

**MOUNTAIN SHADOWS FCCLA DISTRICT**  
**POLICIES AND DISCIPLINARY PROCEDURES**  
**For Members While in Attendance at District Activities**

**PART I: INTRODUCTION**

- A. Policies and Disciplinary Procedures for the Mountain Shadows Association of the Colorado Association of Family, Career and Community Leaders of America, Incorporated (FCCLA) are designed to ensure members will maintain a high standard of conduct while in attendance at district, state, regional, and/or national activities.
- B. The time span covered by these policies and procedures will start at the time an FCCLA member arrives at the designated activity location and continue until the member leaves the designated activity location.

**PART II: GENERAL POLICIES**

- A. A local chapter or school must provide a Local Adviser/sponsor to accompany FCCLA members attending district activities on a ratio of ten members to one adviser/sponsor. A chapter may designate a sponsor(s) to take the place of the Local Adviser.
- B. All members must have signed a copy of the "Code of Conduct and Verification Statement" before attending FCCLA activities at the national, regional, state, or district level. The local chapter or school and the Local Adviser/sponsor must have a copy, in their possession, of a medical release form and a signed copy of the "Code of Conduct and Verification Statement" for all members in attendance.
- C. The local chapter or school must coordinate transportation for members to all FCCLA activities.
- D. Members shall inform advisers/sponsors of activities and whereabouts any time they are not under the direct supervision\* of said adviser/sponsor.
- E. Members are allowed to leave assigned locations only with designated adviser's/sponsor's permission and supervision.
- F. Members shall adhere to the required dress code required as decided by the Mountain Shadows District FCCLA Executive Council.
- G. The Mountain Shadows District Consultant and/ or the Local Adviser/sponsor may send members home (at member's expense) from any official FCCLA activity for violation of the conduct policies and procedures.

**PART III: DISTRICT EXECUTIVE COUNCIL**

- A. District Executive Council Members:

The Mountain Shadows District Executive Council shall consist of:

- 1. District Officers
- 2. District Consultant
- 3. District Co-consultant
- 4. National and State Officer(s)

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\* Direct supervision includes the time the member is covered by the prescribed activity schedule. Members must have an itinerary when their individual schedule is not covered by the prescribed activity schedule.

A. District Executive Council Meetings

1. The District FCCLA President shall preside at the business sessions.
2. A majority of the members of the Mountain Shadows Executive Council shall constitute a quorum.
3. Decisions shall be adopted by a majority vote.
4. A current conferencing technology meeting will take place for a special session. A majority of members of the Mountain Shadows Executive Council shall constitute a quorum. The District Consultant and/or District FCCLA President may call a special session.

B. District Executive Council Duties

The duties of the District Executive Council shall be to develop, implement, evaluate and approve plans for:

1. District Program of Work
2. Annual District Conferences
3. District budget
4. Publicity for the District Association
5. Fundraisers
6. Bylaw changes/updates
7. Policies and Procedures
8. Special assignments

**PART IV: DISTRICT OFFICER TEAM**

**SECTION 1: OFFICERS**

The Mountain Shadows District officers shall be:

- A. President
- B. Vice-President
- C. Secretary
- D. Vice President of Finance
- E. Vice President of Community Service
- F. Vice President of Hospitality
- G. Vice President of Public Relations
- H. Vice President of Recognition
- I. Chapter Representatives

**SECTION 2: DUTIES**

Specific duties of the individual district officers are as follows:

- A. President shall preside at all district and executive council meetings. Shall plan business meetings of the executive council and conference meetings with the district consultant, district co-consultant, and district adviser. Shall appoint all committees with the

cooperation of the district consultant, district co-consultant, and district adviser and serve as an ex officio member of all committees. Is familiar with parliamentary procedure; conducts the opening and closing ceremonies at district officer meetings and District Conferences; introduces person giving welcome at Fall Leadership Conference; writes the script for Fall Leadership Conference, in conjunction with Vice President and district consultants; helps plan and implement the Combined Winter District Conference with the Mountain View FCCLA District.

- B. Vice President shall assist the president in all of his/her duties and perform these duties in the absence or upon request of the president. Shall serve on the state interviewing panel if no one runs. Types and assists in writing the script for Fall Leadership Conference, in conjunction with President and district consultants; helps plan and implement the Combined Winter District Conference with the Mountain View FCCLA District.
- C. Secretary shall take and prepare minutes of all Executive Council meetings and all other district meetings. Shall send a copy of minutes of all meetings to all members of the district executive council within one week. Shall develop Fall Leadership Conference program, in conjunction with VP Public Relations and district consultants; helps plan and implement the Combined Winter District Conference with the Mountain View FCCLA District.
- D. Vice President of Finance shall keep an accurate record of the district budget developed by the executive council; shall keep an accurate record of disbursements and receipts; reports financial status at each meeting; notifies chapters still needing to pay district monies; assists with planning for Fall Leadership Conference as needed; helps plan and implement the Combined Winter District Conference with the Mountain View FCCLA District.
- E. Vice President of Community Service shall coordinate the district community service project; publicizes project, in conjunction with VP Recognition; invites rep from chosen project "place" to be present at conference; at Fall Leadership Conference, gathers items, then delivers items; evaluates the project; helps plan and implement the Combined Winter District Conference with the Mountain View FCCLA District.
- F. Vice President of Hospitality shall coordinate food for district meetings; oversees and coordinates décor and arrangements for the Fall Leadership Conference; assists in choosing menu for Fall Leadership Conference; assists VP Public Relations with "video" for closing session of Fall Leadership Conference; helps plan and implement the Combined Winter District Conference with the Mountain View FCCLA District.
- G. Vice President of Public Relations shall gather and organize news from all district chapters. Shall send articles to the state vice president of publications for "Colorado Comments", and the national publication, "Teen Times." Shall prepare new releases following the district conferences and send to all district chapters. Shall take pictures of members and events at Fall Leadership Conference and create "video" to be shown at closing session, with assistance of VP Hospitality; develops publicity flyer for Fall Leadership Conference; assists the Secretary with the Fall Leadership Conference program; alerts local media about District Conferences; helps plan and implement the Combined Winter District Conference with the Mountain View FCCLA District.
- H. Vice President of Recognition shall create flyer about the district community service project, in conjunction with VP Community Service; chairs the CPR (courteous, professional, respectful) Award for Fall Leadership Conference, which includes appointing "judges" and having the current trophy holder bring it to Conference; oversees the nametag contest, including judge and prize; compiles fall conference evaluation results and distributes to district officer team and district consultants; helps plan and implement the Combined Winter District Conference with the Mountain View FCCLA District.

- I. Chapter Representatives shall help and support the district officers in the planning and implementation of Fall Leadership Conference; help plan and implement the Combined Winter District Conference with the Mountain View FCCLA District; assist in getting information to chapters regarding specific duties assigned for District Conferences; and attend District Conferences.

### **SECTION 3: MEETINGS**

Attendance is required by all district officers at the following meetings, if held:

1. District Officer Installation
2. Orientation Meeting
3. Fall Planning Meeting(s)
4. Fall Leadership Conference
5. Winter Planning Meeting(s)
6. State Officer/State Interviewing Panel Selection Meeting
7. Winter Conference

### **SECTION 4: TERM OF OFFICE**

The term of office for all district officers shall be from the time of installation until a succeeding officer has been installed.

### **SELECTION 5: SELECTION OF OFFICERS**

#### **A. Qualifications**

1. Candidates for a district office must be an affiliated member of a district chapter by the second affiliation date as determined by the State Association.

#### **B. Nomination and Selection.**

1. Candidates for district office shall complete the district officer application form and return to the District Consultant on or before the stated deadline. Applications received postmarked after the deadline shall be returned.
2. Candidates will be interviewed by the district officer interviewing panel.
3. The interviewing panel shall consist of up to three FCCLA members with one being a current district officer not running for re-election, an administrator, and up to two district advisers.
4. One adviser shall be the chair of the district officer interviewing panel.
5. Chapter representatives may be selected through this process. Or in the fall, chapters may choose a chapter representative to participate with the district officer team.

## **PART V: FINANCIAL POLICIES**

The following policies have been adopted by the District Executive Council to govern use of all funds generated by Mountain Shadows District FCCLA:

### **DUES**

#### **A. National Dues**

The amount of national dues for active members shall be determined by the national Executive Council and the National Board of Directors and shall be subject to approval of the voting delegates at a national meeting.

## B. State Dues

The amount of state dues for active members shall be determined by the State Executive Council subject to approval of voting delegates at a State Conference. In addition, the dues will be increased to meet the cost of mandatory liability insurance.

## C. Chapter Fees (state)

A chapter fee may be assessed each year to cover the cost of printing and other miscellaneous items not covered by the state dues.

## D. District Fees

A district fee may be assessed each year to cover district costs.

## **REGISTRATION FEES**

- A. Registration fees for district activities are intended to cover the costs of the activity.
- B. Any profit generated will be used for district officer expenses, such as name badges, uniforms and meals during all day meetings.

## **PART VI: CODE OF CONDUCT POLICY**

The Code of Conduct policy was developed by the Colorado FCCLA Executive Council to set the highest standards for personal conduct at official activities.

**These rules will apply to all district, state, regional and/or national activities.**

FCCLA members will **not** engage in the following:

- A. The possession or consumption of any intoxicating beverage, narcotic drug, or illegal substance by any member is prohibited. (This excludes member's own prescription drugs.) Local authorities may be notified of the incident.
- B. Members of the opposite sex are not allowed in sleeping rooms in hotels unless an adviser is present in the room. **NO EXCEPTIONS** – even with the door open.
- C. Defacing of property (including pulling fire alarms) – any damages to, or loss of furnishings located on the premise of the FCCLA function will be paid for by the responsible individual(s). Local authorities may be notified of the incident.
- D. Violation of school and/or hotel tobacco policies.
- E. Violation of curfew (as stated in program).
- F. Violation of dress code (as stated in the conference policies and information).
- G. Violation of harassment policies.
- H. Any other act that brings criticism or discredit to Mountain Shadows FCCLA and/or chapter as determined by the venue, District Consultant or Chapter Adviser/sponsor.

### **Disregarding or violating the Code of Conduct:**

Delegates who disregard or violate this code will be subject to disciplinary action including, but not limited to, competitive event disqualification, forfeiture of privileges to attend further events, confinement to your hotel room, and dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and FCCLA reserves the right to notify law enforcement. Any Code of Conduct violation must be brought to the attention of the District Consultant prior to the conclusion of the conference. Disciplinary decisions will be made by Chapter Adviser(s), and/or the District Consultant, and/or the Assistant FACS Program Director/ FCCLA State Adviser, and/or local administrator(s).

## **PART VII. HARASSMENT POLICY**

Harassment based on race, color, religion, national origin, ancestry, sex, sexual orientation, or disability will be regarded as a violation of this policy.

- A. Harassment based on race or color can include unwelcome, hostile, and offensive verbal, written, or physical conduct based on, or directed at, the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, and negative references to racial customs.
- B. Harassment based on religion can include unwelcome, hostile, and offensive verbal, written, or physical conduct based on, or directed at, the characteristics of a person's religion or creed, such as comments regarding surnames, religious tradition, or religious clothing, as well as religious slurs and/or graffiti.
- C. Harassment based on national origin or ancestry can include unwelcome, hostile, and offensive verbal, written, or physical conduct based on, or directed at, the characteristics of a person's national origin, such as comments regarding surnames, manner of speaking, customs, language, or ethnic slurs.
- D. Sexual harassment of students includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature. Sexual harassment may occur whether the harassment is between people of the same or different gender. Sexual harassment can include unwelcome oral, written, or physical conduct, directed at, or related to, a person's gender, such as sexual gossip or personal comments of a sexual nature, sexually suggestive or foul language, sexual jokes, whistling, spreading rumors or lies of a sexual nature about someone, demanding sexual favors, forcing sexual activity by threat of punishment or offer of education reward, obscene graffiti, display or sending of pornographic pictures or objects, offensive touching, pinching, grabbing, kissing or hugging, or restraining someone's movement in a sexual way.
- E. Harassment based on sexual orientation can include unwelcome, hostile, and offensive verbal, written, or physical conduct based on, or directed at, the characteristics of a person's sexual orientation, such as name-calling and imitating mannerisms.
- F. Harassment based on disability can include unwelcome, hostile, and offensive verbal, written, or physical conduct based on, or directed at, the characteristics of a person's disability condition, such as imitating manner of speech or movement; hostile or offensive acts; and/or interference with movement or access to necessary equipment.

All advisers and students share the responsibility to ensure that harassment based on race, color, religion, national origin, ancestry, sex, sexual orientation, or disability does not occur at any FCCLA activities or functions.

## **PART VIII. DUE PROCESS PROCEDURES**

Due process is of primary importance because it recognizes the right of individuals to have recourse within a decision-making process. Due process assures the student of the following steps:

1. Regulations and penalties are available in writing.
2. The student has the right to be informed of specific reasons for action.
3. All members are obligated to work out difficulties at the level at which they occur, if possible.
4. The student has the right to present a defense against charges and to produce information in his/her parent's presence.

5. The student, administrator, and/or teacher have the right to request the presence of the parents.
6. Proper consideration should be given to the student's right to privacy.
7. Disciplinary action shall be reasonable and related to the infraction.

A. All due process claims must:

1. Be written or delivered in person to the Assistant FACS Program Director/ FCCLA State Adviser or mailed to the FCCLA State Office within ten (10) working days following the event.
2. Consist of a written, signed statement lodged by a person or persons believing they have evidence to substantiate the complaint.

\*\*\*Hearing shall be interpreted as a meeting to determine disciplinary action to an official complaint.

B. The affected individual, Chapter Adviser/sponsor, local administrator, and parent or guardian will be notified by letter that an official complaint has been received. Within ten (10) working days following the receipt of the written complaint, they will be notified of the meeting date of the hearing and be requested to attend.

C. The Assistant FACS Program Director/ FCCLA State Adviser will conduct the hearing and will determine the disposition of the complaint.

The following disciplinary action may be taken in response to the written complaint:

1. Case dismissed – due to lack of evidence.
2. Letter of reprimand to all involved.
3. Member(s) or adviser(s)/sponsor(s) may be placed on probation until the end of the current year.
4. Member(s) or adviser(s)/sponsor(s) may be placed on suspension for 13 months.

D. The member, adviser/sponsor, local administrator and parent or guardian shall be notified by certified mail, in writing, of the decision of the Assistant FACS Program Director/FCCLA State Adviser within ten (10) working days after the hearing.

E. Within ten (10) working days after receiving the decision, the affected party(s) may appeal the decision to the Assistant FACS Program Director/FCCLA State Adviser in writing.

F. Within ten (10) working days, the Assistant FACS Program Director/ FCCLA State Adviser must inform the member of the scheduled meeting date of the appeals hearing before an unbiased board. The board will consist of three (3) individuals who are not associated with FCCLA (e.g., college personnel, local administrator, business and industry personnel). After private deliberation, the decision will be made at the meeting of the unbiased board.

G. The Assistant FACS Program Director/ FCCLA State Adviser will inform the member, Local Adviser, local administrator, and parent or guardian in writing the appeals hearing committee decision with ten (10) working days after the decision is made.

H. All correspondence will be sent by certified and registered mail.

## **PART IX. AUTOMOTIVE TRANSPORTATION POLICIES**

Local Adviser(s)/ sponsors are covered under Commercial Auto Coverage provided by Colorado FCCLA if the chapter is affiliated during that membership year and the driver meets the following:

- A. Acceptable drivers should not be under the age of 21 nor over the age of 79.
- B. Drivers transporting students should not be under the age of 25 nor over the age of 70.
- C. Drivers should have appropriate class license for driving vans, school buses or larger trucks.
- D. Volunteer drivers with less than 5 years driving experience should not drive for the organization.
- E. Any driver with any of the following over the past three years does not meet our underwriting criteria:
  - 1. More than two moving violations in the past three years
  - 2. More than two accidents in the past three years
  - 3. More than one accident in any one year.
  - 4. Speeding over 80 miles per hour

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