

SOUTH DAKOTA ASSOCIATION OF
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA



Policy and Procedure Manual
Part 1
FCCLA Board of Directors

FORWARD

The Policy and Procedure Manual is meant to be a guide to the officers, committee chairs, and members of the South Dakota Association of Family, Career and Community Leaders of America, Inc. Board of Directors in regard to their responsibilities to the association. The manual is intended as an outline to suggest the primary duties as required by the bylaws. The Policy and Procedure Committee shall review the manual on an annual basis and recommend revisions to the Board of Directors. The manual is immediately in effect upon approval of the Board of Directors and may be revised and amended as necessary with approval of the Board of Directors.

MISSION AND PURPOSES

The mission of the Board of Directors is to guide and direct the South Dakota Association of Family, Career and Community Leaders of America, Inc. in fulfilling the mission and purposes of the organization.

The mission of Family, Career and Community Leaders of America, Inc. is as follows:

- character development,
- creative and critical thinking,
- interpersonal communication,
- practical knowledge, and
- career preparation.

The purposes of the organization are as follows:

- To provide opportunities for personal development and preparation for adult life,
- To strengthen the function of the family as a basic unit of society,
- To encourage democracy through cooperative action in the home and community,
- To encourage individual and group involvement in helping achieve global cooperation and harmony,
- To promote greater understanding between youth and adults,
- To provide opportunities for making decisions and for assuming responsibilities,
- To prepare for the multiple roles of men and women in today's society, and
- To promote family and consumer sciences and related occupations.

**POLICY AND PROCEDURE MANUAL
PART 1: BOARD OF DIRECTORS**

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PART 1

SD FCCLA BOARD OF DIRECTORS

I. STATE BOARD OF DIRECTORS GOVERNANCE AND POWERS

- A. The governing body of the South Dakota Association of Family, Career and Community Leaders of America, Inc. shall be the FCCLA Board of Directors (the Board). The primary functions of the Board shall be to set policy relating to program, fiscal matters and to be responsible for sound management. The FCCLA State Adviser and the SD Department of Education (DOE) Representative shall be the administrators of the organization. The Board receives and acts upon the recommendations of the FCCLA State Adviser and DOE Representative relative to the management of program and fiscal matters.
- B. This document shall be the governing document of the Board provided that it does not conflict with the South Dakota Association of Family, Career and Community Leaders of America, Inc. Bylaws

II. DUTIES, RESPONSIBILITIES AND AUTHORITY

Board members shall agree to commit the time to serve a term of one, two, or three years on the Board of Directors of the South Dakota Association of Family, Career and Community Leaders of America, Inc. as specified in Section III (Membership) D (Term of Directors).

- Attend the majority of all regular and special meetings of the Board and to serve on committees as assigned.
- Two Board meeting absences without reason acceptable to the Chairperson of the Board will be sufficient cause for termination from the Board of Directors.
- Abide by and support all decisions, policies and programs adopted by the Board.
- Not act independently on matters that should be decided by the entire Board, keeping the mission statement of Family, Career and Community Leaders of America, Inc. as the focal point.
- Promote interest and active participation in the organization on the part of the membership and representative groups.
- Agree to represent Family, Career and Community Leaders of America, Inc. when called on by the Board President, FCCLA State Adviser and/or DOE representative.
- Review suggested amendments and formulate proposed amendments to the bylaws and vote on the proposed budget.
- Members are strongly encouraged to attend the State Leadership Meeting.

III. MEMBERSHIP OF THE BOARD

The State Board of Directors shall consist of members elected by related organizations and groups, youth members, and members elected by the board as provided in the South Dakota Association of Family, Career and Community Leaders of America, Inc. Bylaws.

A. The board shall consist of the following members:

1. Members with Voting Privileges

The following board members will have full voting privileges and will consist of the following:

- a. Current State President and State President Adviser as ex-officio members.
- b. Current State First Vice-President and State First Vice-president Adviser as ex-officio members.
- c. Three Advisers elected by Advisers In Action – 1 representing Regions 1 & 2; 1 representing Regions 3 & 4; 1 representing Regions 5 & 6
- d. One School Administrator
- e. One Past State or National FCCLA Officer from South Dakota
- f. Two Individuals from Business and Industry
- g. SDATFACS President or their designee
- h. One Leadership Team Adviser
- i. Current National Executive Council (NEC) members as ex-officio members
- j. One Post-Secondary Educator/Teacher Educator in any field related to one of the three cluster areas: Hospitality and Tourism, Human Services, Education and Training.

2. Members without Voting Privileges

- a. South Dakota Department of Education Representative as an ex-officio member.
- b. State FCCLA Adviser as an ex-officio member.
- c. National Board of Directors member, not currently serving on NEC as an ex-officio member.

3. All members with voting privileges will be counted in determining the quorum requirement and/or the presence of a quorum.
4. The business and industry members, administrator member, and past state or national officer member will be elected by the Board. Advisers in Action will elect the Adviser Representatives from the districts. Leadership Team Advisers and one Post-Secondary Educator/Teacher Educator will be selected by the Executive Committee.

B. Nomination Process for Elected Board of Directors

1. In March of those years when a business and industry, administrator, past state or national officer or Post-Secondary Educator/Teacher Educator will be elected to the Board, chapters will be notified that the application form for the open position will be posted on the FCCLA website.
2. At the same time, the current Board of Directors and other appropriate groups will be notified of the upcoming vacancy and offered an opportunity to request an application form.
3. Applications must be received by the Board Chairperson by May 1 and forwarded to the Nominating Committee by May 15. The committee will review all applications, contact the nominees if they feel it is necessary, and select final candidates to recommend to the Board of Directors prior to the next scheduled Board meeting.
4. The Board of Directors will review the recommendations of the nominating committee and vote on the candidates at the May meeting. The Board representatives will be determined by a majority vote of the Board. The newly elected representatives will become members of the Board at the first regularly scheduled meeting of the new fiscal year.

C. Terms of Directors.

1. The following members will serve a one-year term or until their successors are selected - State President and State President Adviser, State First Vice President and State First Vice-president Adviser, Leadership Team Adviser and SDATFACS President or their Representative.
2. The following members will serve three year terms or until their successors are elected. Advisers elected by Advisers in Action, Business and Industry Representatives, School Administrator, Post-secondary Educator/Teacher Educator, and the Past State or National FCCLA Officer from South Dakota.
3. The following members will serve on the board of directors until the time the individual vacates their respective positions- State FCCLA Adviser, the South Dakota Department of Education Career and Technical Representative and the National FCCLA Board of Directors members.

4. At the completion of (1) three-year term, the following members may be reelected for a second three-year term- Business and Industry Representatives, school administrator and past State or National FCCLA Officer from South Dakota. . At least 12 months must have elapsed before any such director having served two consecutive terms may be elected for another term. Members serving one year terms may be elected to additional terms without limits. If a member serves less than half of a term as a result of filling a vacancy, this term shall not count toward the application of term limits. Members serving on the board in a separate capacity shall not count towards consecutive terms.
5. All new members will assume their office at the beginning of first regularly scheduled Board of Directors meeting of the new fiscal year except ex-officio members who take office on based on their position.

D. Vacancies

The Board may fill vacancies at any stated meeting by taking applications and through election by the Board of Directors.

E. Orientation for Office

1. A new member orientation shall be held, electronically or in person, prior to the new member's first regularly scheduled Board meeting. The orientation shall include a description of duties, the code of ethics for Board members, and a copy of the policies, procedures and bylaws.

F. Resignation of Board of Director Members

1. To resign from the Board of Directors, the member must forward a letter of resignation to the president of the Board.

IV. OFFICERS OF THE BOARD

The officers of the Board shall consist of the chairperson, vice-chairperson, secretary and immediate past-chairperson.

A. Election, Terms and Vacancies of Officers

The above officers shall be elected with the exception of the immediate Past Chairperson by the voting members of the Board at the first regularly scheduled meeting of the new fiscal year. Only the newly constituted board may vote in officer elections.

1. All officers shall serve a term of one year or until their successors is elected.
2. The immediate Past-Chairperson shall serve a term of one year or until their successor is elected. If the immediate Past-Chairperson is unable, unwilling or ineligible to serve, another Past-Chairman may be elected or the position may remain vacant.
3. No Officer may serve more than three consecutive terms in the same office.
4. Any vacancy among the officers, shall be filled at any duly constituted meeting of the Board.
5. Student members serving on the Board are ineligible for officer positions.

B. Nominating Committee

1. General Description

The Nominating committee will be responsible for acquiring candidates for the SD FCCLA BOD so there is representation from each position listed under Section III B.

2. Appointment of Members and Composition of the Committee

The Executive Committee shall compose the nominating committee.

3. Duties, Responsibilities and Authority

- a. Bring a slate of prospective board members to the members of the board.
- b. Notify chapters and Board of Directors in January when a Board of Directors position is opening and make applications forms available.
- c. Review all application forms received by May 1, contact the nominees if necessary, select final candidates to recommend to the Board, and send out the application forms of the final candidates to all board members prior to the next board meeting where new members will be elected.
- d. Nothing in this section shall preclude nominations from the floor of members who have met the application requirement above. No nominations will be accepted if a member has not applied by the deadline above unless there is no other nomination for the position.
- e. Coordinate process for selecting a new board member if a current member resigns from an office in the middle of their term and bring to the Board for a vote.
- f. Accept nominations/applications for executive committee positions (vice-president and secretary) and distribute to the Board to vote on.

C. Executive Council Duties and Responsibilities

1. Chairperson of the Board – Duties and Responsibilities

- Provides leadership to the Board.
- Appoints standing committees and special committees.
- Appoints ad-hoc committee chairs as needed.
- Presides at all Board meetings.
- Chairs the Executive Committee.
- Serves on the Finance and Budget Committee.
- Serves ex-officio as a member of all committees of the Board.
- Works with Past-Chairperson to orient new Board members.
- Develops agendas for Board meetings in conjunction with the FCCLA State Adviser following the call for agenda items.
- Monitors the long-term plans along with the FCCLA State Adviser and DOE Representative.
- Coordinates a review of the State FCCLA Adviser prior to the close of the fiscal year with the Vice-Chairperson, Past Chairperson and DOE Representative.
- Promotes and provides leadership for mission, goals, programs and activities of the organization.
- Attends state events and participates in programs.

2. Vice-Chairperson of the Board – Duties and Responsibilities
 - In the absence of the chairperson of the Board, the vice-chairperson shall perform all duties pertaining to the office of the chairperson.
 - Serves on the Executive Committee.
 - Moves to the position of chairperson of the Board at the next election of officers.
 - Cultivates relationships with appropriate groups and organizations.
3. Secretary – Duties and Responsibilities
 - Accurately records all motions and actions and ensures an accurate record is kept of all meetings. A copy of the secretary's records shall be kept in the state FCCLA office and meeting minutes shall be distributed to all Board members within two weeks of said meeting.
 - Signs any official documents duly prepared and requiring signature of the secretary of the Board, with approval of the full Board.
 - Submit a summary of meetings to all Board members, FCCLA Advisers and the State Executive Council.
 - Serves as chair of the Communications Committee.
 - Serves on the Executive Committee.
4. Past-Chairperson of the Board – Duties and Responsibilities
 - Orients new Chairperson.
 - Works with new Chairperson of the Board to provide continuity and help in orienting new Board members as appropriate.
 - Serves on the Executive Committee.

V. MEETINGS

- A. Regular Meetings

There shall be a minimum of four quarterly meetings of the Board each year. The Chairperson of the Board shall determine all regular meetings of the Board. All Board of Directors' meetings are open to interested persons. Meetings not held in person may be conducted by any electronic means that provides all members with simultaneous aural communication.
- B. Special Meetings

Special meetings may be called by the Chairperson of the Board, the FCCLA State Adviser or shall be called for upon the written request of five voting members of the Board of Directors. Written notices of any special meeting shall be sent to each member at least 7 days in advance, with a statement of time, place, and meeting agenda.
- C. Notice

The Board shall establish a calendar of regular meetings and publicly post them. Notification to the Board of Directors of meeting dates and times will be made at least 2 weeks before the meeting.

D. Order and Nature of Business

The selection and order of business during Board meetings shall be determined by the Chairperson of the Board in consultation with the FCCLA State Adviser. Items to be placed on the agenda must be sent to the Chairperson or FCCLA State Adviser at least two weeks before the meeting. The agenda shall be sent to members one week prior to the meeting date.

E. Quorum

A majority of voting members of the Board shall constitute a quorum for the transaction of business. The same shall pertain to all committees of the Board. A member may give a written proxy to another member of the board in writing filed with the secretary and said proxy will be counted as present for purposes of a quorum. No member may hold more than one proxy for another member and that proxy must expire at the conclusion of a single meeting.

F. Executive Session

The Board of Directors reserves the right to move into executive session at any time. An executive session is a closed meeting.

G. Minutes

Regular meetings: Minutes will be taken at all meetings of the Board of Directors and sent to the Board members within two weeks of the end of the meeting. A written summary shall also be made available to Board of Directors members and SD FCCLA chapter advisers.

Executive Session: When the Board of Directors moves into executive session, action taken will be captured in minutes of the executive session which must be approved in a subsequent executive session. The board may decide what to report from actions taken in executive session to be included in the general session minutes.

H. Recording

Members of the Board of Directors must be informed at the beginning of any meeting if that meeting is to be taped or recorded and that it may be posted on the internet.

I. State Events

The state FCCLA State Adviser with notification to the Board of Directors shall determine the time and place of all state events.

VI. EXECUTIVE COMMITTEE OF THE BOARD

There shall be an Executive Committee consisting of the Chairperson of the Board (Chair), Vice-Chairperson of the Board, Past-Chairperson of the Board, Secretary, FCCLA State President, FCCLA State Adviser, and the DOE Representative.

- A. General Description: The Executive Committee is the chief vehicle of the Board of Directors for ensuring planning for the organization. It acts on matters that require immediate attention between Board meetings, as well as on matters specifically delegated to it by the Board. Action of this committee is subject to review by the Board.
- B. Duties, Responsibilities, and Authority.
 - 1. The Executive Committee shall exercise all powers of the Board at such times as the Board is not in session.
 - a. Reports on all interim actions at the next regular meeting of the Board for approval.
 - b. Summary reports from the Executive Committee should be sent in writing, if possible, at least 7 days prior to Board meetings.
 - 2. The Executive Committee shall not have the power to alter or revoke any previous order, resolution, or vote of a meeting of the Board unless specifically granted such power by the Board; and it shall not have the power to elect or remove officers and members of the Board or amend the charter or bylaws of the organization.
 - 3. Meetings. Meetings of the Executive Committee shall be held at the call of the chairperson of the Board at such date, time, and location as the chair may designate. At least seven days before each meeting, the chairperson of the Board shall send to each member of the committee the agenda and information relative to items of business.

VII. COMMITTEES OF THE BOARD

- A. Standing and Special Committees of the Board. Standing committees shall include the Finance and Budget, the Membership and Communications, and the Policy and Procedures Committees. The Chairperson of the Board may create and appoint other standing or special committees. The special committees shall report to the Board through the appropriate Standing Committee. The chairperson of the board of directors is ex-officio a member of all committees.
 - 1. General Description
 - Following the State Leadership Meeting, and upon recommendation by the incoming officers of the Board of Directors and the incoming FCCLA State President, the chair and members of the standing committees shall be appointed by the Chairperson and the Vice-Chairperson of the Board. The Chair of a Standing Committee shall be a director of that committee. Each committee shall meet at least once a year and send a written summary to the Board Chairperson 7 days prior to the subsequent board meeting.

2. Committee Chair Duties, Responsibilities, and Authority
 - Orients committee members to their roles and responsibilities.
 - Prepares the committee agenda in consultation with the Chairperson of the Board, FCCLA State Adviser, and DOE Representative.
 - Assigns a recorder at committee meetings and ensures minutes are sent to the committee in a reasonable time.
 - Presides at all committee meetings or appoints a presider.
 - Reports to the Board all recommendations of the committee.
 - Creates sub-committees as appropriate following Board approval.
- B. Finance and Budget Committee
 - a. General Description.

This committee is responsible for making recommendations to the Board for the overall direction and control of the finances of the organization.
 - b. Duties, Responsibilities, and Authority.
 - Review and recommend draft of state association budget for Board approval.
 - Review complete reports on financial matters, with comparison to current budget and previous years' budgets.
 - Explain budget versus obligations to the Board of Directors.
 - Recommend budget for unanticipated expenses to the Board.
 - Report to the Board other financial matters as requested.
 - Initiate an audit or review of the books a minimum of every two years.
 - Coordinate efforts to gain sponsors for SD FCCLA programs, activities and competitive events.
 - Conduct an annual review of the financial statement prepared by the State Office.
- C. Membership and Communications Committee
 - a. General Description.

This committee shall review, evaluate, and recommend the organization's methods for communicating with the membership of the state association and other audiences, including the general public. This committee shall develop strategies for increasing membership and involvement in Family, Career and Community Leaders of America, Inc. The committee shall ensure the initiation and continuation of an overall communications program that is based on building and maintaining a positive image of the state association.
 - b. Duties, Responsibilities, and Authority.
 - Reviews publications and other printed materials of the organization to ensure adequate and appropriate communication

with members, advisers and other adults, related student organizations, and the public.

- Reviews promotional, public relations, and media activities and makes related recommendations to the Board of Directors.

D. Program Committee

a. General Description.

This committee shall review, evaluate, and recommend the programs and projects of the association. This committee shall review, evaluate, and update the policies and procedures related to the South Dakota Competitive Events. The committee shall ensure all programs and projects contain a member recognition component based on building and maintaining a positive image.

b. Duties, Responsibilities, and Authority.

- Reviews new national programs and makes recommendations to the Board of Directors.
- Evaluates programs and project activities, including awards and scholarships to ensure they are meeting the needs of the organization
- Evaluates existing programs and project activities, including awards and scholarships, to ensure they are meeting the needs of the organization and make recommendations for revisions to the Board.
- Reviews strategies and makes recommendations to the Board of Directors for strengthening Alumni & Associates membership components and Alumni Achievement Award.

E. Policy and Procedure Committee

a. General Description.

This committee shall review, evaluate, and update the Board of Directors' and the FCCLA Policy and Procedure Manuals on an annual basis.

b. Duties, Responsibilities, and Authority.

- Reviews the Board of Directors' and the FCCLA Policy & Procedure Manuals and the current bylaws and makes recommendations for changes to the Board for submission to the SD FCCLA.

VIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order, newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these policy and procedures, the bylaws of the SD FCCLA and any special rules of order the Society may adopt.

IX. AMENDMENT

These Policies and Procedure may be amended at any regular or special meeting of the Board of Directors provided the amendment does not conflict with the SD FCCLA bylaws by a majority vote by a majority vote and previous notice of the exact rules change is provided 7 days in advance to the board.

X. COMMUNICATION WITH THE BOARD

Any official communication from individuals or groups shall be presented in writing to the Board of Directors, through the FCCLA State Adviser or the Chairperson of the Board of Directors.

XI. INDEMNIFICATION OF DIRECTORS

Official persons made party to any action, suit, or proceeding by reason of the fact that the person is or was a member of the state Board of Directors shall be indemnified by the South Dakota Association of Family, Career and Community Leaders of America, Inc. against expenses actually incurred by the person in the defense of such action.

XII. FISCAL MANAGEMENT

A. FISCAL YEAR

The fiscal year shall be from July 1 through June 30.

B. BUDGET

The budget shall be presented to the Board of Directors for their review and approval prior to the first meeting of the new fiscal year.

C. AUDITS

The financial statement of all income and expenditures prepared by the State Office shall be reviewed annually by the Budget and Finance Committee. This review shall be conducted internally yearly and by an external entity every two years.

XIII. RELATIONSHIP OF THE STATE BOARD OF DIRECTORS AND THE STATE EXECUTIVE COUNCIL

The State Executive Council and the state Board of Directors are interdependent in matters of program development, program implementation, and public relations. The State Executive Council and the Board of Directors are recognized in this document as two of the three decision-making bodies of the South Dakota Association of Family, Career and Community Leaders of America, Inc. FCCLA State Officers shall have membership on the Board and its committees as provided in this document.

XIV. WEBSITE

A. Responsibilities for Generating Information

The website for South Dakota FCCLA shall be maintained by the FCCLA State Adviser. Information to be posted on the website must be approved by the FCCLA State Adviser.

XV. ETHICS STATEMENT

The three decision-making bodies of Family, Career and Community Leaders of America, Inc., are the Board of Directors, the Executive Council and the state staff. These groups shall conduct themselves, collectively and individually, in good faith and in the best interests of the organization and its membership, while maintaining a high level of ethical and professional behavior.

The Board will serve the organization in a tradition such that the assets and youth shall not be used for the gain or benefit of any person or entity.

Members of the Board of Directors, the Executive Council, and the state staff shall:

- listen carefully to others on the Board and those served by the state association.
- respect the opinion of other Board members and support the majority decisions of the Board.
- keep informed of current issues and participate actively in Board meetings and actions.
- call to the attention of the Board any issues that are believed to have an adverse effect on the state association.
- refer complaints to the proper level on the chain of command. The chain of command for the SD FCCLA Board of Directors is the SD FCCLA State Adviser, then the Chairperson of the Board of Directors, then the Board of Directors.
- ensure that the state association is well maintained, financially secure, growing, and always operating in the best interests of its beneficiaries.
- declare any conflict of interest between one's personal life and position on the Board of Directors, and avoid voting on issues that appear to be a conflict of interest.

Members of the Board of Directors, the Executive Council, and the state staff shall not:

- be critical, in or outside of the Board meeting, of other Directors or their opinions.
- use the Board or any part of the state association for one's own personal advantage or the personal advantage of friends or relatives.
- discuss the confidential proceedings of the Board outside the Board meeting.
- promise prior to a meeting how one will vote on any issue in the meeting.
- interfere with duties of the State FCCLA Adviser or undermine their authority.

In case of code of ethics violations, the following steps shall be followed for disciplinary action

1. A written complaint about the adviser(s) shall be submitted to the South Dakota FCCLA Board of Directors Executive Council.
2. The complaint will be reviewed by the Board of Directors (excluding any Board Member who is involved in the complaint).
3. First confirmed offense may result in the adviser forfeiting their privilege of attending Region and/or State FCCLA functions. School administrators will be notified of the complaint and action taken. Members of the adviser's chapter will be allowed to attend with alternate school-selected chaperones.
4. Second confirmed offense may result in the adviser forfeiting participation in all district and state events for one year. Members of the adviser's chapter will be allowed to attend region and state events with alternate school-selected chaperones. School administrators will be notified of the complaint and action taken.

Who Can File a Complaint?

Members of the public, school administrators and other advisers will be able to make a complaint about an adviser.