



## 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. Affiliation shall be completed through the national association website.
2. **Affiliation is defined as names in the national association website and invoice paid.**
3. All local chapters shall affiliate annually and follow the guidelines, goals, objectives, and participate in activities of the district, state, and national organization.
4. An affiliated chapter shall consist of **no fewer** than 12 members.
5. To compete in **STAR Events, run for District Office, State Office, or to run as a National Officer Candidate, members must be affiliated by October 1<sup>st</sup>.**
6. An annual fee of \$10.00 per chapter will be paid with membership dues.
7. The official National and **Arkansas chapter affiliation deadline is November 1<sup>st</sup>.**  
After this deadline chapters must be affiliated to be able to access the resources from the National FCCLA Portal.
8. Chapters which are not affiliated by this date may NOT:
  - a. Hold a district, state, or national office (for the current or following year)
  - b. Attend district, state, or national meetings
9. **All affiliation payment deadlines are April 30. If affiliation payments have not been**

paid before this date, affiliation will not be credited for that school year. This will cause your program to be put under a conditional approval status for the next school year.

**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**

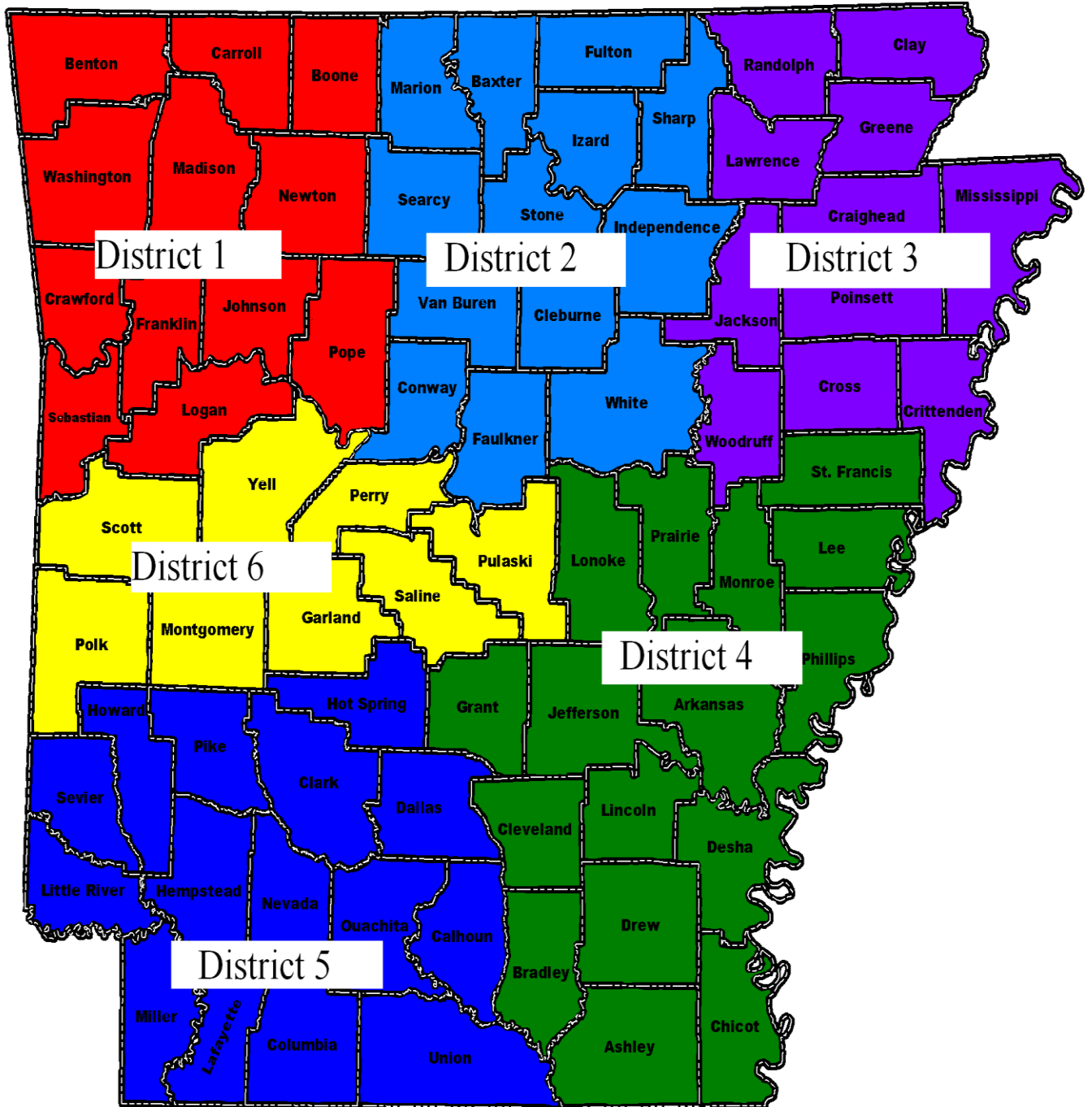
- A. Each district shall have a planning/election meeting. The election shall be conducted according to the guidelines and procedures herein (III, Section D); planning shall be conducted to determine the program format of the district meeting.
- B. The district meeting date and location shall be announced by the State Adviser at the Summer Professional Development 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	Bentonville West HS	Decatur HS	Bergman HS
Bergman MS	Berryville MS	Berryville HS	Booneville HS	Cedarville HS
Charleston HS	Clarksville HS	Dover HS	Elkins HS	Farmington JH
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
Harrison JH	Harrison HS	Hector HS	Huntsville MS	Huntsville HS
Jasper HS	Kingston HS	Lamar HS	Lavaca HS	Mansfield HS
Mountainburg HS	Mulberry HS	Omaha HS	Ozark HS	Pea Ridge HS
Pottsville JH	Pottsville HS	Prairie Grove HS	Elmwood MS, Rogers	Kirksey MS, Rogers
Lingle MS, Rogers	Oakdale Rogers MS	Rogers HS	Rogers Heritage HS	Russellville JH
Russellville HS	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 JH
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	Searcy HS	Shirley HS	Southside HS, Batesville
Southside HS, Bee Branch	Timbo HS	Vilonia Freshman Academy	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 HS	Augusta HS	Bay HS	Blytheville HS	Brookland JH
Brookland HS	Buffalo Island Central JH	Buffalo Island Central HS	Corning HS	Cross County HS
Earle HS	East Poinsett County JH	East Poinsett County HS	Gosnell HS	Greene County Tech JH
Green County Tech HS	Harrisburg HS	Hoxie HS	Annie Camp JH (Jonesboro)	MacArthur JH (Jonesboro)
NETech Center (Jonesboro)	Success (Jonesboro)	Jonesboro HS	Manila HS	Marion JH
Marion SH	Marked Tree	Marmaduke JH	Marmaduke HS	Maynard HS
McCrary HS	Nettleton HS	Newport HS	Piggott HS	Pocahontas HS
Rector HS	Rivercrest HS (So. Miss. Co.)	Riverside HS	Truman HS	Valley View JH
Valley View HS	Walnut Ridge HS (Lawrence Co.)	East JH (West Memphis)	West JH (West Memphis)	West Memphis HS
Wynne HS				

## 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 HS	Cabot HS	Carlisle HS	Clarendon HS	Crossett MS
Crossett HS	Dermott HS	Des Arc HS	DeWitt MS	Dewitt HS
Dollarway JH	Dollarway HS	Drew Central HS	Dumas HS	England HS
Forrest City HS	Hamburg HS	Hazen HS	Central HS (Helena/W. Helena)	Lake Village JH
Lake Village HS	Lonoke JH	Lonoke HS	Marvell HS	McGehee HS
Monticello JH	Monticello HS	Palestine- Wheatley HS	Robey JH Pine Bluff	Pine Bluff HS
Poyen HS	Rison HS (Cleveland Co.)	Sheridan HS	Star City HS	Warren HS
Watson Chapel JH	Watson Chapel HS	White Hall JH	White Hall HS	Woodlawn HS

## District 5 Divisions

<b>Division 1</b>	<b>Division 2</b>	<b>Division 3</b>	<b>Division 4</b>	<b>Division 5</b>
Arkadelphia HS	Arkansas HS	Bearden HS	Bismarck MS	Bismarck HS
Blevins HS	Bradley HS	Camden-Fairview HS	Centerpoint HS	DeQueen JH
DeQueen HS	Dierks HS	El Dorado HS	Emerson HS	Foreman HS
Fordyce HS	Fouke HS	Glen Rose HS	Gurdon HS	Horatio HS
Hope HS	Junction City HS	Kirby HS	Lafayette Co. HS	Magnet Cove HS
Malvern HS	Mineral Springs HS	Murfreesboro HS	Nashville JH	Nashville HS
Ouachita HS	Prescott HS	Spring Hill HS	Taylor HS	

## District 6 Divisions

<b>Division 1</b>	<b>Division 2</b>	<b>Division 3</b>	<b>Division 4</b>	<b>Division 5</b>
Acorn HS	AR School f/t Blind HS	AR School f/t Deaf HS	Benton JH	Benton HS
Bigelow HS	Bethel MS	Bryant MS	Bryant HS	Caddo Hills HS
LR Central HS	Cossatot River HS	Cutter-Morning Star HS	Danville HS	Dardanelle JH
Dardanelle HS	Dunbar Magnet MS	Fountain Lake HS	Hall High HS	Harmony Grove (Saline Co.)
Henderson MS	Hot Springs MS	Hot Springs HS	J. A. Fair HS	Jacksonville MS
Jacksonville HS	Jessieville HS	Joe T. Robinson MS	Joe T. Robinson HS	Lake Hamilton JH
Lake Hamilton HS	Lakeside JH	Lakeside HS	Mabelvale MS	Maumelle MS
Maumelle HS	McClellan HS	Mena MS	Mena HS	Metropolitan HS
Mills HS	Mount Ida HS	Mountain Pine HS	NLR MS	NLR High HS
Oden HS	Perryville HS	Sylvan Hills MS	Sylvan Hills Fr. Academy	Sylvan Hills HS
Two Rivers HS	Umpire HS	Waldron HS		



APPENDIX C

DIVISION ROTATION PLAN



## Arkansas FCCLA Division Rotation Plan Updated August 2016

Elected In	Vice Pres of Programs	Vice Pres of Public Rel.	Secretary	Treasurer	Parliamentarian
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
21-22	Division 1	Division 2	Division 3	Division 4	Division 5
22-23	Division 2	Division 3	Division 4	Division 5	Division 1
23-24	Division 3	Division 4	Division 5	Division 1	Division 2
24-25	Division 4	Division 5	Division 1	Division 2	Division 3
25-26	Division 5	Division 1	Division 2	Division 3	Division 4
26-27	Division 1	Division 2	Division 3	Division 4	Division 5
27-28	Division 2	Division 3	Division 4	Division 5	Division 1