



## District Policies

### Family, Career and Community Leaders of America

## **Note: (These policies are in addition to State By-Laws)**

### **I. Name and Organization Structure**

The organization shall be known as Family, Career and Community Leaders of America (FCCLA). This organization shall be an integral part of the Family and Consumer Sciences (FACS) instructional program. Each school (with a FACS instructional program) in a school district shall have an FCCLA chapter which is affiliated with the state and national organization. Arkansas FCCLA is divided into six separate districts, according to county boundaries. (See Appendix A: District Map) Each chapter shall be a part of an assigned district, and within each district there shall be five divisions. Each chapter will be assigned to a division. (See Appendix B: District Division Lists) **Divisions will be updated as necessary by the state office.**

### **II. Affiliation**

#### **A. Chapter Affiliation**

1. All local chapters shall affiliate annually and follow the guidelines, goals, objectives, and participate in activities of the district, state, and national organization. Affiliation shall be completed through the national association website.
2. An affiliated chapter shall consist of no fewer than 12 members.
3. An annual fee of \$10.00 per chapter will be paid with membership dues.
4. The required date of affiliation is December 1<sup>st</sup>. Chapters which are not affiliated by this date may NOT:
  - a. Compete in STAR Events
  - b. Hold a district, state, or national office (for the current or following year)
  - c. Attend district, state, or national meetings

#### **B. Student Membership**

Any student who is enrolled in or has taken a course in comprehensive or occupational Family and Consumer Sciences education through grade 12 is eligible for membership in an affiliated chapter.

### **III. Officers**

- \* Refer to Arkansas State By-Laws for eligibility:
- \* Chapter: see Article II, Section 3, D: Officer Requirements
- \* Student: see Article VI, Section 4: DISTRICT OFFICERS

#### **A. Qualifications**

1. Each candidate must be in grades 7-11 in the year elected and must be a member of a chapter affiliated with the state and national organization.
2. Each candidate must complete the *Officer Application Form* and the *Qualification/Assurance Form* according to the instructions provided on the forms. (These forms are on the Arkansas FCCLA website.)

#### **B. Duties and Responsibilities**

1. Each officer shall assume the duties and responsibilities assigned to the position.
2. Each officer shall attend all district meetings, including STAR Events.
3. Each officer shall attend the state leadership meeting.
4. Each officer's travel expenses shall be the responsibility of the local chapter and school district.
5. District officer team shall collaborate with state staff prior to determining district dates and activities.

#### **C. The following district officers shall be elected:**

- President
- Vice-President of Programs
- Vice-President of Public Relations
- Secretary
- Treasurer
- Parliamentarian

No other officers shall be elected.

##### **1. President**

- a. Calls all district meetings
- b. Presides at planning/election and district meetings
- c. Serves as ex-officio member of all committees
- d. Attends the National Leadership Conference and state executive council meetings
- e. Plans and schedules district officer meetings
- f. Secures locations of district meetings
- g. Provides a presentation screen to make officer candidates' names visible to voting delegates
- h. Delegates and supervises responsibilities of the other officers
- i. Communicates district information (meeting dates, district projects, etc.) with each chapter and sends written correspondence to the FCCLA State Adviser

## **2. Vice President of Programs**

- a. Presides in absence of president
- b. Conducts officer election for vice president of programs at the planning/election meeting
- c. Assists chapters in developing membership growth strategies
- d. Introduces guests at district meetings
- e. Types and prints programs/agendas for district meetings
- f. Reports on the state and national projects at district meetings and encourages chapter participation
- g. Assists the president at district meetings

## **3. Vice President of Public Relations**

- a. Prepares and distributes copies of a sample press release for use after district meetings (See sample in *The Handbook to Ultimate Leadership*, CD Handouts, 8.9)
- b. Conducts officer election for vice president of public relations at the planning/election meeting
- c. Reports on the district project and/or activities carried out by district and local chapters
- d. Assists the president at district meetings

## **4. Secretary**

- a. Keeps an accurate record of business transacted at all meetings and sends a copy to the FCCLA State Adviser
- b. Gives secretary report at district meetings
- c. Provides written minutes to those in attendance at district meetings
- d. Assumes responsibility for roll call at all district meetings
- e. Conducts officer election for secretary at the planning/election meeting
- f. Assists the president at district meetings

## **5. Treasurer**

- a. Distributes written copies of the financial status of the organization at the district meetings (The statement is prepared by the district bursar)
- b. Gives oral financial reports at district meetings
- c. Conducts officer election for treasurer at the planning/election meeting
- d. Assists bursar with registration and writing of receipts at district meetings
- e. Assists the president at district meetings

## 6. Parliamentarian

- a. Insures meetings run in accordance to parliamentary procedure
- b. Conducts officer election for parliamentarian at the planning/election meeting
- c. Gives responses to welcome at district meetings
- d. Counts votes at planning/election meeting
- e. Assists the president at district meetings

## D. Election Guidelines

1. Officers will be elected at the district planning/election meeting to serve in the following school year.
2. At the planning /election meetings the following officers shall be elected in the following order:
  - National officer candidate (open to all chapters)
  - State officer candidates (open to all chapters, except chapters that have a current state officer: see Arkansas State By-Laws Article VI, Section 2, E)
  - President (open to all chapters, except current president's chapter)
  - Designated officers from each division (See Appendix C: Division Rotation Plan)
    - Vice President of Programs
    - Vice President of Public Relations
    - Secretary
    - Treasurer
    - Parliamentarian
3. District elections (national, state, and president) will be conducted by the president. Division elections will be conducted by the district officer serving from that division.
4. The current president's adviser shall supply folders for each elected office, ballots for all elections, and pencils sufficient for voting delegates.
5. A student cannot hold a divisional office for two years in succession.
6. The election of a candidate shall not result in a chapter having a current state officer or district president two years in succession. This applies to a middle school or junior high chapter where the elected officer will be a member of a senior high chapter during the year of service.
7. All officer candidates (national officer, state officers, district president, and divisional officers) will present their speech to the entire group. All voting delegates shall vote for each office and division.
8. Each candidate shall complete the *Application Form* and submit the completed form to the district president's adviser at least two weeks prior to the planning/election meeting.
9. Each candidate shall also complete and submit the *Statements of Assurance* at the planning/election meeting. In addition, each candidate shall provide copies of the *Qualifications* page for each voting delegate. These copies shall be given to the district president's adviser upon arrival and sign-in at the planning/election meeting.

10. Each candidate shall prepare and present an individual/unassisted speech, not to exceed 3 minutes. This means that only the candidate may appear before the voting delegates. Props may be used but no materials may be distributed before, during or after the talk. One of the advisers shall serve as timekeeper.
11. Each voting delegate shall vote by secret ballot. The votes shall be counted by the parliamentarian, the adviser to the parliamentarian, and the adviser to the president.
12. The ballots and results shall be sorted, labeled, and submitted to the state office representative immediately following the completion of the planning/election meeting.
13. Any candidate not elected to office will be eligible to run in subsequent elections, if there is no candidate in that division.
14. No chapter shall hold more than two elected district offices during the same school year.
15. If no eligible candidate is available, a division office will remain unfilled.
16. A member cannot serve as district officer and as a state officer during the same school year.
17. The winner of an election shall be determined by a simple majority vote (one more than half the total number of votes cast). If no candidate receives a simple majority of votes cast, a run-off shall be held for the two candidates receiving the highest number of votes. In the event of a tie, each run-off candidate shall answer the same situational question which shall be provided by the state office. Balloting shall continue until one candidate receives a simple majority.
18. Candidates for state officer, national officer, and district president will answer a factual and situational question at the end of their speech. Questions will be provided by the state office.
19. All candidates shall be sequestered during the election process.

**E. Term of Office**

Duties of newly elected officers shall begin July 1 and shall extend through June 30 of the following year.

**F. Filling Vacancies**

1. If the president cannot serve, the vice president of programs automatically becomes president. A new vice president of programs is selected from the former president's chapter.
2. If an officer moves to another school within the same FCCLA District, he or she will continue to serve in that same office.
3. If an officer moves to another school outside the FCCLA District or is unable to fulfill the responsibilities of that office, it will be the responsibility of that officer's chapter to fill the vacant position.

#### **G. Dress**

Attire for the district officers shall be decided by the officers-elect at the close of the planning/elections meeting. Examples: 1) Official red FCCLA Blazer, white shirt (long sleeve button shirt), black pants or skirt. 2) Red polo shirts with black pants.

#### **H. Installation**

The adviser to the vice president of public relations will be responsible for the installation service. This will include arranging the table and directing the practice session. All arrangements will be made in conference with the president's adviser. The installation ceremony is found on the Arkansas FCCLA website and also in *The Handbook to Ultimate Leadership*, CD Handouts, 1.8.

### **IV. Finances**

- A.** A registration fee for district meetings may be charged. However, the registration fee shall be used to cover meeting expenses only. Registration fees shall not be used to raise funds for other district expenses. Meeting locations shall be free or low cost in order to reduce the fee necessary to cover meeting expenses.
- B.** The following expenses may be covered by the registration fee:
- Candles and Candleholders
  - Flowers
  - Banner with current emblem (if needed)
  - Facility rental and stage hands (if applicable)
  - Guest speaker honorariums
  - Programs
  - Postage expense for president
  - State rate mileage for speaker
  - Stage decorations
  - Officers' record books (if needed)
  - Token of appreciation for leaders of small group sessions
- C.** Individual chapters that agree to have a part on the district program shall be responsible for the expense of props used in making the presentation.
- D.** If donations (financial or material) are requested to support a district project or activity, the donations will be considered voluntary. All donations shall lose their chapter identity and shall be submitted on behalf of the district.
- E.** All District STAR Events participants will pay a \$10.00 entry fee. This will cover expenses incurred for STAR Events including recognition, facilities, judging, appreciation, and meals for evaluators.

- F. A maximum of \$500 shall be retained in the treasury after all expenses have been paid. All additional money shall be divided equally among the following delegates to the National Leadership Conference: 1) national officer candidate 2) state officers 3) district president 4) STAR Events participants. None of these students attending the National Leadership Conference shall receive from the district more than 50% of the total cost of the trip.

#### **V. District Advisers**

- A. District adviser team shall consist of the advisers to the current year's district officers, and the current president's adviser will serve as the chair of the team.
- B. District advisers are responsible for assisting district officers in carrying out their responsibilities on the district level. All district advisers shall assist the district president's adviser as needed.
- C. All district meeting dates and locations, including STAR Events, shall be scheduled and submitted to the State Adviser by July 1.
- D. The district president's adviser and the district STAR Events coordinator shall conduct the district meeting sessions at the Family and Consumer Sciences summer inservice.

#### **VI. Local Advisers**

- A. Local advisers shall keep a copy of the current *Handbook to Ultimate Leadership*, Arkansas FCCLA State By-Laws, and District Policies on file in the Family and Consumer Sciences Department.
- B. The local adviser has the responsibility of preparing officer candidates and assisting officers in carrying out their responsibilities.

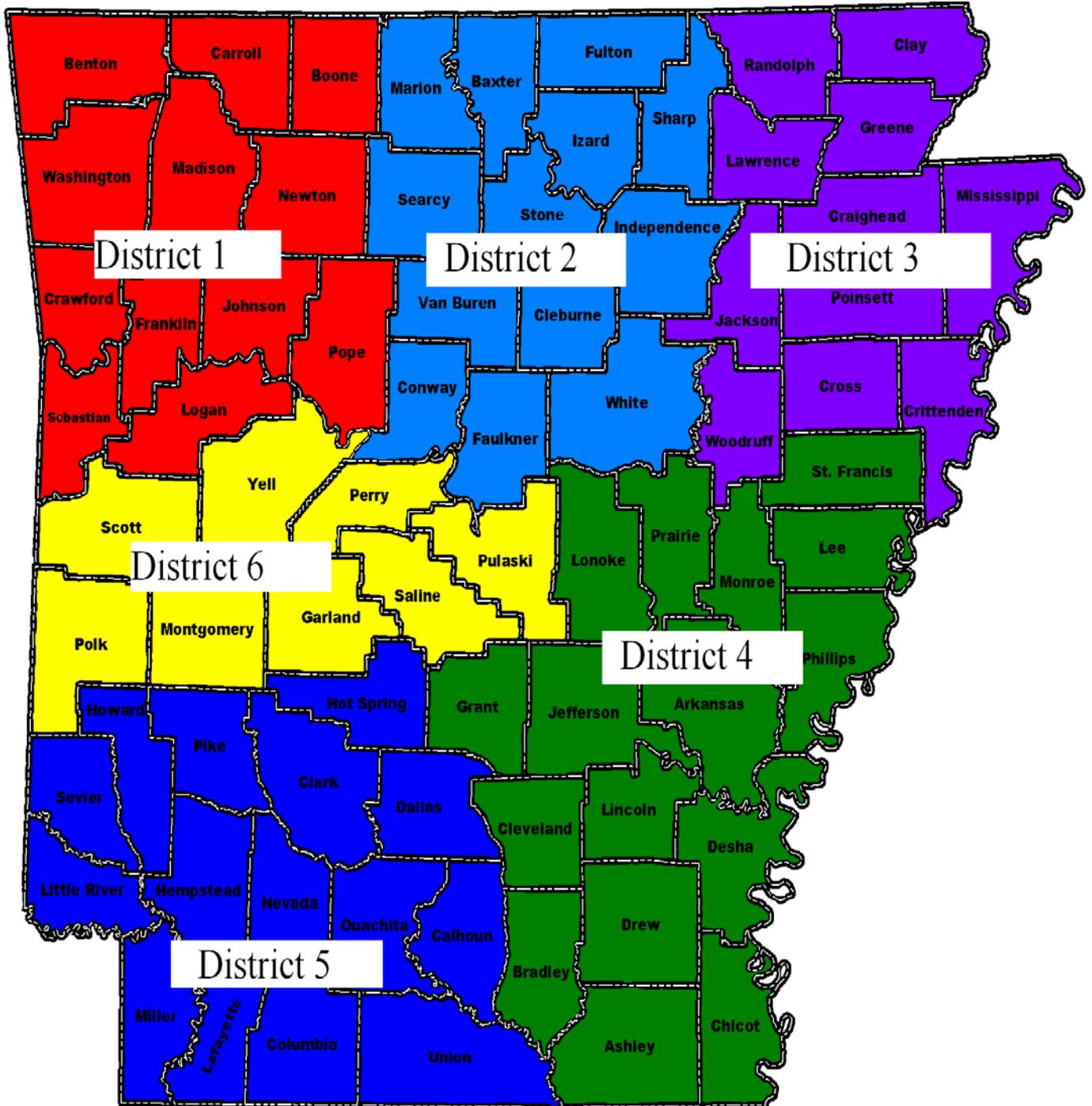
#### **VII. Planning and Election Meeting**

- A. Each district shall have a planning/election meeting. The election shall be conducted according to the guidelines and procedures herein (III, Section D); planning shall be conducted to determine the program format of the district meeting.
- B. The district meeting date and location shall be announced by the State Adviser at the Summer Inservice Meeting.

APPENDIX A

ARKANSAS FCCLA DISTRICT MAP





APPENDIX B

DISTRICT DIVISION LISTS



## District 1 Divisions

<b>Division 1</b>	<b>Division 2</b>	<b>Division 3</b>	<b>Division 4</b>	<b>Division 5</b>
Alma HS	Alpena HS	Atkins HS	Fullbright JH, Bentonville	Lincoln JH, Bentonville
Washington JH, Bentonville	Bentonville HS	Decatur HS	Bergman HS	Berryville MS
Berryville HS	Booneville HS	Cedarville HS	Charleston HS	Clarksville HS
Dover HS	Elkins HS	Lynch MS, Farmington	Farmington HS	Ramay JH, Fayetteville
Woodland JH, Fayetteville	Fayetteville HS	Ramsey JH, Fort Smith	Northside HS, Fort Smith	Southside HS, Fort Smith
Gentry MS	Gentry HS	Gravette MS	Gravette HS	Green Forest HS
Greenland HS	Greenwood HS	Hackett HS	Hartford HS	Harrison JH
Harrison HS	Hector HS	Huntsville Middle	Huntsville HS	Jasper HS
Kingston HS	Lamar HS	Lavaca HS	Mansfield HS	Mountainburg HS
Mulberry HS	Omaha HS	Ozark HS	Paris HS	Pea Ridge HS
Pottsville HS	Pottsville JH	Prairie Grove HS	Elmwood Middle, Rogers	Kirksey Middle, Rogers
Lingle Middle, Rogers	Oakdale Middle, Rogers	Rogers HS	Rogers Heritage	Russellville JH
Russellville JH	St. Paul HS	Scranton HS	Siloam Springs MS	Siloam Springs HS
Central JH, Springdale	Fullbright JH, Springdale	George JH, Springdale	Southwest JH, Springdale	Har-ber HS, Springdale
Springdale HS	Van Buren HS	Valley Springs HS	West Fork HS	Westside, Johnson County

## District 2 Divisions

<b>Division 1</b>	<b>Division 2</b>	<b>Division 3</b>	<b>Division 4</b>	<b>Division 5</b>
Bald Knob HS	Bradford HS	Batesville JH	Batesville SH	Beebe HS
Calico Rock HS	Cave City HS	Cedar Ridge HS	Clinton JH	Clinton HS
Concord HS	Conway JH	Conway High School	St. Joseph HS, Conway	Cotter HS
Greenbrier JH	Greenbrier HS	Guy Perkins HS	Heber Springs MS	Heber Springs HS
Izard County Consolidated HS	Mammoth Spring HS	Mayflower HS	Melbourne HS	Midland HS
Morrilton MS	Morrilton HS	Mt. Vernon/Enola HS	Pinkston MS, Mountain Home	Mountain Home JH
Mountain Home HS	Mountain View HS	Nemo Vista HS	Norfolk HS	Pangburn HS
Quitman HS	Riverview HS	Rose Bud HS	Rural Special HS	Salem HS
Harding Academy, Searcy	Ahlf JH, Searcy	Searcy HS	Shirley HS	Southside HS, Batesville
Southside HS, Bee Branch	Timbo HS	Vilonia Middle	Vilonia JH	Vilonia HS
Viola HS	West Side HS, Greers Ferry	White County Central HS	Wonderview HS	Yellville HS

## District 3 Divisions

<b>Division 1</b>	<b>Division 2</b>	<b>Division 3</b>	<b>Division 4</b>	<b>Division 5</b>
Armored	Augusta	Annie Camp Jr. (Jonesboro)	Brookland Sr.	Area Tech. Center (Jonesboro)
Cross County	Buffalo Island Central Jr.	Bay	Buffalo Island Central Sr.	Black Rock
East Poinsett County Sr.	Earle	Blytheville Sr.	East Jr. (West Memphis)	Brookland Jr.
Hoxie	Greene County Tech Jr.	Green County Tech Sr.	East Poinsett County Jr.	Corning
Marmaduke Sr.	Nettleton	Manila	Gosnell Sr.	Harrisburg
Rector	Maynard	Marion Jr.	MacArthur Jr. (Jonesboro)	Jonesboro Sr.
Valley View Jr.	Piggott	McCrary	Marion Sr.	Marmaduke Jr.
Wonder Jr. (West Memphis)	Success (Jonesboro)	Pocahontas Jr.	Pocahontas Sr.	Newport
Wynne	Walnut Ridge (Lawrence Co.) West Memphis Sr.	Valley View Sr.	Rivercrest (So. Miss. Co.)	Osceola
			Truman Sr.	Riverside Sr.
			Westside	West Jr. (West Memphis)

## District 4 Divisions

<b>Division 1</b>	<b>Division 2</b>	<b>Division 3</b>	<b>Division 4</b>	<b>Division 5</b>
Barton-Lexa	Brinkley	Cabot	Carlisle	Clarendon
Crossett Middle	Crossett Sr.	Dermott	Des Arc	DeWitt Middle
Dollarway Sr	Dumas Jr.	Dumas Sr.	England	Lake Village Jr.
Drew Central	Hamburg Jr.	Hamburg Sr.	Hazen	McGehee
Dewitt Sr.	Lonoke Sr.	Lee County	Marvell	Dollarway Jr.
Forrest City Sr.	Monticello Jr.	Monticello Sr.	Palestine Wheatley	Watson Chapel Sr.
Lake Village Sr.	Robey Jr. (Pine Bluff)	Pine Bluff Sr.	Watson Chapel Jr.	Sheridan Sr.
Lonoke Jr.	Rison (Cleveland Co.)	Woodlawn	Sheridan Freshman	White Hall Sr.
Poyen	Warren	Central Sr. (Helena/W.Helena)	White Hall Jr.	
Star City				

## District 5 Divisions

<b>Division 1</b>	<b>Division 2</b>	<b>Division 3</b>	<b>Division 4</b>	<b>Division 5</b>
Arkadelphia	Arkansas High	Bearden	Bismarck Jr.	Bismarck Sr.
Blevins	Bradley	Camden-Fairview	Centerpoint	DeQueen Jr.
DeQueen Sr.	Direks	El Dorado Sr.	Emerson	Foreman
Fordyce	Fouke	Genoa Central	Glen Rose	Gurdon
Heratio	Hope Sr.	Junction City	Kirby	Lafayette Co.
Magnet Cove	Malvern	Mineral Springs	Murfreesboro	Magnolia
Nashville Jr.	Nashville Sr.	Norphlet	Ouachita	Prescott
Smackover	Spring Hill	Taylor	Yerger Jr. (Hope)	

## District 6 Divisions

<b>Division 1</b>	<b>Division 2</b>	<b>Division 3</b>	<b>Division 4</b>	<b>Division 5</b>
Acorn	AR School f/t Blind	AR School f/t Deaf	Benton JR	Benton Sr.
Bigelow	Bryant Middle	Bryant Jr.	Bryant Sr.	Caddo Hills
Central High	Cossatot River	Cutter-Morning Star	Danville Sr.	Dardanelle Jr.
Dardanelle Sr.	Dunbar Magnet	Fountain Lake	Fuller Middle	Hall High
Hamilton Learning Academy	Henderson Jr.	Hot Springs Middle	Hot Springs Sr.	J. A. Fair
Jacksonville Middle	Jacksonville Sr.	Jessieville	Joe T. Robinson Jr.	Joe T. Robinson Sr.
Lake Hamilton Jr.	Lake Hamilton Sr.	Lakeside Jr.	Lakeside Sr.	Lakewood Middle
Mabelvale Jr.	Maumelle Middle	Maumelle High	McClellan	Mena Middle
Mena Sr.	Metropolitan	Mills	Mount Ida	Mountain Pine
NLR Freshman Academy	NLR High	NLR Learning Academy	North Pulaski	Northwood Middle
Oden	Perryville	Ridgeroad Middle	Sylvan Hills Middle	Sylvan Hills Sr.
Two Rivers	Waldron			

APPENDIX C

DIVISION ROTATION PLAN



## Arkansas FCCLA Division Rotation Plan Updated August 2011

Elected In	Vice Pres of Programs	Vice Pres of Public Rel.	Secretary	Treasurer	Parliamentarian
11-12	Division 1	Division 2	Division 3	Division 4	Division 5
12-13	Division 2	Division 3	Division 4	Division 5	Division 1
13-14	Division 3	Division 4	Division 5	Division 1	Division 2
14-15	Division 4	Division 5	Division 1	Division 2	Division 3
15-16	Division 5	Division 1	Division 2	Division 3	Division 4
16-17	Division 1	Division 2	Division 3	Division 4	Division 5
17-18	Division 2	Division 3	Division 4	Division 5	Division 1
18-19	Division 3	Division 4	Division 5	Division 1	Division 2
19-20	Division 4	Division 5	Division 1	Division 2	Division 3
20-21	Division 5	Division 1	Division 2	Division 3	Division 4