

SOUTH DAKOTA ASSOCIATION
FAMILY, CAREER AND COMMUNITY
LEADERS OF AMERICA



Policy and Procedure Manual
PART II
SD FCCLA Organization

**POLICY AND PROCEDURE MANUAL
PART II: SD FCCLA ORGANIZATION**

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GENERAL INFORMATION

The South Dakota Association is a State association in the National organization of Family, Career & Community Leaders of America.

At the Region level, leadership is provided by Region officers as determined by Region bylaws.

In South Dakota, each of the six Regions may elect one State Officer candidate who also serves as the Region president.

State level leadership is provided by seven State Officers (one officer from each Region and one Junior High Representative), the State Board of Directors and the State Professional Staff.

National level leadership is provided by ten National Officers, a Board of Directors and the National Professional Staff.

South Dakota FCCLA General Operating Procedures

1. All new business items will be presented, voted on, and enacted the following academic year unless voted on to enact immediately.
2. All National policies and procedures will be followed.
3. There will be no appeals process for South Dakota STAR Events.
4. South Dakota FCCLA Board of Directors will approve an annual balanced budget.
5. The fiscal year will be July 1 to June 30.
6. The State Adviser will prepare a financial statement for each state executive council and state board meeting.
7. All students (with the exception of National Executive Council) must be accompanied by an adviser/adult (age 21 & over) who will be responsible for them at every event sponsored by South Dakota FCCLA.

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I. STATE CHAPTER ADVISER

A. Duties

Assist the State Adviser in matters concerning the training and supervision of the state officers and assist the State Officers in carrying out their responsibilities.

B. The position of State Chapter Adviser is open to active classroom, non-teaching, and retired family and consumer science teachers. The Chairperson of the Board of Directors or the State Adviser will provide an application to all interested individuals. Applications are not limited to these groups, but preference will be given to those individuals.

C. The Board of Directors will vote on applicants 14 days prior to the State Leadership Conference so the new State Chapter Adviser can attend State Executive Council training meetings following the State Leadership Conference.

II. STATE EXECUTIVE COUNCIL

A. Officer Uniforms

1. State Officers will wear the official FCCLA uniform when they are representing the organization in their capacities as state officers as directed by the State Adviser.

B. Qualifications of State Officers

1. Active membership in an affiliated chapter for one year and currently a member.
2. A minimum of one semester of family and consumer sciences except for the Junior High Representative who may be from grades 6-8 and have had a class of family and consumer sciences.
3. An above average scholastic rating.
4. Leadership abilities as shown through responsibilities at the local and/or Region level.
5. Candidates for Region President shall be a freshman, sophomore, or junior rank in high school.
6. Approval of the local chapter adviser and administration.
7. The member may serve as Region President for one term.
8. An understanding and thorough knowledge of Family, Career and Community Leaders of America, Inc., program of work and the purposes of the organization, and be familiar with the SD FCCLA State By-Laws, Policies and Procedures, and the State Officer Handbook and Guidelines.
9. Display correct use of parliamentary procedure.
10. Sign and abide by the Code of Ethics and Code of Conduct as approved by the Board of Directors.

C. Election Process

1. The election process will be as specified in the state by-laws.

D. Officer Responsibilities of State Officers

State officers will:

1. Commit to serve the South Dakota FCCLA State Association by role modeling professional and responsible behavior at all times.
2. Serve the State Association and assist and encourage FCCLA members and chapters to take an active part in the organization, school and community.
3. Set an example for members of the State Association as a good student, courteous person and a responsible citizen.
4. Represent the State Association credibly at meetings and other gatherings, speaking clearly, concisely and enthusiastically, using proper grammar at all times.
5. Familiarize themselves with the constitution and policies of the organization, parliamentary procedure, and the total family and consumer sciences education program.
6. Strive to maintain a good working relationship between FCCLA and the public.
7. Obligated to attend all FCCLA State Executive Council meetings as determined by the State Adviser including but not limited to:
 - State Executive Council Meetings
 - Career and Technical Student Organization Officer Training in the summer
 - Legislative Shadowing
 - FCCLA National Leadership Conference² (Officers must attend official days of the meeting as determined by the State Adviser. Candidates and/or chapter should be fully committed to paying the total sum when the candidate runs for office.)
 - Commit to cover expenses associated with holding a state office
 - Fall Leadership Retreat
 - SD FCCLA State Leadership Conference, including the day before and the day after the State Leadership Conference
 - Region meetings as assigned in addition to their home Region meeting²
8. Plan and preside at the Region meeting, work with Region advisers and officers.
9. Communicate regularly with school administration, local chapter adviser, State Chapter Adviser, and State Adviser throughout the year.²
10. Strive to improve personal leadership ability and give as much time as required to carry out duties as a Region/State Officer during the term.
11. Understand that any action detrimental to the FCCLA image will not be tolerated and may result in disciplinary action by the State FCCLA Disciplinary Committee up to and including dismissal from the state officer position.

E. Discipline and/or Removal from Office

1. In the event it is determined a state officer fails to meet required obligations or does not fulfill assigned responsibilities there will be consequences as determined by the State Adviser and Board of Directors. Infractions will be dealt with on an individual basis. (ie: If the infraction occurs at National Leadership Conference the reimbursement stipend for that conference may be partially or fully withheld.)
2. A state officer may be removed due to a violation of the Code of Ethics and Code of Conduct.

III. STATE EXECUTIVE COUNCIL ADVISERS

The duties of the State Executive Council Advisers include:

1. Support the state officer.
2. Attend the SD State FCCLA Leadership Conference.
3. Serve as a consultant to help the state officer prepare for assigned responsibilities throughout his/her term.

4. Monitor the officer's academic progress and serve as a liaison for school officials to keep them informed.
5. Secure or provide appropriate transportation and chaperon for the state officer to the following:
 - State Executive Council meetings including the day before and the day after the state conference
 - Career and Technical Student Organization Officer Training
 - Legislative Shadowing
 - National FCCLA Conference ☐
 - Fall Leadership Retreat
 - SD State FCCLA Leadership Conference
 - Region meetings in addition to their home Region meeting ☐ as assigned
6. Communicate with school administration, other advisers, chapter, and State Adviser throughout the year.

IV. STATE LEADERSHIP TEAMS

- A. There are three State Leadership Teams:
 1. Trends Team – Focus on a National program decided upon by the team members.
 2. National Outreach Team – Focus on national outreach projects.
 3. Advocacy Team—Enhance the State Association through marketing efforts, sponsorships and/or alumni contacts.
- B. Organization of Leadership Teams:
 - Each team may consist of up to 10 members.
 - Students are eligible to be on the Current Trends and Outreach teams for one year each.
 - No more than two members per chapter are allowed to serve on the Current Trends and Outreach teams per school year.
 - Members through grade 11 are eligible to run for the Current Trends or National Outreach teams.
 - Members eligible to run for the Advocacy team include members through grade 11 who are:
 - past State Officers
 - past National Officers
 - National Officer candidates who were not elected
 - members who have successfully served on both the Current Trends and Outreach teams
- C. Team Responsibilities:
 - Term of position is from one State Leadership Conference to next State Leadership Conference.
 - Members are required to participate in fall and winter training/meetings.
 - Uniforms will be the expense of the members and will comply with State/National dress code policies.
 - Name badges are provided and are to be worn at all official FCCLA events. Replacement costs are the responsibility of the member.
 - Team members will offer workshops and/or presentations as requested during term.
 - Team members will follow accountability requirements as developed at the Fall Leadership Retreat. These accountability requirements may consist of, but are not limited to:
 - A minimum number of presentations to community groups
 - A minimum number of newspaper articles for submission to local papers.
 - A workshop or presentation at Region meeting and State Leadership Conference.
 - Regular reports submitted to the team adviser.
 - Update alumni on State Leadership Team activities via social media and newsletter posted on alumni tab on state website.
 - Contribute to an electronic or hard copy portfolio compiled by the State Leadership Team adviser to summarize activities throughout the year.

- Demonstrate professional behavior at all FCCLA functions.
- Abide by the Code of Conduct found in the team application.

D. Failure to Meet Team Responsibilities

- First offense will result in probation.
- Second offense will result in removal from the Leadership Team.
- Failure to attend and participate in Fall Training or Winter Training can result in immediate removal from the team at the discretion of the State Leadership Team coordinator and State Adviser.

E. Selection:

- Members interested in applying for a State Leadership Team will submit a completed application by the deadline set by the State Adviser.
- The application format is determined by the State Leadership Team advisers and the State Adviser and should be reviewed on a yearly basis.
- Team selection will be based on 50% interview/presentation score, 25% application score, and 25% test score.
 - Candidates will take a general FCCLA knowledge test.
 - Candidates will give a 2-3 minute presentation on a topic related to the team they are running for. The topic will be developed by the State Leadership Team coordinator and given to the State Adviser to disseminate to advisers and members. State Leadership Team Advisers will notify applicants each year of interview and presentation requirements.
 - Interview team will be comprised of no more than six people. Interview team will be made up of current team members, alumni and State Leadership Team coordinator.

V. COMPETITIVE EVENTS

1. National competitive event guidelines will be followed.
2. Illustrated Talk and Job Interview, and STAR Events will be evaluated at Region meetings. Superiors will advance to the state level.
3. Knowledge Bowl competition will be held at Region meetings; winners will advance to state competition.
4. Skill Demonstration Events will be critiqued at Fall Leadership Retreat.
5. Corrections to STAR Event entries received less than 3 weeks prior to the State Leadership Conference will not be made on certificates.
6. A change in event presentation time (not day) will be accommodated if at all possible if notified prior to 3 weeks before the State Leadership Conference. Any notification after this date will not result in a change of presentation time.
7. Each chapter needs to provide a minimum of two evaluators for state competitive events. Advisers and students may NOT serve as evaluators. Chapters will be assessed a minimum fee of \$75 per evaluator if one must be provided by the state.

8. Recognition for all STAR Events will be done during Region sessions prior to the final general session.
9. STAR Event participant recognition during the final General Session at the State Leadership Conference will be as follows:
 - All participants in STAR Events, other than Illustrated Talk, who received a “superior” rating will participate in the STAR procession.
 - Illustrated Talk - only the students who have been called back as "top superiors" and participated in a run-off will participate in the STAR procession.
 - Online events that have qualified to advance to the National Level.
 - Knowledge Bowl teams that have received first place in both the junior and senior divisions.
10. Students not adhering to the State Leadership Conference dress code will not be allowed in the STAR Procession.
11. STAR Events Guidelines
 - a. All events will follow current National Competitive Events guidelines.
 - b. Participants will take paperwork and displays to their designated presentation and pick it up after they present.
 - c. Portfolios must be presented in an official FCCLA 3-ring binder.
 - d. Any student winning an event (individual or as a member of a team) cannot enter the same event in subsequent years if they are in the same category.
 - e. Chapter advisers should ensure that identical presentations of the same project are not entered into STAR Events multiple years. ☒
 - e. Students must compete on the day their event is scheduled. Failure to compete on said day makes them ineligible to proceed to Nationals with their event.
 - f. STAR Event schedules are based on room availability. Events are not scheduled until registrations are received.
 - g. Participants must be affiliated to be eligible for participation at Region and State events.
 - h. The team/individual receiving the highest score will advance to competition at the National Leadership Conference.
12. STAR Event Run-Offs
 - a. Run-offs are held for all Top Superiors
 - b. Run offs will be evaluated by a new slate of judges in each event.
13. There will be no appeals process for South Dakota Competitive Events.

VI. STUDENT BEHAVIOR POLICIES

South Dakota FCCLA conduct policies and procedures are designed to help maintain high ethical standards and regard for the South Dakota Association of FCCLA.

- A. Curfew at State Leadership Conference will be set and enforced. Chapter advisers will be notified of violations.
- B. DRESS CODE
 1. All delegates will adhere to the official FCCLA dress code for all state sponsored events as follows:
 - Official red blazer is encouraged

- Black, red or white polo
 - White, black or red button-down collared oxford shirts
 - Black dress slacks or knee length skirts
 - Black sheath dress
 - Dress black shoes, closed toe
2. Blue jeans that are without rips, tears or patches and are not frayed can be worn for the social activity only. This attire is not appropriate at any other time during the conference. Jeans and unaltered chapter or school t-shirts are acceptable and recommended for the social activity.
 3. Points may be deducted for inappropriate attire worn during competitive events.
 4. Students will not be allowed to appear on stage if they are not following the dress code.
 5. Night wear (pajamas) should not be worn outside of hotel rooms.
 6. Shoes should be worn at all times.
- C. SECURITY - Security guards are hired for safety and will check for appropriate dress, official name badges, and monitor behavior. If students are in the halls after curfew or violate the conduct policies, security guards are instructed to correct the situation and report to the State Adviser.
- D. VISITATIONS - Visitations by "outsiders" are strongly discouraged. Students should NOT plan to meet friends or relatives in the lobby or any other location during the conference.
- E. NAME BADGES – All conference attendees will have an official name badge that is to be visibly worn by all delegates at ALL TIMES. Replacement nametags will cost \$5.00. Sunday evening supper and Monday lunch will not be served to attendees not wearing their name badge as it is their meal ticket that will be punched before going through serving line.
- F. SWIMMING – No swimming will be allowed from 8:00 A.M. TO 4:00P.M. After 4:00 P.M. you swim at your own risk.
- G. SUPERVISION–
- Delegates shall keep their adviser and chaperones informed of their activities at all times.
 - Members will be prohibited from participation in the State Leadership Conference without supervision provided by the chapter/school.
 - Delegates will not be allowed to leave the hotel/convention center grounds at any time without adult supervision.
 - Delegates shall not use their own vehicles or ride in vehicles belonging to others during the conference unless accompanied by an adviser or chaperone.

VII. SOUTH DAKOTA FCCLA DISCIPLINE POLICY

The following discipline policies reflect minimum behavioral standards for South Dakota FCCLA members. The policies are in effect for all delegates who are attending any state or National FCCLA function. Any violation of these conduct policies shall be considered as misconduct and may be cause for a legitimate complaint to be lodged. The term "delegate" shall mean any FCCLA member.

1. Defacing of public property -- Any damages to, or loss of property or furnishings of the properties being utilized for meeting purposes, will be paid for by the individual responsible. This action may be cause for a legitimate complaint whereby the individual and/or chapter will be placed on probation for 13 months or after the same conference/activity concludes the following year.
2. Any occurrence involving the possession or consumption of any alcoholic beverage, narcotics, and/or any controlled substance by a FCCLA member, which causes a legitimate complaint to be lodged, will result in immediate suspension of the individual(s) involved from state and/or National activities for a period of 13 months. The chapter will be placed on probation for 13 months.
3. Any chapter on probation in which a member is involved in an occurrence of misconduct (property damage, possession or consumption of alcoholic beverages, tobacco, narcotics or any controlled substance/drugs), during the time of probation that causes a legitimate complaint to be lodged will be suspended.
5. Any involvement or violation of dress code will be considered as misconduct and may be cause for a legitimate complaint to be lodged with the State Adviser.
6. Any violation of curfew will be considered as misconduct and may be cause for a legitimate complaint to be lodged with the State Adviser.
7. Guests not assigned to that room are not allowed in sleeping rooms in hotels or motels unless the adviser is aware of the situation. Any violation of this visitation policy may be considered as misconduct and may be cause for a legitimate complaint to be lodged.
8. NOTE:
 - FCCLA members violating or ignoring any of the rules are subject to being penalized or disqualified. Delegates may be sent home immediately at the expense of their parent/guardian.
 - Misconduct is any act, which brings criticism or discredit to SD FCCLA, and/or the chapter that the member represents.
 - For the purpose of interpreting these rules, a State or National activity or event will start at the time a FCCLA member leaves home and continues until the member returns home.
9. All official complaints must be:
 - A. Written and postmarked or delivered in person to the State FCCLA Adviser within ten (10) days following the conference/activity.
 - B. A legitimate complaint consists of a written, signed statement lodged by a person or persons believing they have evidence to substantiate the complaint. This includes commercial establishments, state FCCLA staff, Post-Secondary Teacher Education staff, FCCLA members, FCCLA Advisers, security officials and other affected persons.
 - C. The State Adviser may take immediate action upon receiving an official complaint.
 - First Option – School District Level
 1. The affected individual and/or chapter (chapter adviser, career and technical director and principal/superintendent of school) will be notified in writing that an official

complaint has been received within ten (10) working days following receipt of the written complaint.

2. The local school district will enforce the school disciplinary procedures when a legitimate complaint has been filed against an individual or chapter.

3. The local school district adviser/administration may assign reasonable and appropriate community service activities.

4. A description of how the disciplinary problem was handled will be forwarded in writing to the State Office within ten (10) working days after the school district has been notified of the complaint.

- Second Option - State Level

1. The State FCCLA Adviser will consult with the local adviser and administration in determining appropriate disciplinary measures.

2. Within ten (10) working days following receipt of the written complaint the affected individual and/or chapter (chapter adviser, career and technical director, and principal/superintendent of schools) will be notified by letter that an official complaint has been received; they will be notified of the date for the hearing and requested to attend; they will be informed that they have a right to counsel. Any individual or chapter may elect not to attend the hearing.

3. The State FCCLA Disciplinary Committee is made up of: the State Adviser, State Officers, Two Board of Director Representatives and Two State Officer Advisers.

4. The State FCCLA Adviser will conduct the hearing and determine the legitimacy of the complaint.

4. The following action may be taken:

A. Case dismissed.

B. Letter of reprimand to FCCLA adviser, chapter and a copy to the school administration.

C. Chapter and/or member may be placed on probation for a maximum of 13 months.

a. Probation shall be interpreted to mean a warning to the individual or chapter.

b. Probation will not eliminate the member or chapter from participation in Region, State or National Conference activities.

D. Chapter and/or member may be placed on suspension for a maximum of 13 months.

a. Suspension shall be interpreted to mean that any member and/or chapter will not be allowed to participate in any Region, State or National activity for a period of 13 months.

b. Under suspension, State awards and offices for the individual and chapter for the current year shall be withdrawn.

5. The school superintendent, career and technical education director, and chapter adviser shall receive in writing the decision of the Disciplinary Committee within ten (10) working days after the hearing. All correspondence will be sent from the State FCCLA Headquarters c/o the State Adviser.

VIII. GRIEVANCE & APPEAL PROCESS

- A. At the start, attempts should be made to resolve disagreements at the lowest possible level and as informally as possible. For example, an open and constructive discussion between advisers and students may solve many issues.
- B. If disagreements cannot be resolved informally, a formal grievance or appeal should be filed through the chain of command beginning with the local adviser, then the State Adviser, and finally a committee of representatives from the FCCLA Board of Directors (BOD). This committee will be comprised of no fewer than four and no more than six members of the BOD.
- C. Any member, chapter advisor or chapter may appeal decisions and/or rulings to the State Adviser. This shall be accomplished by filing a written request for review of the action within five business days after being notified of the decision in question.
 1. This request must describe the decision being appealed and the factual basis for review. If the appeal is not resolved by the State Adviser, the petitioner can request in writing a final decision by the discipline committee of the SD FCCLA Board of Directors.
 2. Upon receipt of the request, the SD FCCLA Board of Directors committee appointed for this case shall conduct an appeal hearing at the earliest possible time to hear the appeal. The SD FCCLA Board of Directors committee may affirm, reduce or reverse the decision and provide a written decision within five days after the committee has met. The petitioner shall be notified of the ruling in writing following the committee meeting.
 3. Throughout the appeal process, the petitioner shall have the opportunity to be heard and present evidence to support his/her/their position.
 4. The decision of the discipline committee shall be final.
 5. This appeal procedure shall not apply to or supersede the procedure either for contestant disqualifications as defined in the FCCLA Competitive Event Manual, or in the decision of evaluators for competitive events.
- D. Member Questions/Concerns
Any member questions/concerns should initially be directed to the local chapter adviser, then the State Adviser and finally the SD FCCLA Board of Directors Chairperson.

VIII. SCHOLARSHIPS/AWARDS/RECOGNITION

- A. Scholarships:
 1. Scholarships for FCCLA members are available through South Dakota FCCLA.
 2. Scholarships are awarded annually to outstanding FCCLA members at the secondary and post-secondary level. The number and the amount of the scholarships shall be determined by the balance of and contributions to the scholarship fund. This will be based on the balance of the scholarship fund on March 1.
 3. Information and applications can be found at the South Dakota FCCLA website.

4. All chapters and regions are encouraged to support the Scholarship Program by contributing to the Scholarship Fund.
5. The Board Chairperson or State FCCLA Adviser will appoint an ad-hoc committee of 3-5 members to evaluate scholarship applicants and select winners. Ad-hoc committee members will not be representatives of schools that have scholarship applicants.

B. Recognition

1. Advisers in Action Outstanding Adviser Award
 - a. This award is guided by the by-laws and policies of the Advisers in Action.
 - b. Recipients will be recognized at a state leadership conference general session.
2. Master and Mentor Adviser Awards
 - a. The Master Adviser Award recognizes advisers who have been successful in:
 - i. Advising an affiliated chapter for a minimum of three years
 - ii. Promoting the organization
 - iii. Operating an integrated chapter with a balanced program of work
 - iv. Facilitating youth-centered activities
 - v. Keeping abreast of new programs within the organization
 - b. The Adviser Mentor Award recognizes advisers who have been successful in:
 - i. Achieving adult leadership roles in FCCLA
 - ii. Conducting adviser workshops
 - iii. Attending training workshops
 - iv. Using National and State FCCLA resources
 - c. Both Master and Mentor Adviser Awards are recognized at the state level and awarded at the National level.
 - d. Applications for each of these awards can be found at the SD FCCLA website or the national FCCLA website. For more information about the award contact the State Adviser or the Advisers in Action executive council.
3. Spirit of Advising
 - a. The Spirit of Advising Award recognizes chapter advisers who are constantly faithful, often quietly working behind the scenes to ensure the success of their students.
 - b. The State Adviser will submit a nominee for this award to the National organization. Information can be found on the National website.