



SECTION 12 – POLICIES AND PROCEDURES

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PART I: INTRODUCTION

1. Policies and Disciplinary Procedures for Colorado FCCLA members are designed to ensure members will maintain a high standard of conduct while in attendance at any district, state, regional, and/or national activities.
2. 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

1. A local chapter or school must provide a Local Adviser/sponsor to accompany FCCLA members attending district, state, regional, or national activities on a ratio of ten members to one adviser/sponsor. For district, state, regional, or national FCCLA activities, the chapter may designate a sponsor(s) to take the place of the Local Adviser.
2. All members must have signed "Code of Conduct and Verification Statement" with the Local Adviser/sponsor while attending FCCLA activities. The local chapter or school and the Local Adviser/sponsor must have a copy, in their possession, of the multiple release form and a copy of the "Code of Conduct and Verification Statement" for all members in attendance.
3. The local chapter or school must coordinate transportation for members to all FCCLA activities. Chapters must notify the Colorado FCCLA State Adviser of their participation in regional or national activities.
4. Members shall inform advisers/sponsors of activities and whereabouts any time they are not under the direct supervision of said adviser/sponsor.
5. All members will spend nights at assigned lodging and in assigned rooms. Conference hotels must be used by all members attending the activity.
6. Members are allowed to leave assigned lodging only with designated adviser's/sponsor's permission and supervision.
7. Members shall adhere to the required dress code required as decided by the State FCCLA Executive Council and/or Colorado FCCLA State Adviser.
8. The Colorado FCCLA State Adviser, the Local Adviser/sponsor or the District Consultant may send members home (at member's expense) from any official FCCLA activity for violation of the conduct policies and procedures.
9. 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.
10. Colorado chapters attending the National Leadership Conference will use the state designated travel agent for all travel details to/ from the conference.
11. The Colorado Career and Technical Education department has hired a law firm to serve on retainer for all CTE programs, including CTSOs.

PART III: EXECUTIVE COUNCIL POLICY

1. State Executive Council
 - A. The State Executive Council shall consist of:
 - B. Current State Officers
 - C. Current Senior Officer(s)
 - D. Current National Officer(s)
 - E. District Consultants/Co-consultants
 - F. State Officer Team Adviser(s)
 - G. Colorado FCCLA State Adviser
 - H. Colorado Family and Consumer Sciences Program Director
 - I. Colorado State University FACS Teacher Educator
 - J. Middle School Adviser Representative (on a 2-year rotation going in alphabetical order of districts)
 - K. Occupational Programs Representative
 - L. Postsecondary Membership Representative
2. State Executive Meetings
 - A. The State Executive Council shall meet at the summer and fall executive planning meetings or at the call of the Colorado FCCLA State Adviser.
 - B. The State FCCLA President shall preside at the business sessions as designated by the Colorado FCCLA State Adviser.
 - C. In order to have a free response on certain issues, the State Officer Team and the District Consultants(s)/Co-consultants, and State Officer Team Adviser(s) may consider the same problem in separate sessions but shall make final decisions as the State Executive Council.
 - D. A majority of the members of the State Executive Council shall constitute a quorum.
 - E. Decisions shall be adopted by a majority vote.
 - F. A current conferencing technology meeting will take place for a special session. A majority of members of the State Executive Council shall constitute a quorum. Family and Consumer Sciences Program Director, Colorado FCCLA State Adviser, State FCCLA President, and/or Secretary of the State FCCLA Advisory Board may call a special session.
3. State Executive Council Duties
 - A. The duties of the State Executive Council shall be to develop, implement, evaluate and approve plans for the State Association.
 - B. The State Executive Council will have the following standing committees to fulfill their duties:
 - I. Alumni & Associates Committee
 - Chaired by the Second Vice President.
 - The Alumni & Associates Committee will determine the programming and involvement of the Alumni & Associates division.
 - II. Bylaws Committee
 - Chaired by the First Vice President.
 - The Bylaws Committee will review the Colorado FCCLA Bylaws and make recommendations on amendments. This committee will

also make recommendations on how the Colorado delegation will vote on National FCCLA proposed bylaw amendments.

- III. Competitive Events Committee
 - Chaired by the Vice President of Events.
 - The Competitive Events Committee will oversee the competitive events policies and programming.
- IV. Finance Committee
 - Chaired by the Vice President of Finance.
 - The Finance Committee will assist the Colorado FCCLA State Adviser in the development of the state budget and financial policies, to review the prepared year's fiscal statements, and to be responsible for the audit. This committee will be made up of three representatives from the State FCCLA Executive Council (Vice President of Finance, District Consultant for Vice President of Finance, and another District Consultant/ Representative).
- V. Membership Committee
 - Chaired by the Vice President of Membership.
 - The Membership Committee will direct all membership activities and membership campaigns.
- VI. Middle School Committee
 - Chaired by the Vice President of Publications.
 - The Middle School Committee will develop policies and best practices for middle level chapters.
- VII. Minutes Review Committee
 - Chaired by the Secretary.
 - The Minutes Review Committee will edit and approve all minutes of the state delegation.
- VIII. National Conferences Committee
 - Chair will be chosen from eligible state officers by the state officer team.
 - The National Conferences Committee will oversee the policies and activities of the state delegation at any national conference.
- IX. National Programs Committee
 - Chaired by the Vice President of Programs.
 - The National Programs Committee will oversee the implementation of the National Programs on the state level and make recommendations on state level projects for chapters.
- X. Officer Selection Committee
 - Chair will be chosen from eligible state officers by the state officer team.
 - The Officer Selection Committee will manage the policies for the state officer selection process.
- XI. Peer Education Committee
 - Chaired by the Vice President of Peer Education.

- The Peer Education Committee will oversee the implementation of state level peer education programming and manage the youth expo activities at the annual state conference.
- XII. Policies and Procedures Committee
 - Chaired by the Vice President of Membership.
 - The Policies and Procedures Committee will review all policies and procedures and make recommendations on changes.
- XIII. Recognition and Scholarship Committee
 - Chaired by the Vice President of Recognition.
 - The Recognition Committee will manage the state level recognition and scholarship policies.
- XIV. State Service and Public Relations Committee
 - Chaired by the Vice President of Public Relations.
 - The State Service and Public Relations Committee will manage the state association's public relations and implement the state service project.
- XV. State Conferences Committee
 - Chair will be chosen from eligible state officers by the state officer team.
 - The State Conferences Committee will determine the programming and activities at any state conference.

PART IV: STATE OFFICER TEAM

1. Section 1: Membership
 - A. The FCCLA State Officer Team may consist of:
 - I. President
 - II. First Vice-President
 - III. Second Vice-President
 - IV. Secretary
 - V. Vice-President of Events
 - VI. Vice-President of Finance
 - VII. Vice-President of Membership
 - VIII. Vice-President of Peer Education
 - IX. Vice-President of Programs
 - X. Vice-President of Public Relations
 - XI. Vice-President of Publications
 - XII. Vice-President of Recognition
 - XIII. State Representative(s), as needed
 - XIV. Occupational/Comprehensive Programs Representative, as needed
 - XV. Senior Officer(s)
 - XVI. National Officer(s)
 - A. Section 2: Meetings
 - A. The FCCLA State Officers are required to attend:
 - I. State Officer Orientation – 1 day in May
 - II. Summer Executive Council Planning Meeting - 2 days in June
 - III. Summer CTSO Leadership Training – 3 days in June

- IV. OPTIONAL - Colorado Association for Career Technical Education Conference, 4 days in July
 - V. Chapter/ District Officer Leadership Training Conference – July/August/September – 2 days (if two are held, one is required).
 - VI. Fall Executive Council Meeting – 2 days – September/October/November.
 - VII. Cluster Meeting - required when in state, optional when out-of-state – November, 3 days.
 - VIII. Script writing – January/February, 1 day (not all officers are involved).
 - IX. Annual State Leadership Conference – April – 5 days.
 - X. One home District Conference and are encouraged to attend home district planning meetings and additional District Conferences.
 - XI. OPTIONAL – National Leadership Conference. This activity is held during July (approximate time, 1 week).
- B. Section 3: Duties
- A. FCCLA State Officers must attend all required state meetings. Sickness, death in the family, family emergency, or prior written consent of the Colorado FCCLA State Adviser are the only acceptable excuses for a State Officer’s absence.
 - I. Colorado FCCLA State Adviser must have a written notification postmarked at least one week in advance or a phone call followed by written notification of an intended absence. Written notification shall be an “official letter” from the FCCLA State Officer, with signatures of approval from the Chapter Adviser and the school administrator.
 - II. Any Officer with an unexcused absence shall be placed on probation for the duration of the term of office. The Officer’s resignation from State Office shall be requested if there is one more unexcused absence.
 - III. All unexcused absences shall be referred to and acted upon by the Colorado FCCLA State Adviser.
 - B. State Officers are required to participate in two Community Outreach Visits, included but not limited to chapter visits, non FCCLA conferences, digital connection and webinar.
 - C. State FCCLA Officers shall carry out their duties and responsibilities in accordance with the Colorado State Bylaws and Colorado Policies & Procedures.
 - D. State Officers may participate as an individual only in a STAR, online, or state event if that officer is in good standing with Colorado FCCLA State Adviser and state officer team advisers.
 - E. State Officers will assist local chapter adviser with accomplishing their Program of Work.
 - F. State Officers must project a positive image of FCCLA at all times, individually, personally, and through all communication (verbal, written, electronic, or otherwise.)
 - G. State Officer Projects
 - I. All members of the State Officer Team will complete a State Officer project.
 - II. State Officers will complete a project that will benefit their chapter, school, district, community or the State Association (reflecting the duties of their office) using the FCCLA planning process.

- III. Written report of the project will be submitted at the CTSO Summer Leadership Training followed by an update at the Fall Executive Planning Meeting.
 - IV. Project may be used as a workshop at the State Leadership Conference.
 - V. Final report of the project will be submitted two weeks prior to the State Leadership Conference to the 1st Vice President.
- C. Section 4: Responsibilities
- A. All State Officer Team members will complete the following:
 - I. Monthly State Officer Activities Report – Due the 5th of each month
 - II. Travel authorization – one week prior to scheduled meeting
 - III. Travel expense form – will not be reimbursed without travel authorization
 - IV. Code of Conduct and Verification Statement
 - V. Authorization – Medical Release – Parent Consent Form
 - VI. State Officer Chapter Visit Report
 - VII. State Officer Project Report
 - VIII. State Officer Year-End Report
 - IX. Photo Release Form
 - X. Copy of driver’s license (if applicable)
 - XI. Verification of insurance (if applicable)
 - XII. Grade verification report (due January 31)
 - XIII. iPad User Agreement
 - XIV. Social Media Agreement
 - B. Professional Image
 - I. All state officers are expected to portray a professional image when in official dress. Professional image includes the following:
 - II. Natural hair color
 - III. No distracting piercings on the face
 - IV. Maximum of three piercings on each ear
 - V. Nail polish should be professionally manicured and coordinate with professional attire
 - VI. No visible tattoos for females and males
 - VII. All concerns on attire should be addressed to the state adviser
 - C. Rewards/Consequences
 - I. Officers who complete and submit (email/mail) all forms on the required due dates will receive special rewards or recognition at the State Conference (e.g., suite at State Conference).
 - II. Officers failing to submit any forms/reports by the deadline date will be sent an email reminder. If this happens a second time, a letter will be sent to the officer with copies sent to the Officer’s parents and adviser. The third time a deadline is missed, the Officer will be put on probation and, if any more deadlines are missed, the Officer may be asked to resign.
 - III. If an Officer fails to submit a travel authorization, said member will not receive mileage reimbursement and/or may be required to pay own expenses (lodging and/or meals) for said meeting.

- IV. A returning Officer Candidate's "reporting history" will be given to the State Interviewing Panel.
- V. State Officers who become grade ineligible per their school's eligibility requirements (to be monitored by your Chapter Adviser) will not be able to attend required meetings while ineligible and will be placed on probation.
- D. Graduating state officers and/ or state officers not seeking state office may compete in any individual competitive event if they are in good standing and if approved by the local chapter adviser, state officer team adviser(s), and Colorado FCCLA State Adviser.
- E. State Officers that resign during their term will be required to reimburse the State Association for any conference registration paid for them to attend any state or national conferences.
- D. Section 5: Vacancy
 - A. In the event of a State Officer vacancy (excluding the President) up to one week prior to CTSO training, the position will be filled according to, but not limited to, the following guidelines:
 - I. Current 2nd Vice President assumes the vacant position
 - II. Divide vacant position responsibilities among current officer team (State Representative, Occupational/Comprehensive Programs Representative)
 - B. In the event of a vacancy (excluding the President) in a State Officer position after the CTSO training and prior to Fall Planning Meeting, the position will be filled according to, but not limited to:
 - I. Current 2nd Vice President assumes the vacant position.
 - II. Divide vacant position responsibilities among current officer team (State Representative, Occupational Comprehensive Programs Representative, national candidate not receiving an office).
- E. Section 6: Senior Officer
 - A. Only past FCCLA State Officers may make application for the position of Senior Officer(s). A letter of application shall be sent to the Colorado FCCLA State Adviser by established date.
 - B. The Colorado FCCLA State Adviser may select the Senior Officer.
- F. Section 7: Termination

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

 - A. Regulations and penalties are available in writing.
 - B. The State Officer has the right to be informed of specific reasons for action.
 - C. All members are obligated to work out difficulties at the level at which they occur, if possible.
 - D. The State Officer has the right to present a defense against charges and to produce information in his/her parent's presence.
 - E. The State Officer, administrator, and/or teacher have the right to request the presence of the parents.
 - F. Proper consideration should be given to the student's right to privacy.
 - G. Disciplinary action shall be reasonable and related to the infraction.

- H. All due process claims must:
 - I. Be written or delivered in person to the Colorado FCCLA State Adviser or mailed to the FCCLA State Office within ten (10) working days following the event.
 - II. Consist of a written, signed statement lodged by a person or persons believing they have evidence to substantiate the complaint.
 - III. Hearing shall be interpreted as a meeting to determine disciplinary action to an official complaint.
 - I. The affected State Officer, 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.
 - J. The Colorado FCCLA State Adviser will conduct the hearing consisting of the Colorado FCCLA State Adviser, local administrator, and that State Officer's District Consultant who will determine the disposition of the complaint.
 - K. The following disciplinary action may be taken in response to the written complaint:
 - I. Case dismissed – due to lack of evidence.
 - II. Letter of reprimand to all involved.
 - III. State Officer may be placed on probation until the end of the current year.
 - IV. State Officer may be terminated from their office for the remainder of their term.
 - V. State Officer may be terminated from their office and given a suspension for 13 months.
 - L. The State Officer, adviser/sponsor, local administrator and parent or guardian shall be notified by certified mail, in writing, of the decision of the Colorado FCCLA State Adviser within ten (10) working days after the hearing.
 - M. Within ten (10) working days after receiving the decision, the affected State Officer may appeal the decision to the Colorado FCCLA State Adviser in writing.
 - N. Within ten (10) working days, the Colorado 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.
 - O. The Colorado FCCLA State Adviser will inform the State Officer, 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.
 - P. All correspondence will be sent by certified and registered mail.
 - Q. State Officers that are terminated during their term will be required to reimburse the State Association for any conference registration paid for them to attend any state or national conferences.
- G. Section 8: National Officer Candidate
- A. Nomination

- I. Each State Association shall have the privilege of nominating two candidates for National Officer.
- B. Qualification
 - I. Be an active member for at least one year.
 - II. Have a scholastic rating of 3.0 over the last three semesters.
 - III. Have made outstanding contributions and have already attained some leadership position within FCCLA, but does not have to be a previous state officer.
 - IV. Go through the interview process at the district level and earn a test score of 80% or better on the State Officer Exam.
 - V. Go through the entire interview process at State Conference and at State Conference earn a score of at least 80% on a state-developed national officer test.
 - VI. Have support and approval of the local chapter, Chapter Adviser, school administration, and parent/guardian.
 - VII. Have the approval of the State Association.
 - VIII. Candidate's adviser must be willing to serve as a consultant at the National Level if candidate is elected.
- C. Application
 - I. A National Officer Candidate must first complete the same application as state officer candidates. The application must be submitted to the District Consultant by the established deadline.
 - II. National Officer Candidates must be interviewed at the District Level before being interviewed by the State Interviewing Panel at State Leadership Conference.
 - III. Applications are subject to approval by the Colorado FCCLA State Adviser.
 - IV. Once selected to be a Colorado National Officer Candidate, applications for National Officer may be obtained from the FCCLA State Adviser and must be submitted to the State Office by established deadline date.
- D. Duties
 - I. National FCCLA Officer(s) from Colorado shall act as liaison between national and state level and report to the State Executive Council following each national meeting attended.
 - II. Shall attend State Executive Council meetings (as stated in State Officers' policies) and State Leadership Conference.
- E. National Officer Candidate(s) who do not receive a National Office may apply to the Colorado State Officer Team and be selected at the discretion of the Colorado FCCLA State Adviser as Senior Officer or State Representative.

PART V: STATE OFFICER SELECTION

1. Section 1: State Officer Candidate Process
 - A. The Colorado Family and Consumer Sciences Program Director and one other person will coordinate the selection process each year.
 - B. Must be an affiliated member of a local chapter or be a prospective member submitting a promissory commitment to become an affiliated member.
 - C. Must be a current freshman, sophomore or junior.
 - D. Must currently have and maintain an academic 2.5 GPA or better based on the last grading period.
 - E. Must have demonstrated a leadership role at the local, district or community level (leadership role – chairperson of a committee, officer of a class organization, at work or in the community).
 - F. Must display basic knowledge about the career and technical student organization of FCCLA and Family and Consumer Sciences (a written exam will be required at the District’s Winter Conference or designated time and location).
 - G. Must not be running for State Office in any other Career and Technical Student Organization.
 - H. Must secure support from parent/guardian(s), local adviser, school administrator, and District Consultant.
 - I. Complete the following necessary paperwork in this order and submit it to District Consultant by established date:
 - I. A State Officer Candidate Application Form and one-page resume. Attach wallet-size photo to upper right-hand corner of Application Form.
 - II. Responsibility and Qualifications Signature Sheet with all required signatures.
 - III. Three LETTERS OF RECOMMENDATION (one must be from a FCCLA Chapter Adviser).
 - IV. This paperwork must be submitted and secured in a three-hole theme folder (with pockets and brads) with a white label placed in the top right-hand corner. The label must have candidate’s name, adviser’s name, district name, and consumer or occupational division designated. No page protectors allowed.
 - J. At District’s Winter Conference or designated time and location, candidates will be interviewed and screened by a District Interviewing Panel and be required to complete:
 - I. One-minute introduction of self to attendees using a prop.
 - II. Individual presentation to District Interview Panel as required at State Leadership Conference.
 - III. Recite the FCCLA Creed.
 - IV. Take the FCCLA Knowledge Exam and written assignment and score at least 80 percent in order to continue. For the written assignment, candidates may bring whiteout, additional paper and a dictionary. This assignment will be evaluated on the following points:
 - Neat and legible

- Covers pertinent information
 - Clearly written
 - Spelling
 - Correct English grammar and style
- V. Applicants must receive 80 percent or higher on their knowledge exam to be considered as an officer candidate. Applicants will receive official notification of State Officer Candidacy and be invited to be a part of the State Officer Selection process by March 1.
- K. Candidates selected to go on to the State Interview Panel will proceed through the interview process at the State Leadership Conference and complete the following:
- I. State Officer Candidates and Interview Panelists will meet to go over logistics for the officer selection procedure. This is an information-only meeting and is not part of the selection process.
 - II. Candidates will introduce themselves to the Voting Delegates at the Business Meeting in an informal meet and greet. Candidates' interactions with the Voting Delegates will be observed by the state interview panel.
 - III. Candidates will introduce themselves to the entire delegation at the Opening Session. The introduction will be a one-minute presentation with a prop. The subject will be free choice of the candidate. If speeches run beyond one minute, points will be deducted but candidates will be allowed to finish. The evaluation will be based on:
 - Preparedness
 - Creativity
 - Volume and clarity
 - IV. Interview with State Panel – time will be assigned at orientation and will include:
 - V. State Officer Candidates will be required to recite the FCCLA Creed. Candidates will be evaluated on how well they have the Creed memorized and if they speak clearly and not too fast.
 - VI. Organize a short talk about yourself covering the topics below (two minutes minimum, three minutes maximum). Points will be deducted if not within required time limit. This speech should be memorized. Note cards will be allowed. Topics to include in the presentation (in any order):
 - The contributions you have made to FCCLA and what you think you can contribute to the Colorado Association as a State Officer.
 - Relate why you would like to become a State FCCLA Officer.
 - Describe your participation in your chapter FCCLA activities and other school or community organizations.
 - Review your qualifications to be a State Officer.

- VII. Candidates will be asked six questions during an oral interview that consists of the following:
 - 1 Personality Question
 - 2 Situational Response Questions
 - 1 Parliamentary Procedure Question
 - 1 Resume Based Question
 - 1 Follow Up Question Based On Interview
- VIII. Candidates may be assigned to a group of three (3) or four (4) to develop a team presentation.
 - Candidates may be assigned to a whole group presentation/task.
 - The presentation/task is up to the discretion of the interview panel.
- L. Dress Code for State Officer Candidates
 - I. Officer candidates are to look professional throughout the entire conference unless otherwise stated.
 - II. During both the prop speech on stage and the interview, only business attire will be allowed, no costumes of any sort will be acceptable.
 - III. Business attire is classified as a business suit with slacks or skirt, jacket/blazer is required or a dress. Exceptions will be made for candidates who wear a dress shirt, tie/ascot and slacks without a jacket/blazer.
 - IV. When white shirts or slacks are worn, skin tone undergarments should be worn underneath.
 - V. For "Officer Reflections" casual attire (jeans and FCCLA t-shirt).
 - VI. Candidates will wear a FCCLA polo at the VIP Party.
 - VII. For installation, candidates should wear semi-formal dress or appropriate business dress.
 - VIII. No visible tattoos are allowed.
 - IX. Candidates are allowed three piercing in each ear and no distracting piercings on the face. All other jewelry (i.e., bracelets or necklaces) should be tactful and kept to a minimum
 - X. Nail polish should be professionally manicured and coordinate with attire.
 - XI. Hair color needs to be of a natural color.
- M. Candidates Disqualifications
 - I. Being late to any Officer Candidate Meeting may result in immediate disqualification. Candidates must be aware from the onset that promptness is important!
 - II. Violation of Policies and Disciplinary Procedures results in immediate disqualification.
- N. New State Officers are announced at the State Leadership Conference and these officers must attend the Installation Ceremony at the Awards Session.
- O. State Officers Candidates are not allowed to participate in any competitive event.

2. Section 2: Interview Panel Member Process
 - A. Must be an affiliated member of a local chapter or be a prospective member submitting a promissory commitment to become an affiliated member.
 - B. Must currently have and maintain an academic 2.5 GPA or better based on the last grading period.
 - C. Must display basic knowledge about the career and technical student organization of FCCLA and Family and Consumer Sciences (a written exam will be required at the District Winter Conference).
 - D. Must secure support from parent/guardian(s), local adviser, and District Consultant.
 - E. Complete the following necessary paperwork in this order and submit it to District Consultant by established date:
 - I. The Interview Panelist Application Form
 - II. One-page essay addressing the given prompt
 - III. This paperwork must be submitted in a file folder with a white label on the tab. The label must have panelist's name, adviser's name, and district name.
 - F. At District's Winter Conference or designated time and location, panelist candidates will be interviewed and screened by a District Interviewing Panel and be required to:
 - I. Recite the FCCLA Creed.
 - II. Take the FCCLA Knowledge Exam and written assignment and score at least 80 percent in order to continue. For the written assignment, candidates may bring whiteout, additional paper and a dictionary. This assignment will be evaluated on the following points:
 - a. Neat and legible
 - b. Covers pertinent information
 - c. Clearly written
 - d. Spelling
 - e. Correct English grammar and style
 - III. Applicants must receive 80 percent or higher on their knowledge exam to be considered as a panelist. Applicants will receive official notification and be invited to be a part of the State Officer Interview Panel by March 1.
 - G. Panelists are to look professional throughout the entire conference unless otherwise stated. Panelist must abide by the following dress code:
 - I. No visible tattoos are allowed.
 - II. Candidates are allowed three piercing in each ear and no distracting piercings on the face. All other jewelry (i.e., bracelets or necklaces) should be tactful and kept to a minimum
 - III. Nail polish should be professionally manicured and coordinate with attire.
 - IV. Hair color needs to be of a natural color.
 - V. Candidates Disqualifications

- VI. Being late to any Officer Candidate Meeting may result in immediate disqualification. Candidates must be aware from the onset that promptness is important!
- VII. Violation of Policies and Disciplinary Procedures results in immediate disqualification.
- H. Panelists are allowed to participate in any individual competitive event.

PART VI: FINANCIAL POLICIES

1. Section 1: General Financial Policies

- A. Expenditure of funds is the responsibility of the Colorado FCCLA State Adviser with approval of these expenditures by the State FCCLA Executive Council. If requested, this information can be forwarded at more frequent intervals.
- B. An annual budget will be approved by the State FCCLA Executive Council with individual budgets being developed for specific activities and approved by the Executive Council.
- C. The Vice President of Finance shall give a financial report at the State Leadership Conference.
- D. All financial records will be maintained for a minimum of five years. These records will be stored digitally by the CTSO Accounting Firm. Year-end reports will be maintained on file at the State Office.
- E. Tax reports will be filed on an annual basis and will be maintained on file at the State Office.
- F. Official minutes of all budget committee meetings will be kept on file at the State Office.
- G. A three-part accounting system will be used to document control of the funds of the Colorado FCCLA. The CTSO Accounting Liaison will make all deposits of funds as they are received and will handle all financial record keeping of the State Association. Receipts will not be written for conference registrations and payment of dues unless requested. Colorado FCCLA State Adviser and/or the authorized representative at CCCS will have the authority to expend funds.
- H. The CTSO Accounting Liaison will provide the Colorado FCCLA State Adviser a monthly accounting of the receipts and disbursements by the 15th of each month. Following the close of the books on June 30th, the CTSO Accounting Firm will provide a complete accounting of the year's receipts and disbursements. This will be provided by August 30th of each year. This report will be used to prepare the year-end report of the Colorado FCCLA.
- I. Whenever possible, direct billing accounts will be established with businesses that impact the operation of the Colorado FCCLA.
- J. A "no cash" policy is in effect for Colorado FCCLA (\$50.00 or over).
- K. All conference registration fees should be paid before arrival at all state-sponsored conferences. Chapters who have not paid registration fees will not be allowed to participate in conference activities. Hotel reservations and payment is the responsibility of the local FCCLA chapter. Late fees will be assessed for paperwork that is received after the posted deadline. A late fee of \$25.00 will be assessed every 15 days after the payment deadline to late payments.
- L. There will be no refunds of conference registration fees due to circumstances beyond the control of the State FCCLA.
- M. Dual signatures will be required for any check in excess of \$5,000. The authorized representative at CCCS will serve as the second signature on Colorado FCCLA checks.
- N. Maintaining a credit card with a small maximum balance for the Colorado FCCLA will reduce the number of checks which must be used when on site for State

Association activities. The maximum credit limit which can be used for FCCLA business is \$10,000 without prior approval of the State Executive Council.

- O. Any unencumbered money over \$30,000 that is accumulated in the FCCLA student account at the end of the fiscal year cannot be used without the prior approval of the State Executive Council.
 - P. There shall be no more than \$75,000 in the FCCLA savings/investment accounts without the prior approval of the State Executive Council.
 - Q. Colorado FCCLA has the right to refuse any donation if the donating entity does not match the mission and purpose of Colorado FCCLA.
2. Section 2: Affiliation Dues
- A. National Dues
 - I. 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
 - I. 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
 - I. A chapter fee may be assessed each year to cover the cost of printing and other miscellaneous items not covered by the state dues.
3. Section 3: Membership
- A. Membership/Affiliation Forms
 - I. Membership/affiliation must be completed through National FCCLA's online registration website. Affiliation payment of total dues shall be submitted to the National FCCLA Office. Affiliation forms should be completed by November 1 and February 1. A copy of each chapter's affiliation will be posted on the Colorado FCCLA website no later than March 1.
 - II. High school chapters must affiliate at least 15 members and 1 adviser annually.
 - B. Deadline Dates
 - I. Any chapter and/or its members failing to submit payment of state and national dues by the designated deadline date may not participate in any state activities for that school year.
 - II. Conference deadline dates shall be established the Colorado FCCLA State Adviser and communicated to member chapters. Conference deadline dates will be strictly adhered to and enforced. A late fee of \$10 per person shall be enforced on any materials submitted by late registration deadline.
 - C. Middle School Membership
 - I. A middle school chapter may either affiliate a chapter as a middle level chapter, regular chapter, or in conjunction with the closest high school chapter.

- II. If a middle school chooses to affiliate in conjunction with the closest high school chapter, the following stipulations must be met by both chapters:
 - Must be approved by the Colorado FCCLA State Adviser
 - The middle school must affiliate 5 members that are not counted in the required affiliation for high school chapters.
 - Both the middle school and high school adviser(s) must be affiliated as advisers.
 - The middle school and high school chapter will split the chapter fee.
- D. Alumni & Associates Membership
 - I. Former active members and other adults who share the goals and purposes of FCCLA and its programs and who wish to support the continuing development of FCCLA youth shall be eligible for Alumni & Associates membership. Alumni members shall not vote nor hold office, but may attend meetings of the organization.
 - II. Colorado Alumni & Associates membership dues will be \$25.00 for one year or \$45.00 for two years. Graduating senior dues will be \$5.00 for the first year.
- E. Members of Suspended or Terminated Programs.
 - I. The decision to allow a member to join a neighboring chapter is at the discretion of the two local school boards, administration, and the adopting chapter adviser.
4. Section 4: State Approved Fundraisers
 - A. The State Executive Council shall approve fund raising companies. The State Association shall receive a percentage of the profits from these companies that are over and above the profits of the local chapter.
 - B. The State Association will use the monies for specific projects and activities designated by the State Executive Council.

PART VII: CODE OF CONDUCT POLICY

1. The Code of Conduct policy was developed by the State FCCLA Executive Council to set the highest standards for personal conduct at official activities.
2. 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 Colorado FCCLA and/or chapter as determined by the hotel, Colorado FCCLA State Adviser or Chapter Adviser/sponsor.
3. Disregarding or violating the Code of Conduct:
 - A. 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.
 - B. Any Code of Conduct violation must be brought to the attention of the Colorado FCCLA State Adviser or Colorado Family Consumer Sciences Program Director prior to the conclusion of the conference. Disciplinary decisions will be made by Chapter Adviser(s), and/or the Colorado FCCLA State Adviser, and/or local administrator(s).

PART VIII: HARASSMENT POLICY

1. Harassment based on race, color, religion, national origin, ancestry, sex, sexual orientation, or disability will be regarded as a violation of this policy.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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 IX: DUE PROCESS PROCEDURES

1. Due process is of primary importance because it recognizes the right of individuals to have recourse within a decision-making process.
2. Due process assures the student of the following steps:
 - A. Regulations and penalties are available in writing.
 - B. The student has the right to be informed of specific reasons for action.
 - C. All members are obligated to work out difficulties at the level at which they occur, if possible.
 - D. The student has the right to present a defense against charges and to produce information in his/her parent's presence.
 - E. The student, administrator, and/or teacher have the right to request the presence of the parents.
 - F. Proper consideration should be given to the student's right to privacy.
 - G. Disciplinary action shall be reasonable and related to the infraction.
 - H. All due process claims must:
 - I. Be written or delivered in person to the Colorado FCCLA State Adviser or mailed to the FCCLA State Office within ten (10) working days following the event.
 - II. Consist of a written, signed statement lodged by a person or persons believing they have evidence to substantiate the complaint.
 - III. Hearing shall be interpreted as a meeting to determine disciplinary action to an official complaint.
 - IV. 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.
 - I. The Colorado FCCLA State Adviser will conduct the hearing and will determine the disposition of the complaint.
 - J. The following disciplinary action may be taken in response to the written complaint:
 - I. Case dismissed – due to lack of evidence.
 - II. Letter of reprimand to all involved.
 - III. Member(s) or adviser(s)/sponsor(s) may be placed on probation until the end of the current year.
 - IV. Member(s) or adviser(s)/sponsor(s) may be placed on suspension for 13 months.
 - K. The member, adviser/sponsor, local administrator and parent or guardian shall be notified by certified mail, in writing, of the decision of the Colorado FCCLA State Adviser within ten (10) working days after the hearing.
 - L. Within ten (10) working days after receiving the decision, the affected party(s) may appeal the decision to the Colorado FCCLA State Adviser in writing.
 - M. Within ten (10) working days, the Colorado 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.

- N. The Colorado 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.
- O. All correspondence will be sent by certified and registered mail.

PART X: COMPETITIVE EVENTS POLICIES

1. All competitive event materials must be completed between July 1 – June 30 of the current membership year.
2. The official FCCLA binder is not required at the State Leadership Conference. Chapters may use the official FCCLA binder or a red or white 3 ring 1 inch binder.
3. Middle School members (grades 6, 7, 8) can participate in any competitive event that has a junior category.
4. Students may only participate in ONE competitive event at the State Leadership Conference.
5. Any student who participates in a competitive event and receives a gold medal or is a national qualifier is ineligible to compete in the same event again the following year. Gold medal winners must wait out one year and then they may compete again in the same event. Silver or bronze medal winners may compete in the same event the following year.
6. No project can be entered in more than one category of a single event, or in more than one event. However, projects entered in any event may be included in the Chapter in Review events.
7. Each event participant must be an affiliated FCCLA member with dues paid to National FCCLA by February 15. The state office will verify chapter affiliation by March 1.
8. All participants attending the State Leadership Conference must be registered with registration paid by established deadlines. Advisers must use the online registration sites to register. If participant is not registered, they are NOT permitted to present their competitive event.
9. There will be no substitutions or alternates allowed in individual events. If the student is unable to attend the event, they are automatically eliminated. Team events may have alternates if the alternate's name is listed on the original registration and if they are members in good standing. Exceptions to this rule will be made ONLY in case of medical or family emergencies.
10. To enter in the Occupational Category of any event, a participant must be identified as Occupational on the national affiliation form and qualify in one of the following areas: be presently enrolled or have been enrolled in the occupationally-related program area aligned with the event.
11. When a student is qualified to enter events in more than one area, the adviser should give direction to the student in selecting the most appropriate event.
12. All event participants must watch the online orientation and complete the online attendance form by March 31 of that membership year. Failure to submit the attendance form will result in a point deduction for all events.
13. A competitive event participant who needs to miss their event orientation meeting due to a conflicting school-supported scholastic or athletic activity may be excused (without a point deduction penalty) if written notice is received by the state office at least two weeks in advance of competition day. The notice must have an administrator's signature, the parent's signature, and the participant's signature. The participant must have a representative at the orientation meeting, who can be an event participant team member, fellow chapter member, adviser or chaperone.

14. Event participants assume the responsibility and any costs incurred for providing the technology or rental equipment needed for their projects and event participation. No electricity or internet will be provided.
15. Participants should be dressed according to specific event guidelines.
16. Some events will have a day-of orientation where participants will be given detailed instructions for their event. Advisers may also attend orientation. At this session, the Event Consultants will:
 - A. Take attendance
 - B. Collect any information or materials participants are to submit
 - C. Review the general event schedule
 - D. Review participants' responsibilities
 - E. Describe the evaluation procedure
 - F. Announce order of participation
17. There will be no talking in the event rooms. All instruction should be given prior to the event. Any coaching at the event may result in student disqualification.
18. All attempts will be made to match qualified (skilled in the area) individuals as evaluators for each event. The evaluators will be present during the entire event and will be allowed to question the participant.
19. The evaluators will tally the scores and the results of the event will be kept confidential until the awards are given.
20. All decisions of the evaluators and/or event coordinator(s) and/or Colorado FCCLA State Adviser are final.
21. Pictures – Only the professional photographer contracted by the State FCCLA Association will take pictures during the event.
22. These rules and the event guidelines will apply to all students who represent Colorado at the National STAR Events. During National STAR Events, the National STAR Event guidelines will apply.
23. First and second place plaques and designation will only be given to participants who have earned a gold medal. If no participants earn the gold medal status, no plaques or designation will be given for that event. This also applies to qualification for national competition. National event qualification will not be given to those students who do not earn gold medal status.
24. There may be a need for a runoff. Explanation of Runoff: If an event is judged by different judging teams, the two teams or individuals receiving the highest score(s) (has to be gold) from each judging team will be eligible to participate in a runoff. The same number of evaluators will judge each group. The two teams or individuals will be called back to give a second presentation in the final round. The final round panel of evaluators will contain at least one judge from each of the original panels. All of the participants in the runoff will automatically receive a gold medal even if their score in the final round is in the silver medal range. Winners of the final round will be announced at the awards ceremony.
25. In the event of a tie for the first or second place gold shall occur, the evaluators will be required to choose a first and second place gold medal to advance on to the National Leadership Conference.
26. There will be NO SUBSTITUTES on a National Team. Students must qualify at the State Leadership Conference to be eligible to compete at National Leadership Conference.

27. If there are less than five entries in an event, that event will be reevaluated for inclusion the following year.
28. For Culinary Arts STAR Event in Colorado:
 - A. The selected menu and equipment list will be posted on the State FCCLA website by February 1.
 - B. Any necessary large equipment will be provided.
 - C. Only items on the equipment list may be brought to the event.
 - D. Participants must submit a sketch of their final plate.
 - E. Culinary Teams will have 60 minutes to prepare the required food products according to recipe specifications but should they take longer than the 60 minutes, will be penalized 1 point per minute up to a maximum of 5 minutes. After this point the plates will be presented to the evaluators- no matter what is or isn't on the plates.
 - F. Participants should be in grades 10 – 12.
29. Disqualification and point deductions are unfortunate for everyone concerned: participants, advisers and event coordinators. To avoid unnecessary disappointment, keep in mind the following:
30. Failure to affiliate with national headquarters by February 15 may result in disqualification or a \$45 per person late affiliation fee. Late fee will be assessed to affiliations after February 15 and before March 15. Any change in membership status must be reported by March 1.
31. Failure to be on time for event presentation will result in a point deduction. Participants are encouraged to arrive 30 minutes before their scheduled event presentation.
32. Participation in any behavior that negatively affects the management of events or failure to display a positive image of the FCCLA organization before, during or after participation may result in disqualification.
33. Event consultants, evaluators, event coordinators, and/or Colorado FCCLA State Adviser will determine point deductions and disqualifications.
34. In the event of a conflict during the state leadership conference awards session, volunteers shall:
 - A. Find the local chapter advisor or district consultant to talk to the upset individual
 - B. The local advisor or district advisor and the upset individual should go to headquarters to discuss the conflict and possible resolution with the FACS state program manager or designee
 - C. If conflicts still exist, due process procedure will be followed.

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