personal benefit to him, whether or not by or in the right of the corporation or involving action in his official capacity, in which he was adjudged liable by a court of competent jurisdiction on the basis that personal benefit was improperly received by him.
- C.** Effect of Judgment or Conviction. The termination of a proceeding by judgment, order settlement or conviction is not, of itself, determinative that an individual did not meet the standard of conduct set forth in section A of this Article or that the conduct of such individual constituted willful misconduct or a knowing violation of the criminal law.
- D.** Determination and Authorization. Unless ordered by a court of competent jurisdiction, any indemnification under section A of this Article shall be made by the corporation only as authorized in the specific case upon a determination that indemnification of the individual is permissible in the circumstances because: (1) he met the standard of conduct set forth in section A of this Article and, with respect to a proceeding by or in the right of the corporation in which such individual was adjudged liable to the corporation, he is fairly and reasonably entitled to indemnification in view of all of the relevant circumstances even though he was adjudged liable; and (2) the conduct of such individual did not constitute willful misconduct or a knowing violation of the criminal law.

Such determination shall be made: (1) by the Board of Directors by a majority vote of a quorum consisting of directors not at the time parties to the proceeding; or (2) if such a quorum cannot be obtained, by a majority vote of a committee duly designated by the Board of Directors (in which designation directors who are parties may participate), consisting solely of two or more directors not at the time parties to the proceeding; or (3) by special legal counsel selected by the Board of Directors or its committee in the manner heretofore provided or, if such a quorum of the Board of Directors cannot be obtained and such a committee cannot be designated, selected by a majority vote of the Board of Directors (in which selection directors who are parties may participate). Authorization of indemnification, evaluation as to reasonableness of expenses and determination and authorization of advancements for expenses shall be made in the manner as the determination that indemnification is permissible, except that if the determination is made by special legal counsel, authorization of indemnification and evaluation as to reasonableness of expenses shall be made by those selecting such counsel.

- E.** Advance for Expenses. The corporation shall pay for or reimburse the reasonable expenses incurred by any individual who is a party to a proceeding in advance of final disposition of the proceeding if: (1) he furnishes the corporation a written statement of his good faith belief that he has met the standard of conduct described in section a of this Article and a written undertaking, executed personally or on his behalf, to repay the

advance if it is ultimately determined that indemnification of such individual in the specific case is not permissible; and (2) a determination is made that the facts then known to those making the determination would not preclude indemnification under this Article. An undertaking furnished to the corporation in accordance with the provisions of this Section shall be an unlimited general obligation of the individual furnishing the same but need not be secured and may be accepted by the corporation without reference to financial ability to make repayment.

- F.** Indemnification of Employees and Agents. The corporation may, but shall not be required to, indemnify and advance expenses to employees and agents of the corporation to the same extent as provided in this Article with respect to directors and officers.
- G.** Elimination or Limitation of Liability of Directors and Officers. Except as provided in section H of this Article, in any proceeding brought by or in the right of the corporation, the damages assessed against a director or officer arising out of a single transaction, occurrence or course of conduct shall be limited as follows:
1. A director or officer who does not receive compensation for his services as such shall have no liability for damages.
 2. The liability of a director or officer who receives compensation from the corporation for his services as such shall not exceed the amount of \$100.00.
- H.** Liability of Directors and Officers Not Eliminated or Limited. The liability of a director or officer shall not be eliminated or limited in accordance with the provisions of section G of this Article if the director or officer engaged in willful misconduct or a knowing violation of the criminal law.
- I.** Definitions. In this Article:
1. “Director” and “officer” mean an individual who is or was a director or officer of the corporation, as the case may be, or who, while a director or officer of the corporation is or was serving at the corporation’s request as a director, officer, partner, trustee, employee or agent of another foreign or domestic corporation, partnership, joint venture, trust, employee benefit plan or other enterprise. A director or officer shall be considered to be serving an employee benefit plan at the corporation’s request if his duties to the corporation also impose duties on, or otherwise involve services by, him to the plan or to participants in or beneficiaries of the plan.
 2. “Individual” includes, unless the context requires otherwise, the estate, heirs, executors, personal representatives, and administrators of an individual.
 3. “Corporation” means the Foundation and any domestic or foreign predecessor entity of the Foundation in a merger or other transaction in which the predecessor’s existence ceased upon the consummation of the transaction.
 4. “Expenses” includes but is not limited to counsel fees.
 5. “Liability” means the obligation to pay a judgment, settlement, penalty, fine, including any excise tax assessed with respect to an employee benefit plan, or reasonable expenses incurred with respect to a proceeding.
 6. “Official capacity” means: (1) when used with respect to a director, the office of director in the corporation; (2) when used with respect to an officer, the office in the corporation held by him; or (3) when used with respect to an employee or agent, the employment or agency relationship undertaken by him on behalf of the corporation. “Official capacity” does not include service for any foreign or domestic corporation or other partnership, joint venture, trust, employee benefit plan, or other enterprise.
 7. “Party” includes an individual who was, or is threatened to be made a named defendant or respondent in a proceeding.
 8. “Proceeding” means any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative and whether formal or informal and whether or not by or in the right of the corporation.
- J.** Provisions Not Exclusive. As authorized by the Virginia Nonstock Corporation Act, the provisions of this Article are in addition to and not in limitation of the specific powers of a corporation to indemnify directors and officers set forth therein. If any provision of this Article shall be adjudicated invalid or unenforceable by a court of competent jurisdiction, such adjudication shall not be deemed to invalidate or otherwise affect any other

provision hereof or any power of indemnity which the corporation may have under the Virginia Nonstock Corporation Act or other laws of the Commonwealth of Virginia.

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

Information to be posted on the website must be approved by the FCCLA 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 STATE ADVISER(S)

The state FCCLA adviser(s) assist the family and consumer sciences program specialist in the Office of Career, Technical and Adult Education 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.

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 students 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, National Fall Conference, Capitol Leadership, and national competitive events. Please check the national website (www.fcclainc.org) for a copy of their dress code.

The Dress Code provided here is for events sponsored by Virginia FCCLA. Appropriate mitigation strategies, including face masks, may be required for a specific event as determined by the Board of Directors.

Type of Event (Examples)	Examples of Appropriate Attire	
<p>Business Casual: State conference sessions and workshops; STAR Events recognition; STAR Events presentations unless the specific event rules allow costumes</p>	<ul style="list-style-type: none"> ● Business-style shirt such as a polo, button-up, shell, blouse, or sweater with <u>optional</u> neck tie, scarf, or professional neckwear ● Business-style pants, skirts, or dresses <u>at or below the knee</u> in length (due to the active nature of many of our events, wearing pants is strongly encouraged) ● Business-style shoes (non-athletic) ● <i>No denim is allowed in any article of business casual attire</i> 	
<p>Professional: Meetings with community or business leaders and other functions when representing FCCLA in an official capacity; FCCLA banquet and gala</p>	<ul style="list-style-type: none"> ● Professional suit with professional shirt/blouse; optional professional neckwear ● Professional jacket with a dress shirt/blouse and dress pants or a skirt/dress (no denim) ● Professional shirt with neck tie, scarf, or professional neckwear; dress pants or skirt (at or <u>below the knee</u> in length) ● Dress shoes (non-athletic) ● <i>No denim is allowed in any article of professional attire</i> 	
<p>Formal Attire: FCCLA conference banquet and gala</p>	<ul style="list-style-type: none"> ● Professional/business attire listed above or tuxedo ● Formal or semi-formal dress with straps (at or <u>below the knee</u> in length); no visible cleavage; no bare back below the waist may be showing) ● <i>No denim is allowed in any article of formal attire</i> 	
<p>Casual: Travel to and from FCCLA functions, recreational tours, theme parks, the State Fair, and similar casual activities</p>	<ul style="list-style-type: none"> ● Longer-length shorts (at the knee <u>preferred</u>) ● <u>Neat pants (e.g. jeans or athletic/yoga wear with no holes or frayed edges)</u> ● T-shirts or other casual shirts (no inappropriate language or graphics) ● Casual or athletic-style jackets ● Casual or athletic footwear 	
<p>Pool Attire: Pertains to national meeting functions when swimming is permitted</p>	<ul style="list-style-type: none"> ● Conservative swimsuit (one-piece or moderately cut two-piece) ● Bathing suit cover and shoes must be worn to and from pool area ● No speedos, skimpy bikinis, or thong-type bathing suits 	<p><i>Note: Swimming is not permitted during the <u>state</u> conference.</i></p>

Always Appropriate Attire:

The official FCCLA uniform jacket and neckwear are available through the national FCCLA supplier(s). They are not required for Virginia FCCLA events but are always appropriate.

Always Inappropriate Attire:

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

- Clothing or accessories which are sexually suggestive, advertise drugs, alcohol, or tobacco products, or display profanity
- Spaghetti straps; strapless or low-cut blouses/shirts/dresses, see-through or tight-fitting clothing
- Skirt, dress, or shorts that are above the knee while standing
- Pants or skirts which are worn below the hip bone; no undergarments may be showing
- Spandex, short shorts, cutoffs, or 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.



VIRGINIA ASSOCIATION

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 parent/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 will be 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 \$42.00 per day, including tax and tips. For partial days, the rate will be based on the meals eaten. Tips should not exceed 20%.
- 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.

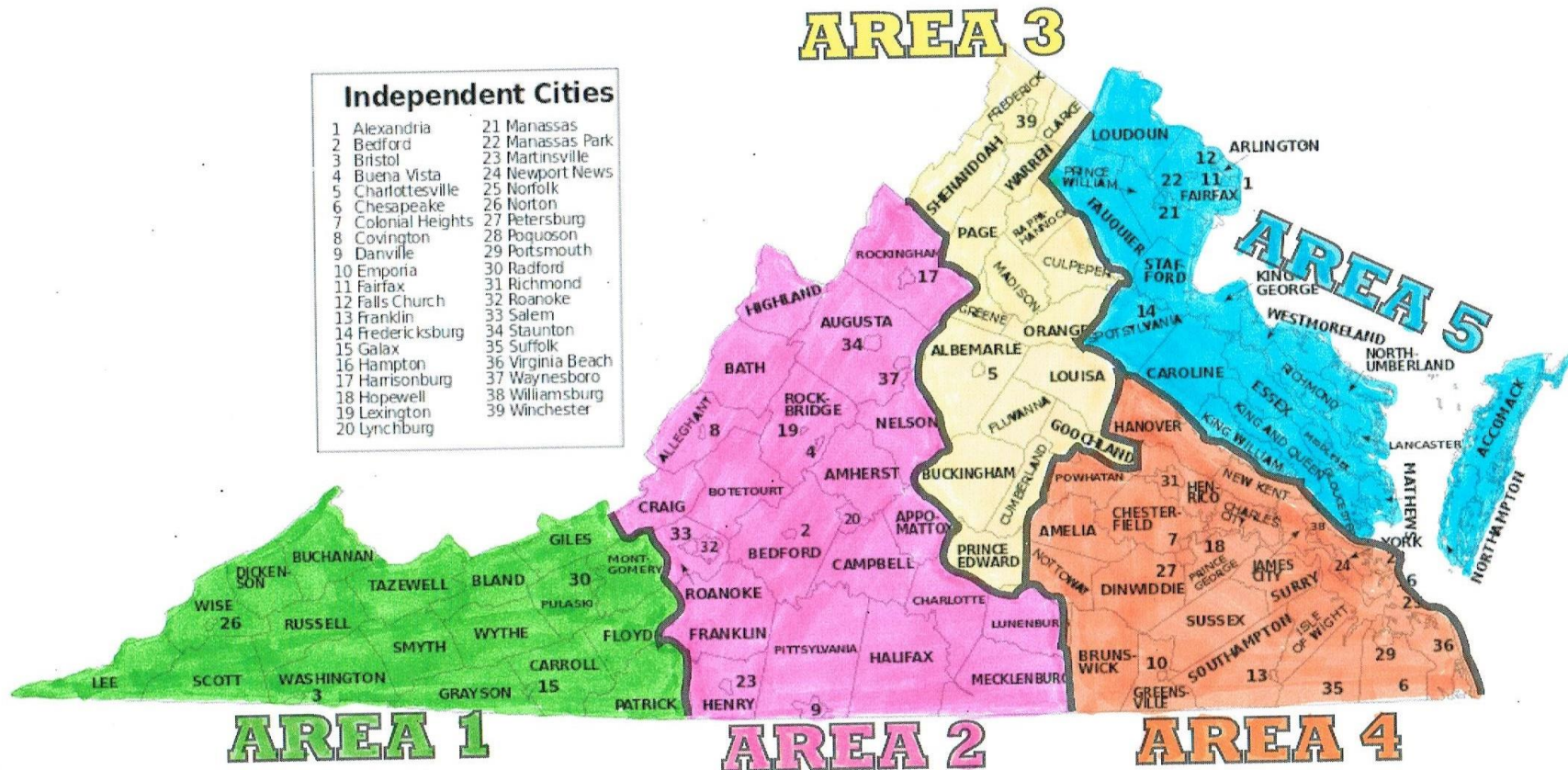
STATE EXECUTIVE COUNCIL:

In addition, the state officer and their 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 adviser/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 meetings will be based on a quad room rate for officers and double room rate for advisers. Lodging statement must be included for reimbursement for other travel if rooms have not been master billed to the state association.
- In the event an adviser cannot travel with an officer, an alternate plan must be submitted to the state adviser/s for prior approval.

VIRGINIA FCCLA AREAS

REVISED - SEPTEMBER, 2015



VIRGINIA FCCLA

NATIONAL OFFICER CANDIDATE SELECTION PROCESS

REQUIREMENTS

- ◆ Must meet all requirements set forth by the national FCCLA organization and found in the latest edition of the national bylaws.
- ◆ Must complete the application for Virginia's national officer candidate, found on the state website (www.virginiafccla.org) or available from the state adviser, and send to Deborah Will by the postmark deadline of December 1.
- ◆ The application must have the indicated signatures authorizing the member's candidacy.

PROCESS

The following process for the selection of members to represent Virginia has been developed by the state staff and the Board of Directors.

- ◆ The application with appropriate signatures must be postmarked by December 1.
- ◆ The state staff shall review the application and evaluate the applicant's record of involvement at the state level (including handling of state officer duties, if applicable). The state staff will not endorse any candidate whose previous record of involvement does not indicate that the candidate would successfully complete the duties of a national officer.
- ◆ **If only one candidate wishes to run for national office from Virginia:**
 - ❖ If the state staff endorses the candidate, the application is presented to the State Executive Council at their winter meeting.
 - ❖ The candidate is introduced at the State Leadership & Recognition Conference as Virginia's national officer candidate.
 - ❖ The candidate will complete the application forms as instructed by national FCCLA and submit to the state adviser for signature by April 1.
 - ❖ The candidate will attend the June SEC Leadership Training where assistance will be provided by state staff and the State Executive Council in preparing for the national officer election process.
- ◆ **If more than one candidate wishes to run for national office from Virginia:**
 - ❖ The state staff will select a past member of the State Executive Council to serve as chair of the NOC Selection Committee, whose task shall be to choose which member will represent Virginia as a national candidate. The committee members will be appointed based on impartiality.
 - ❖ The NOC Selection Committee will be composed of a minimum of five individuals who may be: members of the Board of Directors, former state or national FCCLA officers from Virginia, or current members or advisers with significant leadership experience at the state and national level.
 - ❖ The committee will meet in conjunction with the winter SEC meeting to interview the candidates and select one to represent Virginia in the national election process.
 - ❖ The candidate will take a written "Knowledge of FCCLA" test worth 50 points on the rubric used to score the candidates' qualifications.
 - ❖ There will be a 10-15 minute interview with fact and thought/opinion/situation questions. Additional written assignments may be made by the committee and/or state adviser.
 - ❖ The decision of the selection committee is final. Applicants will be notified of the committee's decision at the conclusion of the interview process.
 - ❖ The selected candidate will be introduced at the State Leadership & Recognition Conference as Virginia's national officer candidate.
 - ❖ The candidate will complete the application forms as instructed by national FCCLA and submit to the state adviser for signature by April 1.

VIRGINIA FCCLA
STATE OFFICER CANDIDATE SELECTION PROCESS

- ◆ Virginia FCCLA elects eight state officers: President, 1st VP, and VPs of Community Service, Membership, Parliamentary Law, Programs, Public Relations, and Competitive Events.
- ◆ Extensive efforts are made prior to the January 15 deadline to recruit candidates in each of Virginia FCCLA’s five geographical regions. Recruitment efforts are made by the current officers and state staff throughout the year. At least one state officer will come from each of the five regions unless a region does not have a candidate.
- ◆ Virginia’s process also requires that at least one state officer is elected from each type of FCS program: foundational, occupational, and middle level.
- ◆ When the applications are received, they are reviewed by the state adviser to determine that the candidate is qualified in terms of enrollment in FCS, completion of Power of One units, academic grade point average, required signatures of support, etc. If so, their application is accepted, their information sheet copied for voting delegates to review, and their name placed on the ballot.
- ◆ Approved officer candidates receive a packet of information from the VP of Parliamentary Law which includes:
 - an outline of the election process,
 - the speech topic and a study guide,
 - state conference schedule and dress guidelines,
 - yearly calendar of meeting dates,
 - a form on which to indicate the offices which they would be interested in holding if elected.
- ◆ Advisers to state officer candidates are to provide a copy of the candidates’ accommodations page if special considerations are required.
- ◆ Each candidate will participate in a written “Demonstration of Basic FCCLA Knowledge” about the FCCLA organization and programs. Candidates pursuing state president and/or 1st vice president positions along with any other interested candidates will complete additional questions in a “Demonstration of Advanced FCCLA Knowledge.” This assessment will be held over virtual media prior to state conference. The evaluation is created by the state staff and graded by the state adviser or VDOE curriculum specialist, the adviser to the VP of Parliamentary Law, and one additional person selected for their past experience in the state officer process (an SEC adviser, former state officer, etc.) if such additional person is needed.
- ◆ The candidates write a one-minute speech on the topic selected by the SEC and will send the speech to the state adviser to approve. “Approval” only means ensuring that there is no reference to the candidate’s school or locality to help avoid any bias.
- ◆ Upon arrival at the conference, the candidates have an orientation meeting with the VP of Parliamentary Law and their adviser and a state staff member to review the conference schedule and answer questions.
- ◆ The scores from the knowledge form are placed on a rubric which will be used after the elections are over to place elected officers into specific offices.
- ◆ The candidates are given 10 seconds to introduce themselves during the Opening General Session of the conference.
- ◆ At the Business Session, the candidates present their one-minute speech. The score they achieved on the Knowledge of FCCLA tool is printed on the candidate’s information sheet provided to voting delegates in the chapter’s conference registration packet.
- ◆ Regardless of the number of candidates, voting delegates may mark only 8 names on the ballot, which is completed and turned in before they leave the room of the Business Session. The state president’s ballot is placed in a sealed envelope and used to break any ties in voting.
- ◆ The number of voting delegates that a chapter has at the conference is based on chapter membership – one voting delegate for every 50 paid members.

- ◆ The following criteria determines election outcome:
 - ~ the foundational student receiving the most votes is elected;
 - ~ the occupational student receiving the most votes is elected;
 - ~ the middle level student receiving the most votes is elected;
 - ~ candidates receiving the most votes from any geographical area not represented by the above three program areas are elected;
 - ~ the remaining candidates receiving the most votes are elected, regardless of geographical or program areas, until a total of eight officers are elected.

- ◆ A team of 10 people, including one state staff member and the adviser to the VP of Parliamentary Law, count the ballots (which takes about 45 minutes). Candidates pick up a letter from the adviser to the VP of Parliamentary Law stating the election results.

- ◆ The elected officers go immediately into a team building and information workshop led by two former state officers. During this time they get to know one another through activities, have lunch together, and get an overview of the information found in our SEC handbook. Elected officers are fitted for the official blazer that will be provided for free rental for the year by Virginia FCCLA.

- ◆ Also during the workshop, the candidates are called in for their individual interviews with the Selection Committee, which is meeting simultaneously in a room nearby. The Selection Committee interviews the new officers to determine which office each will hold. The committee uses a rubric that shows skills needed for each office and creates interview questions to help them match officers to designated offices. Because the candidates submitted in advance a list of the offices they were interested in holding, this is already on the rubric to help the committee match interest in an office with the skills needed to do the job.

- ◆ It typically only takes the Selection Committee about 3 hours to generate their interview questions, interview the officers and place them in offices. The adviser to the VP of Parliamentary Law gives each officer a letter showing the office they have received. They go immediately to rehearsal for their installation, which happens the next morning during the Closing Session.

- ◆ The Selection Committee is chaired by the immediate past FCCLA state president. The adviser to the VP of Parliamentary Law is the coordinator of the committee. The state Department of Education FCS curriculum specialist sits in as a non-voting committee member to assure that the process is followed and that all was done in a fair and ethical way. In the event that the past FCCLA state president cannot serve in this role, the position will be offered to the immediate 1st vice president and then moving back farther if needed.

- ◆ The four remaining voting members of the Selection Committee are all former state FCCLA officers.

STATE OFFICER CANDIDATE DRESS CODE DURING CONFERENCE

At all times during the candidate process at the State Leadership & Recognition Conference (Opening Session, Business Session, and Closing Session), candidates are to wear a black bottom with white or black top OR a black sheath dress. Props or accessories that relate to the candidate's speech are not allowed. A member of state staff will check-in each candidate and any candidate not following these requirements will be sent out to change. Candidates will arrive to general sessions when doors open for check-in.



Commonwealth of Virginia
Office of the Governor

Executive Order

NUMBER 24 (2022)

BANNING THE USE OF CERTAIN APPLICATIONS AND WEBSITES ON STATE GOVERNMENT TECHNOLOGY

Importance of Initiative

Safeguarding data and ensuring cybersecurity are increasingly important aspects of state government, as evidenced by the sensitive information held on state government servers, such as health records or tax information. Information technology infrastructure has become an integral part of the routine operations of state government and a critical component of serving the citizens of the Commonwealth.

Applications and websites such as TikTok and WeChat provide foreign governments, such as the Chinese Communist Party, with the potential to gain access to the information stored on mobile devices, including location services and browsing history.

As a result of the growing concern over foreign cybersecurity threats, the Department of Defense has already issued a directive to all service members to remove applications from their government-issued or owned devices. Further, the Federal Bureau of Investigation has expressed concerns about applications that could be used by the Chinese government to control software or data collection on devices that would compromise sensitive or personal information.

Directive

Accordingly, pursuant to the authority vested in me in Article V of the Constitution of Virginia and as the Chief Executive of the Commonwealth, and pursuant to § 2.2-103 of the *Code of Virginia*, I hereby direct and order that no employee of any agency of the Commonwealth of Virginia shall download or use TikTok or WeChat applications or any other applications developed by ByteDance Limited or Tencent Holdings Limited or visit the TikTok or WeChat website on any government-issued devices, including state-issued cell phones, laptops, or other devices capable of connecting to the internet except for public safety purposes.

Further, no person or entity contracting with the Commonwealth, including but not limited to all agencies, boards, commissions, institutions of higher education, or authorities, or agents thereof, may download or use TikTok or WeChat applications or any other application developed by ByteDance Limited or Tencent Holdings Limited, or visit the TikTok or WeChat websites on state-owned or leased equipment.

Any employee of the Commonwealth, or person or entity contracting with the Commonwealth, who has already downloaded TikTok or WeChat applications or any other applications developed by ByteDance Limited or Tencent Holdings Limited to any government-issued devices as listed above are hereby directed to remove, delete, and uninstall these applications by December 31, 2022.

Additional Directive

No person shall access TikTok or WeChat or any other application developed by ByteDance Limited or Tencent Holdings Limited through Commonwealth owned, operated, or maintained wireless network.

This applies to all Executive Offices, Secretariat Offices and Executive Branch Agencies under Virginia Information Technologies Agency. Other units or entities of state government shall comply with this directive in the manner which best suits their information technology capability and network security needs.

Accordingly, the Virginia Information Technologies Agency is directed to restrict access to these websites and applications in accordance with this Executive Order.

An authorized information technology officer or chief administrative officer for all Executive Branch Agencies shall send written confirmation and report of compliance with this directive to the Secretary of Administration by January 15, 2023.

Effective Date of the Executive Order

This Executive Order shall be effective upon its signing and shall remain in force and effect unless amended or rescinded by further executive order or directive. Given under my hand and under the Seal of the Commonwealth of Virginia, this 16th day of December, 2022.



A handwritten signature in black ink, appearing to read "Glenn Youngkin".

Glenn Youngkin, Governor

Attest: A handwritten signature in black ink, appearing to read "Kay Coles James".

Kay Coles James, Secretary of the Commonwealth



DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

POLICY 2.35 CIVILITY IN THE WORKPLACE

APPLICATION: All Executive Branch employees whether covered or non-covered under the Virginia Personnel Act. This includes all teaching, research and administrative faculty, employees of the Governor's Office, the Office of the Lieutenant Governor, and the Office of the Attorney General.

Expectations for appropriate behaviors extend to contract workers, customers, clients, students, volunteers, and other third parties in the workplace.

PURPOSE:

It is the policy of the Commonwealth to foster a culture that demonstrates the principles of civility, diversity, equity, and inclusion. In keeping with this commitment, workplace harassment (including sexual harassment), bullying (including cyber-bullying), and workplace violence of any kind are prohibited in state government agencies.

POLICY SUMMARY:

This policy is to ensure that agencies provide a welcoming, safe, and civil workplace for their employees, customers, clients, contract workers, volunteers, and other third parties and to increase awareness of all employees' responsibility to conduct themselves in a manner that cultivates mutual respect, inclusion, and a healthy work environment. All employees should receive training from either the agency EEO Officer or the Diversity, Equity, and Inclusion Unit in the Department of Human Resource Management to assist them in recognizing, preventing, and reporting behaviors that constitute harassment, sexual harassment, bullying, cyber-bullying, and threats or violence related to the workplace. Agencies are required to provide avenues for addressing complaints; to communicate how employees may access these procedures and participate in related investigations, free of retaliation; and to hold employees accountable for violations of this policy.

AUTHORITY & INTERPRETATION:

Title 2.2 of the Code of Virginia

The Director of the Department of Human Resource Management is responsible for official interpretation of this policy, in accordance with §2.2-1201 of the Code of Virginia. The Department of Human Resource Management reserves the right to revise or eliminate this policy.

RELATED POLICIES:

Policy 1.60, Standards of Conduct

Policy 1.75, Use of Electronic Communications and Social Media
Policy 2.05, Equal Employment Opportunity

POLICY HISTORY:

EFFECTIVE DATE	DESCRIPTION
01-01-19	Policy established. This policy replaces Policy 1.80, Workplace Violence and Policy 2.30, Workplace Harassment.
05-01-20	Policy re-formatted, link for Policy Guide.
07-01-20	Policy revised per changes in Code of Virginia § 2.2-3901, 2.2-3903.



DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

POLICY 2.35 CIVILITY IN THE WORKPLACE

ADMINISTRATIVE PROCEDURES

PROCEDURES

Prohibited Conduct

General Provisions	Application
Harassment, Bullying, Workplace Violence Refer to the Policy Guide on Prohibited Conduct/Behaviors for more information.	<ul style="list-style-type: none"> The Commonwealth strictly forbids harassment (including sexual harassment), bullying behaviors, and threatening or violent behaviors of employees, applicants for employment, customers, clients, contract workers, volunteers, and other third parties in the workplace. Behaviors that undermine team cohesion, staff morale, individual self-worth, productivity, and safety are not acceptable.
Retaliation	The Commonwealth will not tolerate any form of retaliation directed against an employee or third party who, in good faith, either reports these prohibited behaviors or participates in any investigation concerning such behaviors.

Complaint Procedures

General Provisions	Application
Timely Reporting	Employees and third parties should report incidents of prohibited conduct as soon as possible after the incident occurs.
Recipient of Complaint	<ul style="list-style-type: none"> Under no circumstances shall the individual alleging prohibited conduct be required to file a complaint directly with the individual(s) alleged to have engaged in the prohibited conduct. Under no circumstances shall the individual alleged to have engaged in prohibited conduct be allowed to investigate the complaint that he/she is alleged to have engaged in.
Assurance against Retaliation	<ul style="list-style-type: none"> Employees and third parties who, in good faith, make complaints of inappropriate workplace conduct or provide information related to such complaints will be protected against retaliation. If retaliation occurs, the complainant(s) should report the retaliation through the appropriate complaint procedure.
Discriminatory Prohibited Conduct	Employees and applicants for employment seeking to remedy workplace harassment on the basis of an individual's race (to

General Provisions	Application
	<p>include traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists); sex; color; national origin; religion; sexual orientation; gender identity or expression; age; political affiliation; genetic information; veteran status; pregnancy, childbirth or related medical conditions; or disability may file a complaint using any of the options noted:</p> <ul style="list-style-type: none"> • Internal Agency Procedure for Discriminatory Prohibited Conduct: The employee or applicant may report incidents of discriminatory harassment to his/her supervisor(s), the agency human resource director, the agency head, or any individual(s) designated by the agency to receive such reports; OR • State Complaint Procedure for Discriminatory Prohibited Conduct: The employee or applicant may follow the complaint procedure as administered by the DHRM; OR • Grievance Procedure for Discriminatory Prohibited Conduct: Eligible employees also may use the State Employee Grievance Procedure, which is administered by DHRM, to address discriminatory harassment; OR • Federal Complaint Process for Discriminatory Prohibited Conduct: Employees (and applicants for Commonwealth employment) may file a complaint with the U.S. Equal Employment Opportunity Commission. • Those wishing to file a grievance may contact the Advice Line, administered by Office of Employee Dispute Resolution to discuss concerns and be advised of options and procedures. • Those wishing to file a discriminatory complaint may contact the 800 number administered by the Diversity, Equity, and Inclusion Unit.
Non-Discriminatory Prohibited Conduct	<ul style="list-style-type: none"> • Employees and third parties who have been subjected to or have witnessed nondiscriminatory prohibited conduct may report the incident(s) to their supervisor(s), the agency human resource director, the agency head, or any individual(s) designated by the agency to receive such reports. • Each agency shall communicate its internal procedure to employees and respond to third parties accordingly. • The procedure shall ensure the safety and anonymity of those reporting threats or violent situations and shall include a mechanism to address such situations immediately. • This may include prompt notification of appropriate law enforcement or medical authorities.

Policy Violations

General Provisions	Application
Engaging In Prohibited Conduct:	Any employee who engages in conduct prohibited under this policy or who encourages or ignores such conduct by others shall be subject to corrective action, up to and including termination, under Policy 1.60, Standards of Conduct.
Allowing Prohibited Conduct to Continue	Managers and/or supervisors who allow observed or reported prohibited conduct addressed in this policy to continue upon becoming aware of the behavior may be considered parties to the offense and subject to disciplinary action, up to and including termination, under Policy 1.60, Standards of Conduct.
Failure to Respond	Managers and/or supervisors who fail to take appropriate action upon becoming aware of the behavior shall be subject to disciplinary action, up to and including termination, under Policy 1.60, Standards of Conduct.
Violations Outside the Workplace	<ul style="list-style-type: none"> • Violations occurring outside the workplace may be grounds for disciplinary actions, up to and including termination. • In these situations, the agency must demonstrate that the conduct committed has a sufficient nexus to the workplace or the agency's operations, services, or reputation to be addressed by this policy.

Agency Responsibilities

General Provisions	Application
Complaint Procedures	Agencies must establish internal complaint procedures, designate recipients of such complaints, and assign responsibilities for investigation and communication of findings.
Safety Protocols	Agencies must establish and communicate protocols for assessing and addressing emergency situations involving threatening or violent behaviors.
Communication	<p>Agencies must communicate this policy to employees and third parties on a periodic basis. Communication must include:</p> <ul style="list-style-type: none"> • The agency's commitment to providing a safe work environment; to fostering a culture of civility, diversity, and equity inclusion.; and to immediately addressing prohibited conduct. • The requirement that employees participate in training on the Civility in the Workplace policy and about the types of behavior that are considered prohibited conduct. • Directions and procedures established for filing related complaints. Complaint procedures shall be communicated periodically and through multiple media to ensure that employees are aware of their right to report prohibited conduct and are assured that there will be no retaliation for doing so.

General Provisions	Application
Agency Management	Agency managers and supervisors are required to: <ul style="list-style-type: none"> • Stop any prohibited conduct of which they are aware, whether or not a complaint has been made. • Express strong disapproval of all forms of prohibited conduct. • Intervene when they observe any acts that may be considered prohibited conduct. • Take immediate action to prevent retaliation towards the reporting party or any participant in an investigation. • Take immediate action to eliminate any hostile work environment when there has been a complaint of workplace harassment. • Take immediate action to address any threats or violent behavior that could endanger the safety of employees and others in the workplace or result in damage to physical structures.
Contract Workers/Other Third Parties	Agencies must ensure that contract workers or other third parties are made aware of this policy and are provided with related training.

Department of Human Resource Management Responsibilities

General Provisions	Application
DHRM Responsibilities	<ul style="list-style-type: none"> • Provide online training coursework related to this policy to be accessible to employees. • Provide policy and training guidance to agencies. • Communicate to agency heads and human resource directors the requirement that all employees complete the online training provided by DHRM or comparable training provided by the agency.

GLOSSARY

Bullying Disrespectful, intimidating, aggressive and unwanted behavior toward a person that is intended to force the person to do what one wants, or to denigrate or marginalize the targeted person. The behavior may involve a real or perceived power imbalance between the aggressor and the targeted person. The behavior typically is severe or pervasive and persistent, creating a hostile work environment. Behaviors may be discriminatory if they are predicated on the targeted person’s protected class (e.g., using prejudicial stereotyping or references based on the targeted person’s characteristics or affiliation with a group, class, or category to which that person belongs, or targeting people because they are in a protected class).

Cyber-Bullying

Using technology to intentionally harm others through hostile behavior, threatening, disrespectful, demeaning, or intimidating messages. Bullying that occurs via the Internet, cell phones, or other devices (e-mails, IMs, text messages, blogs, pictures, videos, postings on social media, etc.). Pretending to be the victim or spreading rumors or visual images online in order to denigrate or marginalize the targeted person. Behaviors may be discriminatory if they are predicated on the targeted person's protected class (e.g., using prejudicial stereotyping or references based on the targeted person's characteristics or affiliation with a group, class, or category to which that person belongs, or targeting people because they are in a protected class).

Discriminatory Workplace Harassment [Harassment Illegal under Equal Employment Laws]

Discriminatory Harassment

Any unwelcome verbal, written or physical conduct that either denigrates or shows hostility or aversion towards a person on the basis of race; traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists; sex; color; national origin; genetic information; religion; sexual orientation; gender identity or expression; age; political affiliation; veteran status; pregnancy, childbirth or related medical conditions; or disabilities, that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an employee's work performance; or (3) affects an employee's employment opportunities or compensation.

Sexual Harassment

Any unwelcome sexual advance, request for sexual favors, or verbal, written or physical conduct of a sexual nature by a manager, supervisor, co-workers or non-employee (third party).

Quid pro quo

A form of sexual harassment by a manager/supervisor or a person of authority in which an employee's receipt of a job benefit or the imposition of a tangible job detriment is conditioned on the employee's acceptance or rejection of the harassment.

Hostile work environment

A form of sexual harassment when a victim is subjected to unwelcome and severe or pervasive repeated sexual comments, innuendos, touching, or other conduct of a sexual nature that creates an intimidating or offensive place for the employees to work.

Non-Discriminatory Workplace Harassment [Harassment not Based on Protected Classes]

Any targeted or directed unwelcome verbal, written, social, or physical conduct that either denigrates or shows hostility or aversion towards a person not predicated on the person's protected class.

Retaliation	Overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or group exercising rights under this policy.
Third Parties	<p>Individuals who are not state employees, but who have business interactions with state employees. Such individuals include, but are not limited to:</p> <ul style="list-style-type: none"> • Customers; • Clients; • Students; • Interns; • Vendors; • Contractors; • Volunteers; • Applicants for state employment or services; and the • General public.
Workplace	<p>Any location, either permanent or temporary, where an employee performs any work-related duty or is representing the agency in this capacity. This includes, but is not limited to, the buildings and surrounding perimeters, including the parking lots, field locations, alternate work locations, clients' homes or offices, outside meetings, conferences and conventions, and travel to and from work assignments. It also applies to written, verbal, or graphic communications delivered in person, via phone, message, computer, or social media.</p>
Workplace Violence	<p>Any physical assault, threatening behavior, or verbal abuse occurring in the workplace by employees or third parties. Threatening behaviors create a reasonable fear of injury to another person or damage to property or subject another individual to extreme emotional distress.</p>