

Nebraska FCCLA

Operational Procedures

(Revised 2017)



Contents

- 01 State Association Management
- 02 Board of Directors (BOD)
- 03 District Advisory Committee (DAC)
- 04 State Officer Team (SOT)
- 05 National Officer Candidates (NOC)
- 06 State Peer Officer Teams (SPOT)
- 07 STAR Events Program
- 08 District Organization and Policies
- 09 National Leadership Conference
- 10 Miscellaneous Policies
- 11 Short Term Policies
- 12 State Forms for Member Participation
- 13 Awards and Recognition

01 State Association Management

- 01.01** The Nebraska FCCLA Association Board of Directors shall be the policy making body for the State Association.
- 01.02** Nebraska FCCLA operational policies are contained in this document. These policies may be amended by the Nebraska FCCLA Board of Directors. No policy or policy changes shall be enacted without review and recommendation of the State Adviser for the organization. Changes to the Operational Procedures may occur by a majority vote of the Board of Directors at a regularly scheduled meeting or by electronic means including email or phone communication as long as communication between Board members can occur.
- 01.03** The bylaws of Nebraska FCCLA identify the basic procedures relating to the State Association and the limitations placed on the powers of membership.
- 01.03A** The State Adviser is charged with responsibility for the day-to-day operations of the State Association.
- 01.03B** The Chair of the FCCLA Board of Directors shall be consulted on matters which may need attention by the Board and in matters deemed necessary by the State Adviser.

02 Board of Directors (BOD)

- 02.01** **Committee of Directors.** The BOD authorizes that a “Committee of Directors” may be appointed by the State Adviser to include the following: the State Adviser, the Chair of the BOD, and the FCCLA Executive Secretary of the Board (or another voting member of the BOD). This committee shall act when circumstances arise that require a decision for action that must be taken before there is an opportunity for the BOD to meet. A written report of any action shall be filed with the BOD in the next correspondence, the minutes, or meeting of the BOD. (16)
- 02.02** **New State Programs.** The addition of new state programs shall require the approval of the Board of Directors before these programs can be implemented. This shall include new scholarships, as well as other state award programs. The Board of Directors shall periodically review all state programs, as well as participation in National Programs, to determine their effectiveness for State Association participation. (96)
- 02.03** **Selection of BOD.** The Adviser Representatives shall be selected to serve a three-year term. Terms will be served on a staggered year basis, if possible, to provide a rotation of members and continuity of membership.
- The eligible chapter advisers in the regions where a new adviser representative is to be selected shall submit their application to the State Adviser for review. The new terms shall commence June 1 after the representatives have been selected. The process of selection shall be determined by the outgoing regional advisers on the BOD. (97) (12) (15)
- 02.04** **Members of the Board** The Board shall be comprised of the following individuals:
1. Four (4) Regional Representatives. These individuals must have served as an adviser for at least two years. They do not have to be the current District Adviser. They will serve a three (3) year term. Regional representatives will be selected from Regions A and C in one year with Regions B and D in the following year.
 2. One (1) At-Large Representative. This individual must have served as an adviser for at least two years. They may come from any Nebraska Association region. They will serve a three (3) year term. At-large representatives will be selected in the 3rd year when no Regional representatives are being selected.
 3. One (1) representative from the Family and Consumer Sciences Teachers of Nebraska organization which will be chosen in accordance to their organization’s policies and procedures.
 4. One (1) State Peer Officer Team Adviser, who shall serve a two-year term, and shall be elected or appointed in accordance with policies and procedures established by the Board of Directors.

- 5. The current State FCCLA President, the current State FCCLA First Vice President and the current State FCCLA Secretary, who shall serve as non-voting ex-officio members of the Board in an advisory capacity.
- 6. The current State FCCLA Adviser/Family and Consumer Sciences Career Field Specialist, who shall serve as a non-voting ex-officio member of the Board. (16)

03 District Advisory Committee (DAC)

- 03.01 Name.** The District Advisory Committee (DAC) shall be the name of the group of 12 District Advisers who shall serve as a liaison between the districts and the BOD regarding district policies and other related issues. (96) (12)
- 03.02 Rotation of District Advisers.** New terms on the District Advisory Committee shall commence June 1 after appointments have been made. When districts choose to rotate the District Adviser responsibilities on an annual rather than biennial basis, a letter from the district shall be on file with the State Adviser requesting approval of this operational policy. A district may alter this rotational schedule when their elected District Adviser Representative to the BOD agrees to serve a two-year term on the BOD. In this situation, the District Adviser may assume all responsibilities of District Adviser for two years, or delegate the specific responsibilities for management of the District Leadership Conference and District STAR Events to another adviser within their district during the second year of their term on the BOD. (97)

04 State Officer Team (SOT)

- 04.01 Authority to Approve the Newly Elected State Officer Team.** Authority shall be granted to at least two BOD members, with no candidate running for state office, or two appointed representatives, to approve the newly elected State Officer Team at State Leadership Conference. (96)
- 04.02 Meeting Conflicts.** The following shall be the policy of the Nebraska Association regarding conflicts between the summer State Officer Team training and other summer leadership programs. In the years when Nebraska Girls/Boys State, HOBY or similar events and the summer training session are scheduled on the same dates, the State Officer Team members must attend the summer training sessions or decline their state office. (97)
- 04.03 Absence From a Required Meeting -** The policy regarding conflicts with a State Officer Team member that prevents them from attending any of the required meetings (i.e., SOLA, July meeting, FLW, a DLC, SLC, etc.) of their specific State Officer Team shall be:

When a State Officer chooses to participate in another activity scheduled on the same dates as one of the required meetings, that officer shall resign from their state office. The exceptions shall be: 1) when they are representing the State or National Association in a state or nationally sponsored FCCLA program (i.e, YFU Japanese Exchange Program); 2) in the event of sickness, death in the family or other family emergency, or hazardous weather. (12)

- 04.04 State Officer Team Structure.** The State Officer Team structure shall be:

1. President	5. Vice President of Competitive Events*
2. Vice President	6. Vice President of Development*
3 Secretary	7. Vice President of Public Relations*
4. Vice President of Membership*	8. Vice President of Programs*

*These candidates will be selected at-large and follow a separate process for selection of a specific office. (14)

- 04.05 Chapter Eligibility for SOC.** Each active chapter can run a candidate(s) for SOT based on the previous year’s membership, as follows:

1-20 members=1 candidate	41-60 members=3 candidates
21-40 members=2 candidates	61 or more members=4 candidates

The strength of an organization depends upon its members, but the efficiency of its officers facilitates its progress. Careful thought should be given to the responsibilities of the officer before anyone is nominated for an FCCLA office, whether it is for a chapter, district, state, or national responsibility.

04.06

State Level State Officer Candidate Selection Process.

04.06 A Application Form and Profile Sheets (10 points for the application form). The candidate application form will be evaluated as part of the state level State Officer Candidate selection process, in advance of SOC Phase 1. The State Adviser, or designee, shall select a committee of at least five people to evaluate the written application forms of all candidates. This committee shall consist of District Advisers from at least two Regions, former State Officers, and Alumni and Associates members. The two profile sheets are to be available for scoring by the committee. When the chapter adviser is the candidate’s parent/guardian, the Profile Sheet should be completed by another member of the school faculty.

The State Officer Candidate application forms will be evaluated separately prior to the interview. The two Profile Sheets shall be available for review but are not scored by the interview committee.

04.06 B Phase I-Test and Interview. All candidates will take a test on FCCLA, to include parliamentary procedure knowledge. The test will be administered to all SOCs at the same time. (worth 25 points)

Candidates will be interviewed by a Nominating Committee of up to 20 members including a District Adviser from each region, a state officer from each region, and one Board member that will serve as the Chairperson. (worth 35 points)

Scores from the application, test, and interview will be tallied, and the four candidates from each region, regardless of District with the highest scores will be selected to advance to Phase II.

Candidates will receive letters on the date of Phase I informing them if they advance to Phase II or not. The names of these candidates will be posted when results become available.

04.06 C Phase II-Voting Delegate Vote. (worth 30 points) State Officer Candidates will be introduced to all delegates at a State Leadership Conference general session. This should take place before the voting takes place, with chapter Voting Delegates present.

Candidates will participate in a “team building experience” to demonstrate team work. The Voting Delegates and Nominating Committee will be required to attend this session. They must wear their voting delegate ribbon to sign in. This session will not be assigned points. The purpose of the event is for voting delegates to see how the candidates solve problems and work as team members.

The 16 SOCs will present a prepared speech up to three minutes in length, without visuals, discussing an FCCLA related topic given on the annual SOC application at the voting delegate session. Chapter voting delegates and the Nominating Committee are required to be present. This session may be closed to those not on the Nominating Committee or a Voting Delegate as seating will be limited. Voting Delegates must wear their ribbon to sign in to enter the session and to receive their ballot. The other SOCs will not be present for this activity.

Each of the 16 SOCs will be asked an impromptu question as part of their introduction to all delegates.

Each chapter must cast a vote for eight candidates, each vote counting as one vote. Each chapter must vote for at least one candidate from each Region. Results of Phase III shall be figured as:

$$\frac{\text{\# votes for candidate}}{\text{Total votes possible}} = \frac{X \text{ points}}{30 \text{ points}}$$

04.06 D Total Points. The total points possible for any candidate shall equal 100 point

The final eight members of the State Officer Team (SOT) shall be selected based on total points earned in the process, as well as on a regional representation basis, in the following manner:

- a) Select the first four officers from the top scorer in each region
- b) Select the next four officers from those remaining with the highest scores, regardless of what region they represent
- c) The offices of President, Vice President, and Secretary shall then be named based on candidate preference for a given office and highest score. (02) (12)

04.06 E Tie. In the event of a tie, the candidate with the highest combined score at the end of Phase I (application, test, and interview) will be selected. If there continues to be a tie, the scores of the individual stages of the selection process will be used. The first tie breaker score will be the interview because officers need to make a positive image on the people they meet. The second tie breaker will be the test score because officers need to be knowledgeable about FCCLA. If all the tie breakers fail to determine a winner, the Nominating Committee will be consulted.

04.06 F Candidate Misses a Portion. When a candidate(s) misses a portion of the selection process due to an emergency situation, such as severe weather conditions, the State Adviser, in consultation with representatives of the Board of Directors will determine the action to be taken. Candidates will be subject to a deduction of 10 points from the appropriate phase of the selection process without an acceptable excuse for a late arrival for any phase; shall become ineligible if miss a whole phase, without acceptable excuse; the person(s) in charge shall have authority to make the decision. (12)

04.07

Campaigning Not Permitted. Campaigning, which includes but is not limited to soliciting/asking for votes and distribution or posting of printed materials, in support of the candidate or bearing a candidate's name, including brochures and business cards, all electronic devices and all social networking sites shall not be allowed by State Officer Candidates, State Peer Officer Team candidates, or their supporters. If a member or adviser feels that a candidate has violated this policy, such violation must be reported, in writing, to the appropriate adult staff personnel such as the State Adviser or a member of the Nominating Committee. A committee will be appointed to investigate the allegation. Alleged violations must be reported prior to the close of the voting process. In the review panel determines the candidate or his/her supporters have violated this policy, that candidate will be disqualified from election. The decision of the review panel is final. Organization policy does not permit candidates to distribute or post any campaign materials or campaign in any other way prior to the election.

04.07 A Speeches should be written on the topic provided in the annual SOC application available by August 1. Speeches may include statements of merit to the candidate and/or their qualifications as these are disclosed in their applications. Candidates, advisers, parents, members, and/or supporters of the candidates may not talk about the candidate's qualifications with the exception of statements made by the candidate in their speech.

04.07 B Candidates, advisers, parents, members and/or supporters of the candidate must not request votes for the candidate.

04.07 C Do not pass out any paraphernalia including items such as business cards, state pins, etc. during the meeting.

04.07 D The State Association shall provide a guide to campaigning practices and how to avoid them on the state website.

04.08

Eligibility of SOT members in State STAR Events. State Officer Team members are to be discouraged from participating in State STAR Events because of their priority responsibilities as officers of the State Association during the State Leadership Conference. (98)

05 National Officer Candidates (NOCs)

05.01 Selection Process. National Officers shall be elected from candidate nominations from State Associations at the National Leadership Conference. In Nebraska, chapters shall recommend nominees for National Office. These candidates shall appear at the State Leadership Conference before an Interview Team of up to three representatives from the State Office team, up to three representatives from the Board of Directors/District Advisory Committee, and up to three others representing business, the community, or education. None of the individuals on the interview team shall be from a chapter having a National Officer Candidate. The Interview Team shall select Nebraska's candidates for National Office.

05.01 A Application. The evaluation of the paper application shall be worth 10 points.

05.01 B Interview. The interview with the Interview Team shall be worth 45 points. The candidates will present a prepared three minute speech, without visuals to this team, followed by an interview.

05.01 C Written Test. To be taken with the State Officer Candidates, this test shall be worth 15 points.

05.01 D Advancement. Depending on the range of scores, three or a maximum of four candidates will advance to the final stage and present their speech at a State Leadership Conference General Session.

05.01 E Speech at General Session. This speech, which is scored separately from the interview, is worth 30 points. It will be scored by the individuals of the Interview Team.

05.01 F Selection. The two candidates with the highest scores from the Interview Team will be chosen to represent Nebraska as National Officer Candidates.

05.02 National Officer Candidate(s) and State Officer Team. The National Officer Candidate(s) shall not serve on the State Officer Team. If elected to a National Office, the officer will serve on the National Executive Council. A National Officer Candidate who is not elected to the National Executive Council will not serve as a State Officer. (98) (02) (12) (15)

05.03 National Officer Candidate(s) and State Peer Officer Team Candidate(s). A student may apply for both a State Peer Officer Team (SPOT) and for National Officer Candidate (NOC). When this situation occurs the State Advisor shall contact the student prior to State Leadership Conference for a written statement of preference should they be selected to both positions. (01)

06 State Peer Officer Teams (SPOTs)

The mission of Nebraska SPOT is to promote FCCLA National Programs utilizing leadership development, family and consumer sciences content, and critical thinking skills to educate youth using a peer education model. (15)

06.01 Selection Process. The selection of the SPOT members shall be based on a 100 point scale as follows:

- Application 20 points
- Written test 20 points
- Presentation 30 points
- Interview 30 points

If a candidate is late to any phase of the selection process, they are subject to a 10 point deduction unless they have an acceptable excuse. If a candidate completely misses a phase they shall be eliminated unless they have an acceptable excuse. Such decisions shall be made by the Team Advisers.

The Evaluation Team shall break any tie that occurs between candidates.

06.01 A Application. The appropriate application, found on the FCCLA website, is to be sent to the State Adviser and must be received by December 15. Electronic or paper applications shall be accepted. (15)

A chapter may submit more than one applicant per team but only one applicant per chapter will be selected to serve on a team. More than one applicant per chapter may be among the final 12 candidates selected for interview.

Applicants must be active members in FCCLA and be a freshman, sophomore, or junior in high school at time of application. An applicant for any team shall not be a present or former member of any State Peer Officer Team. (17)

06.01 B Application Review and Scoring. Upon receipt, a committee, appointed by the State Adviser, shall review the applications and narrow the list of applicants to twelve (12) for each Peer Education Team. Each set of Peer Education Team applications shall be evaluated by a team of three people, representing past or present members of the State Officer Team, State Peer Officer Teams and District Advisers, or other persons, as needed. Those serving on this team should not have any direct chapter ties with any applicant. One applicant from each region will be among the final 12 candidates selected for interview when an applicant representing each region has applied. (15)

All application forms shall then be sent to one designated Team Adviser for each team. It shall be the responsibility of the Team Adviser(s) to notify all candidates by February 1 regarding their status. The twelve finalists will move on to the next step in the selection process for the new teams. (15)

06.01 C Written Test. At State Leadership Conference, the applicants will take a test based on information about FCCLA and the team for which they are applying. A study guide for the written test shall be shared with all finalist candidates prior to State Leadership Conference.

06.01 D Interview and Presentation. At State Leadership Conference, an Interview Committee of three shall conduct personal interviews of the 12 finalists. The Interview Committee shall be appointed by the Team Adviser(s) for each team. Each applicant shall be interviewed by the committee. (15)

The Interview Committee will include members of at least two of the following groups: (15)

- One past State Peer Officer Team member: to serve in this position, there cannot be any candidates from the chapter this member was affiliated with during high school. This person may be on the interviewing team of a peer education team they were not a member of during high school.
- One Chapter Adviser: This adviser cannot have a member applying for the team being interviewed.
- One college student or alumni who was active at the state level in FCCLA or another Career and Technical Student Organization (CTSO). Again, this individual cannot evaluate any candidate from their home chapter.
- One industry professional or partner who is knowledgeable of FCCLA or another Career and Technical Student Organization (CTSO). This individual cannot evaluate any candidate from their own chapter.

Each candidate will deliver a 2-3 minute presentation that directly relates to the appropriate peer education topic. Applicants are encouraged to be creative, use props, and include ideas on how workshops might be presented. Videos and handouts shall not be allowed. (12) (15)

06.01 E Selection and Announcement. The following office positions shall be selected and announced at State Leadership Conference based on previously stated priority of each candidate, as indicated on their application form, and total cumulative points from the established selection procedures described above. These positions shall be: Chairperson, Vice Chairperson, Secretary, Public Relations Chairperson, and Historian.

06.01 F Campaigning not Permitted. Pursuant to section 04.07, campaigning by any SPOT candidate will not be permitted.

06.02

SPOT Council Selection and Announcement Process. The SPOT Council shall include one representative from each team, to assume joint team responsibilities and serve as a communication network. The selection of a SPOT Council Coordinator, Vice-Coordinator, and Secretary shall be based on the highest cumulative point total of their four part selection process (application, presentation, interview and test). Team advisers will meet to compare the top scores and determine positions. The person with the top score shall be named to the Coordinator position, second highest score will be Vice Coordinator, and third highest score will become the Secretary. (06)

06.02 A Responsibilities. Responsibilities for each office shall include: (15)

SPOT Council Coordinator: facilitate planning and preside over the joint SPOT meetings, submit copies of all correspondence to Lead Adviser and serve as a liaison between the teams and Lead Adviser.

SPOT Council Vice Coordinator: send thank you letters, coordinate submission of articles to *Red Leader* promoting SPOT programs/activities by deadlines.

SPOT Council Secretary: record minutes, send minutes to SPOT members, team advisers, and State Adviser.

All SPOT Council leaders will coordinate and present the SPOT Presentation at the Peer Education Conference and State Leadership Conference. (17)

06.03

State Peer Officer Team Officers Positions and Responsibilities.

06.03 A Officers. The following positions with their respective responsibilities will be assigned to each team. (15)

Chairperson: conducts team meetings, may introduce other team members and speak for the team at statewide meetings

Vice-Chairperson: carries out the duties of the chairperson if the chairperson is absent, puts together a display of the State Peer Education team programs/teams for the Peer Education Retreat, State Leadership Conference, and other events; promotes team specific week and/or month activities and recognition opportunities; corresponds with speakers from Peer Education Retreat

Secretary: compile year-end report using information collected from fellow team members for presentation at State Leadership Conference.

Public Relations Director: creates special edition of *Red Leader* for at least two issues (coordinate these efforts with the SPOT Vice-Coordinator), publicizes activities of the team; writes press release for Peer Education Retreat with other team Public Relations Directors; post one time on Nebraska FCCLA social media each month; and introduces speakers at Peer Education Conference. (17)

Historian: collects news articles/pictures of the team activities for the scrapbook; contributes pictures and info for State Year in Review book

06.03 B Responsibilities. Each member of the team shall complete the following tasks: (15)

- Prepare active and interesting presentations/suitable for District Leadership Conference and chapter meetings, promoting teams and programs
- Contact all chapters in assigned districts offering assistance
- Contact District Advisers in assigned districts to set up sessions at District Leadership Conferences
- Assist other SPOT in planning/conducting the Peer Education Retreat
- MUST attend the June meeting, meeting held between dates of Fall Leadership Workshop (September), Peer Education Retreat (February).
- Team members are encouraged to attend the National Leadership Conference, State Leadership Conference, and Fall Leadership Workshop, but participation is not mandatory.
- Carry out all assigned responsibilities in a timely manner
- Purchase an official uniform to be established by the Team Adviser(s) for the teams.
- Shall represent FCCLA District(s) as assigned during their term of office.

- Complete and submit 5th of the Month report to Lead Advisers July-March of their office year.
- Provide all outreach information through form submitted to the Secretary after each event.

06.03 C Missing a Required Meeting. When a State Peer Officer Team member chooses to participate in another activity scheduled on the same dates as one of the required meetings, that officer shall resign from their state position unless their absence has been approved by the Team Adviser(s).

The exceptions shall be: 1) when they are representing the State or National Association in a state or nationally sponsored FCCLA program (i.e. YFU Japanese Exchange Program); 2) in the event of sickness or death in the family or other family emergency, hazardous weather, or prior written consent of the Team Adviser(s).

In the years when Nebraska Girls/Boys State, HOBY, or similar events and the summer training session are scheduled on the same dates, the SPOT members must attend the summer training session or decline the SPOT position.

06.03 D Moving of a SPOT member. Should a team member move from their chapter or district, but move to another affiliated chapter, they may maintain their office. If not, they must resign their position. Should this occur early in their year of service, the next candidate in line shall be offered the position.

06.04 E Removal from Office. Should a team member not fulfill the duties of their office and/or have a violation of the Nebraska Career and Technical Student Organization officer pledge, that team member may be removed from office. This decision will be made by the Team Advisers in consultation with the State Adviser. (15)

06.04

SPOT Team Advisers, Lead Adviser, and BOD Representative. A maximum of six persons shall serve in adult leadership positions for the State Peer Officer Teams (SPOT) in any year. Terms shall be served on a staggered basis, established by the BOD, to provide a rotation of members and continuity of membership. When a chapter adviser cannot be found to serve in a Team Adviser position, a person outside of FCS education, including an appropriate person from the business community, may serve in this responsibility.

Each SPOT Team shall be facilitated by up to two Team Advisers. Among these Team Advisers representing all SPOT, an overall Lead Adviser shall be named to coordinate communications and responsibilities, including serving as the liaison with the State Adviser. The Lead Adviser shall serve a term of two years. It is recommended that the Lead Adviser position be filled by someone who has two years of experience as a Team Adviser.

A State Peer Education Team Adviser, other than the Lead Adviser, shall be named to serve a two-year term on the Board of Directors (BOD). The Team Advisers shall nominate the Lead Adviser and BOD Representative for approval by the BOD.

06.04 A Team Adviser Selection Process. Nebraska FCCLA Chapter advisers will be notified when a vacancy occurs. Interested chapter advisers must submit an application to the State Adviser including two letters of recommendation and administrative approval. A team consisting of one Peer Team Adviser, and three people with experience working with youth, chosen by the State Adviser, will review the applications and make recommendations to the State Adviser.

06.04 B Team Adviser Responsibilities. The Team Adviser responsibilities shall include:

- Ensure that activities of the SPOT reflect youth centered leadership
- Facilitate the selection process at the State Leadership Conference, including related correspondence to current team and prospective team applicants, process application forms and schedule interviews, tests and selection of interview team, and send copies of all correspondence to the State Adviser. The State Association assists with the initial screening of applications and arranges room needs for the state selection process.

- Submit all evaluation data and materials to the State Adviser for distribution to SPOT candidates after the State Leadership Conference.
- Facilitate process of selecting winners of Peer Education scholarships and outstanding state Peer Education projects, including arranging evaluators. This includes reviewing scholarship recipients, checking that a single individual does not receive more than one of these scholarships unless circumstances indicate this would be the best choice, and that recipient meets all eligibility requirements.
- Train newly elected team, which includes a session at State Leadership Conference where new team members receive notebooks, information on NLC, uniform orders, and information on June team training meeting
- If in attendance, support any activities of team members attending National Leadership Conference with assistance from the State Adviser.
- Participate in fall meeting, held jointly with all peer education teams and the FCCLA State Officer Team, and assist in the planning for/training -SPOT leaders at this meeting
- Work with local advisers of team members to help them serve as effective resource people for their team members. ***If an adviser is absent then another adult should accompany the student member.*** It is the students' responsibility to communicate with his/her adviser and give them a copy of the minutes of meetings.
- May be responsible for providing transportation of some team members to some activities, depending on location and local teaching responsibilities
- Coordinate with all the other Team Advisers and officer teams for the annual Peer Education Retreat and other related meetings.
- Serve two-year term on the State Association Board of Directors according to the established schedule.
- If the Team Adviser is the BOD Representative, then they are responsible for the mailing of congratulations/regret letters and study guides to applicants.
- Submitting all team information and winners of awards and scholarships to the State Adviser by March 1.
- Mail all State Association drafted correspondence to SPOT candidates by established deadlines.
- One Team Adviser is to facilitate each meeting. To "facilitate" means to develop and send an agenda and other information one month prior to the meeting to all SPOT members, their local advisers, Team Advisers, and the State Adviser. (98) (00)

06.04 C Lead Adviser Responsibilities. In addition to role as SPOT Adviser, the Lead Adviser shall have additional responsibilities as listed below: (15)

- Serve as point-of-contact for State Adviser on day-to-day operations and basic pieces of business
- Coordinate facilities for the Peer Education retreat

06.05 State Association Management of the SPOT Program. The following components shall be managed by the State Association and/or State Adviser

06.05 A Test Bank. A test bank of questions will be developed by each team and kept on file with the State Adviser. The questions shall come from the specific team handbook as well as some general questions about FCCLA. Sample general FCCLA questions will be included in the study guide. The State Adviser, or designee, will develop a test for each team from the test bank. Each team will be responsible for regularly updating their test bank, including validating the quality of the questions submitted for the test.

06.05 B Evaluation of Team Advisers. There shall be an annual Performance Evaluation of each SPOT Team Adviser, to be conducted after State Leadership Conference. The evaluation form shall be sent to each SPOT member and returned to the State Adviser. Responses shall be reviewed by the BOD and shared with the Team Advisers.

06.05 C Financial Support and Management. It shall be the policy of the Nebraska Association of FCCLA to contribute, from State Association funds, \$50 per SPOT team member per year.

SPOT funds shall be used to support the involvement of the Team Advisers. In addition, up to \$175 from SPOT funds shall be available each year to each Team Adviser, to be used for expenses incurred in fulfilling responsibilities of the Team Adviser. These funds can be used to cover substitute teacher fees, the teacher time at \$10/hour, or other appropriate expenses of the position. (15)

06.06 SPOT Scholarship. A scholarship of up to \$300 given by the State Peer Officer Team shall be awarded.

06.06 A Scholarship Selection. Members of the selection team for any SPOT scholarship shall not be from a chapter having an applicant for the scholarship. (16) The scholarship shall be awarded at the annual Peer Education Conference. (16)

06.07 SPOT National Program Focus. To provide expansion of focus and opportunities the SPOT team shall represent all National Programs with peer education as a teaching model. The SPOT shall be divided into three teams and team shall be assigned 2 National Programs as defined below. In addition, the focus of each team shall change following the rotation listed below:

	Family Leader Team	Career Leader Team	Community Leader Team
School years beginning with an even number	STOP the Violence	Career Connection	FACTS
School years beginning with an odd number	Families First	Financial Fitness	Student Body

When applying for a SPOT position, students should consider their interests and experience with the teams that will be available, should they be selected. (15)

07 STAR Events Program

07.01 District STAR Coordinators. At an annual meeting of the District STAR Coordinators, a State STAR Advisory Committee shall be selected for the purpose of resolving issues that may arise in the District and State level programs/events. A new committee shall be selected each year, with one member being selected per region. The current year coordinators shall select this committee.

07.02 STAR Event Personnel. To assist with the operation of the State STAR Event competition, it takes the efforts of many individuals. Each District and Chapter must contribute individuals to make STAR Events successful. Each District must identify and volunteer at least 2-3 individuals to serve as Lead Consultants for STAR Events each year. Districts may select these individuals using their own methods however the current STAR Coordinator for the District must be one of the volunteers.

Many evaluators are needed for the State STAR Event competition as well. Each chapter is required to contribute evaluators based on the number of events they have entered. The following scale will be used:

Number of Events	Number of Evaluators Required
2-6	1
7-11	2
12+	3

This scale may be adjusted by the State Adviser and need requires.

These individuals do not have to register to attend the entire State Leadership Conference, however, if they choose to attend any events other than their assigned STAR Event they must register for the

conference. They will receive a discounted registration cost. If the evaluators are not needed, they may be utilized to lead FCCLA Serves or tour opportunities.

07.03 STAR Events Event Adoption Process. As changes occur both in the needs of Nebraska STAR Events and the adoption and elimination of STAR Events by the National FCCLA Association, the following procedure must be followed to adopt or eliminate a STAR Event.

STAR Coordinators must agree by majority vote on the adoption or elimination of a STAR Event. Their recommendation will then be forwarded to the Board of Directors which will give the final approval and implementation date for the event.

07.06 State STAR Events Qualification. To qualify for the State Level STAR Events Competition, the participants must place as one of the top two competitors and receive a silver placing or higher on their project at the district level. If only one competitor receives a silver at the district level, then they will be the only competitor in their category to advance to State STAR Events Competition from their district. (17)

07.05 STAR Events Substitution Policy. In the event that substitutions/changes need to occur within a STAR Event prior, during, or after competition, the following guidelines must be followed. Deviation from these guidelines at any time will result in the disqualification of the individual or team.

At any point, if an individual who is competing as part of a group drops out for any reason, the team can compete without that group member. If the team advances to the next level, the individual who dropped may join back into the competition at that next level. The decision to allow that dropped individual to compete again is up to the discretion of the local chapter adviser. With the exception of Parliamentary Procedure and Culinary Arts events, only members whose names appear on the original registration can compete at the next level.

In Parliamentary Procedure and Culinary Arts, if a member(s) drops, another member from that chapter may take their place without their name appearing on the original registration form. Teams may only replace the same number of names as those that dropped from the original registration information.

If the event is an individual event or it is an individual competing in a team event, absolutely no substitutions can take place at any time or at any competition level.

If an individual or team drops out of an event, the next top finisher may be eligible if their scoring meets the minimum. (17)

07.06 STAR Events Scoring and Awards. The Nebraska Association will follow all scoring levels, guidelines, and rubrics provided by National FCCLA with the following exceptions:

- Nebraska STAR Events
- To receive a medal, students must score a minimum of 50 points

Advancement from the District level to the State level of competition is based on the District's policies. Advancement from the State level to the National level of competition is only permitted when the entry scores a Silver (70.00) or above. (17)

08 District Organization and Policies

08.01 District Bylaws. District Bylaws shall be consistent with other districts, as well as the State and National Bylaws. Where appropriate, they shall also allow for flexibility to meet specific needs and differences in the districts. Each district shall periodically review/revise their District Bylaws and submit a copy to the BOD for review. Recommendations will be made regarding consistency and flexibility, as needed, at the district level. (97)

- 08.02 District Policies Handbooks.** Districts are to prepare a policy document that provides a copy, in writing, of the district policies. Setting policies should always include student member participation in the decision making procedures. A current copy of District Bylaws and Policy Statements shall be on file with the State Adviser. (97)
- 08.03 Resolving Emergency Situations.** The District Association shall have the authority to determine action to be taken when emergency situations arise. A minimum of three persons, including students and adults each representing different chapters and not related to the situation, shall decide what action should be taken. (97)
- 08.04 Chapter Balance in Districts.** To support the plan to achieve a better balance among districts, the Board of Directors may designate the specific district that some new chapters will join. Once every five (5) years the district structure shall be reviewed by the BOD. (00)
- 08.05 Chapter Transfer and District Funds.** Chapters moving from one district to another through redistricting, school reorganization, or other circumstances shall have a portion of district funds travel with the chapter based on remaining funds at the end of the fiscal year. Funds transferred will be proportionate to the number of members transferring in relation to total district membership. (02)
- 08.06 Redistricting.** The following outlines how a school can request to move to a new district.
1. The school wanting to redistrict must apply for redistricting by January 1 of the current school year for the redistricting to take effect for the upcoming school year.
 2. The redistricting application will be considered by the board and will either be approved or denied by the Board.
 - a. If the board approves the school's redistricting application, the Board will then propose the addition of the school wanting to redistrict to the potential new district.
 - b. The potential new district will have the opportunity to accept or deny. If no action is taken by the potential new district within 2 weeks of being notified by the Board, the school applying to redistrict will automatically be allowed to enter the new district.
 3. The school applying to redistrict will be informed when their application is approved or denied, but will not be informed where in the process (Board or potential district) the application was approved or denied.
 4. The new district assignment goes into effect for the upcoming school year.

The Board reserves the right to redistrict the state based on the best interest of the organization. When this occurs, the schools and districts impacted will be notified by March 1 of the current school year for the redistricting to take effect for the upcoming school year.

09 National Leadership Conference

- 09.01 Adviser Participation.** Advisers are reminded that the National Association of Secondary School Principals requires adult chaperones for students attending NASSP-sponsored conferences. The Nebraska Career Student Organizations endorse this policy. When a local adviser or parent cannot attend an out of school FCCLA Leadership Meeting to chaperone a student(s) from the local school, the school district will need to identify an adult to be responsible for the student(s). This may be an adviser from another school district, a parent or other designated adult who will be in attendance at the event. An "Authorization Form for Independent Delegates" must be submitted and on file with the State Adviser during this meeting. Whenever three or more students from one chapter participate, the adviser or other authorized adult, must attend and sponsor the students.
- 09.02 Reimbursement Policy.** The following reimbursement amounts shall be in place
- SOT-\$125
 - NOC-\$150
 - SPOT-\$50 from the Peer Education funds

Adviser refunds will be eliminated except those who have added responsibilities, as identified by the State Adviser upon approval of the BOD. (06) This payment will be sent once an invoice from the delegate is received by the state office. (14)

09.02 A Final Distribution. Final decision on the distribution of reimbursable funds shall be left to the discretion of the State Adviser in consultation with other members of the Board of Directors. SOT/NOC delegates shall not receive less than other delegates.

Funds to be reimbursed to delegates shall be paid after returning from National Leadership Conference. Delegates, adult and student (including STAR participants), shall become ineligible for all or a portion of any funds if they choose not to attend official NLC sessions/activities unless excused by the State Adviser or designee. Final action shall be left to the State Adviser. Delegates are discouraged from taking separate tours, shopping trips or participating in similar activities. (01)

10 Miscellaneous Policies

- 10.01 Voting Polices for Classroom Chapters.** To determine the number of votes of classroom integrated junior/middle level chapters who are part of the national affiliation program, the following formula shall be used. If the class meets for nine weeks (25% of the school year), the total chapter membership shall be divided by four to determine the number of votes that chapter shall have for district/state business. (96)
- 10.02 Middle Level Dues Affiliation.** When this option is available to chapters at the eighth grade and below, and when chapters choose this option, the state chapter dues shall be determined by the Board of Directors. (98)
- 10.03 Student Eligibility upon Early Graduation.** In the event of early graduation of a member, a student may participate in a State Association activity if they become eligible for that event prior to high school graduation, and the local school district agrees to support their participation in that event. Such support shall be in writing on school letterhead stationery, with signatures of an administrator, the chapter adviser and a parent/guardian of the member.

- 10.04 IRS Form 990 Inquiries.** The statement that follows is recommended by National FCCLA legal counsel as a response to inquiries when chapter advisers or school principals receive a communication from the IRS concerning the 990 form.

"We are a chapter component of the Nebraska State Association of Family, Career and Community Leaders of America, which is itself a subordinate unit of Family, Career and Community Leaders of America, Inc. and is exempt under a group ruling: 53 017 8290 - - 1472. Our income is not in excess of \$25,000 and there is, therefore, no necessity for filing a separate 990 form."

The appropriate section of the 990 form should be completed and returned with the preceding statement typed on school letterhead. The statement should be signed by the school principal and chapter adviser.

Chapters that want to be included in the FCCLA group tax exemption must obtain an Employer Identification Number (EIN) through the Internal Revenue Service. Please complete form SS-4 that can be obtained from your local IRS office. Copies of the EIN should be forwarded to national headquarters along with a request that the chapter be included under the FCCLA group exemption.

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

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

the school at another location, or elsewhere. Title IX protects both male and female students from sexual harassment, regardless of who the harasser is.

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

If a student feels they have been sexually harassed while participating in a state FCCLA event or activity, they are strongly encouraged to report the incident immediately to 1) the chapter adviser responsible for FCCLA activities in the student's home chapter; 2) the student's home school principal; or 3) the State Adviser of FCCLA. Harassment issues reported to the FCCLA State Adviser will be referred to the students' home school administrator(s). (00)

10.06

State Approved Fundraising Programs. The State Association has identified some fundraising companies as the official state approved fundraisers for chapters. These companies have programs available with a wide variety of products to meet the needs of the local chapter and community. They are suggested resources but chapters are not required to use them.

The purpose of a state approved fundraiser is to assist the state and districts in raising funds for chapter activities. The monies that are paid to the state or district are NOT taken from the individual chapter's profits, but are from the company's profits in gratitude for listing them as a state approved fundraiser and for providing a state listing of chapters.

The monies received by the State Association from the approved companies are utilized for various state projects, including adviser training. A chapter's participation is encouraged as it will provide fundraising programs for the local chapter in addition to financially supporting the state and/or district organization. Contact the State Adviser for a current list of fundraising programs that support State Association programs.

10.07

State Sponsored Activities Dress Code. The following dress code shall apply to all state sponsored activities/sessions unless otherwise indicated by the Nebraska State FCCLA Adviser or Board of Directors.

Members will be expected to wear the following attire:

- red, black, or white collared shirts with sleeves (Please note that the FCCLA logo is NOT a required component)
- FCCLA official dress
- neutral colored pants, capris (must fall completely below the knee), or skirts (2 inches above the knee at its shortest point)
- neutral or red dress shoes or boots (open toe OR open back are acceptable)

The following are items that will not be allowed to any session by members, advisers, or guests:

- jeans
- shorts
- athletic shoes
- flip flops, including gladiator type sandals
- revealing attire, including but not limited to items that are low cut, tight, or see-through

Members will also be asked to remove outerwear (coats, sweatshirts, etc.) before entering. Members who are found in violation of the dress code at any point before or during a session will be asked to leave to change immediately. They will be more than welcome to return to the session when their attire meets the dress code requirements. The State Association shall provide a supplement with pictures to help illustrate these requirements.

10.08 Authority and Action in Emergency Situations. In the event of an emergency situation at State leadership Conference that shall effect the selection of the State Officer Team or other State Association business, including voting on bylaws changes, a committee of the BOD members present, including State Officer representation, shall meet to determine the procedures to conduct State Association business. (03)

In the event of an emergency situation during the State STAR Events competition, the State STAR Coordinator and the Room/Lead Consultants present shall determine at their pre-event meeting how to handle the potential rescheduling of events.

10.09 Registered Voters and Quorum for Conducting Business at State Leadership Conference. Registered voters shall be those who are present and have signed in to the “team building experience” to receive a ribbon and the official ballot.

11 Short Term Policies

11.01 Short Term Policies. Some state policies and procedures may only be printed in official minutes when they specify a policy that will be in effect for only a short period of time.

12 State Forms for Member Participation

11.01 State Forms for Member Participation. Several State Association Forms will be made available for chapter use. These include Medical Release, various Codes of Conduct, and Authorization for Independent Delegates forms.

13 Awards and Recognition

13.01 State School Administrator Award. The State School Administrator Award recognizes current school administrators for their outstanding contributions and support for local FCCLA chapters. From the state nominations submitted for the School Administrator Award, up to two shall be selected and submitted for national recognition. The award winner(s) will be recognized at the State Leadership Conference. The State Adviser, or designee, shall appoint a committee of at least three individuals to select the award winner(s). The committee shall consist of at least 1 current State Officer and one current Board of Directors member.

13.02 Distinguished Service Award. The Distinguished Service Award recognizes outstanding contributions and continuing service by individuals whose primary responsibilities are directly related to the organization's programs. Examples of those eligible for the Distinguished Service Award are local and state advisers, city and state supervisors of Family and Consumer Sciences, and teacher educators.

This award may be awarded to an individual who is not an active member but who has helped to advance the goals and purposes of FCCLA, such as teachers, teacher educators, state staff, school board members, college personnel, past FCCLA members not in high school at present, past or present state advisory board members or Board of Directors members, or other adults.

From the state nominations submitted for the Distinguished Service Award, one shall be selected and submitted for national recognition. This individual will be recognized at the State Leadership Conference. The State Adviser, or designee, shall appoint a committee of at least three individuals to select the award winner(s). The committee shall consist of at least one current State Officer and one current Board of Directors member.

13.03 Honorary Membership Award. The Honorary Membership Award recognizes persons whose professional responsibilities are not directly related to the organization but who have made outstanding contributions and provide continuing service to the State Association.

From the state nominations submitted for the Honorary Membership Award, one shall be selected and submitted for national recognition. This individual will be recognized at the State Leadership Conference.

The State Adviser, or designee, shall appoint a committee of at least three individuals to select the award winner(s). The committee shall consist of at least one current State Officer and one current Board of Directors member.

13.04 Power of One State Recognition. There is no limit to the number of times a student may be recognized for Power of One at the State Leadership Conference. Members coming to the State leadership Conference for this recognition must pay the full registration fee.

13.05 Nebraska FCCLA Scholarships. Nebraska FCCLA recognizes individuals who have rendered outstanding service to the organization during their time as a member. The four scholarships include: Non-FACS Education, FACS Education Major, Student Teaching in FACS and State Peer Officer Team Scholarship. The amount of each award and the number of awards given will be determined on a yearly basis by the Board of Directors and will be publicized on each application. (17)

Applications shall be due by February 1 each year. These applications must be submitted electronically to the Board of Directors Chair. The Chair will then distribute the applications to members of the District Advisory Committee and State Officer Team for evaluation. Evaluation scores will be entered by the Board of Directors Chair and the final spreadsheet will be submitted to the State Adviser by March 1.

The State Adviser will supply the Board of Directors Chair with contact information for those who will evaluate, scoring rubrics for the evaluators, and a spreadsheet for entering information. The Board of Directors must keep all scholarship applications until awards are distributed or until December 1. The State Adviser will keep all scoring totals and contact information for the identified required time based on the retention policy in the Board of Directors Policy and Procedures Handbook.

If the Board of Directors Chair has an applicant for any of the scholarships, the facilitation of the evaluation process will then be passed to the Board Secretary. If the Secretary has applicants as well, the State Adviser will determine who on the Board will be facilitating the evaluation process.

13.06 Public Relations Award. Chapters may be eligible for completion of the Public Relations Award. The purpose of this award is to recognize chapters for their efforts in public relations. The award shall be due to the State Adviser by March 1 and should include all chapter efforts in public relations from July 1- March 1 of the current school year.

The award shall be evaluated by the State Adviser and all chapters that meet the minimum criteria will be given the award. Continual updates based on the changes in public relations trends will be made at the discretion of the State Officer Team and/or Board of Directors. (17)

13.07 State Degree Program. The State Degree Program recognizes and provides opportunities for development of well-rounded FCCLA leaders. Members across the state can make efforts to achieve such a high honor. The outline of this degree is a reflection of our mission, highlight areas include: Personal Growth, Leadership Development, Promotion of FACS, and FCCLA Involvement and sub-categories.

Eligibility requires one to be an affiliated member of any chapter who is a senior in high school, mid-term graduates will not be eligible.

Members follow criteria to develop a portfolio and show their performance in FCCLA. The final submission date for portfolios is January 10. All portfolios must be submitted to the State Adviser. Applicants will be informed of their standing by February 1. Qualifying portfolios will showcase their portfolio and participate in an interview in late February. Members must attend State Leadership Conference to receive the degree. (17)

13.08 Chapter Developer Awards. The Chapter Developer Award provides an opportunity for FCCLA Chapters to encourage Circle of Friends sponsorships, SLC program advertisement space, Opportunity Fair presenters,

and STAR sponsorships, could earn up to \$300 toward their State Leadership Conference and STAR Event registrations.

The chapter that brings in the most amount in sponsorships will earn \$300, second place will earn \$200, and third place will earn \$100. All sponsorships received by February 1 will be eligible. (17)

- 13.09 Chapter Award Application.** The Chapter Award provides chapters with an opportunity to earn highest level distinction for their demonstrated program of work. Chapters can choose to complete 1, 2, or 3 items as listed on the application to earn Bronze, Silver, or Gold Distinction. Awards are given during the Business and Recognition Session at State Leadership Conference. To apply for this award, chapter affiliation must be submitted by November 1, and the application must be submitted to the State Adviser by March 1 which undergoes review by the State Officer Team and District Advisers for final selection. (17)
- 13.10 Joint CTSO Award.** The Annual Joint Career Technical Student Organization Award is designed to promote collaboration and community service among Nebraska Chapters. This application is due to the State Adviser by March 1. (17)
- 13.11 Nebraska National Program Awards.** The Nebraska National Program Awards provide an opportunity for Chapter recognition at the State level by completion of a National Program application. Chapters can submit multiple projects in each category; however, each project can only be submitted in one Program area. Chapters who complete this application will be recognized with a name tag ribbon at SLC. The top application in each National Program category will be recognized on stage at SLC during the Business and Recognition session. Chapters who participate in the National Program Award process will receive additional recognition. These applications are due to the State Adviser by March 1. (17)
- 13.12 Membership Campaign Award.** Through participation in the current Nebraska FCCLA Membership Campaign, members and chapters will be recognized for their involvement during State Leadership Conference. These applications are due to the State Adviser by March 1. (17)
- 13.13 Nebraska Ultimate Leader Award.** Individuals are encouraged to nominate outstanding student leaders for the Nebraska Ultimate Leader Award. Chapters are permitted to nominate based on the following scale: -1-40 Members 1 applicant; -41-80 Members 2 applicants; -81+ Members 3 applicants. All nominees will be recognized at the State Leadership Conference with the top 4 nominees recognized on stage and the announcement of the Ultimate Leader Award at the Business and Recognition Session.
- In order to qualify for this award, nominees must meet the following criteria: nominee is a Nebraska FCCLA student member; nominee is not a current SPOT and SOT, Alumni, Honorary Member, or an Adviser. All applications are due to the State Adviser by March 1. (17)
- 13.14 A Day in the Life.** A Day in the Life is a state-wide job shadow initiative to connect FCCLA members with family and consumer sciences occupations. The mission of our organization is to promote family and consumer sciences occupations and in the state of Nebraska, these occupations are in high demand across the state. Matches will be made on a competitive basis and will be made as close as possible to the specific career choice indicated as well as to the preferred geographical location. All applications are due to the State Adviser by October 1 and will be matched accordingly. This experience is designed for students that are at least age 16. (17)
- 13.15 Adviser Committed to Excellence (ACE) Award.** The Nebraska ACE (Adviser Committed to Excellence) Award is given to advisers who go above and beyond to support the needs of their chapter. All applications are due to the State Adviser by March 1. (17)