



**MISSOURI**  
STATE ASSOCIATION

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**State Executive Council  
HANDBOOK**

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*Revised 2019*

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## **DUTIES AND RESPONSIBILITIES OF THE STATE EXECUTIVE COUNCIL**

Each State Executive Council Member is a liaison between the state and regional organizations. Every member is expected to attend the annual State Leadership Conference, Fall Leadership Conference, National Leadership Conference, and the State Executive Council Meetings (maybe spring, summer and/or winter). Each is also responsible for leadership development activities within their respective region, in cooperation with the regional executive council.

The State Executive Council will:

1. Determine what business will be brought before the State Leadership Conference.
2. Pass upon credentials of the candidates for National Office.
3. Make plans for the State Leadership Conference.
4. Make plans for leadership training program(s).
5. Conduct other necessary business for growth of the association.

The State Executive Council has the authority and control over the association, subject to such regulations and bylaws as may be adopted by the Missouri Association Family, Career and Community Leaders of America.

### **State President**

The President presides over the State Leadership Conference of the Missouri Association Family, Career and Community Leaders of America, and over the meetings of the State Executive Council. The President will call a meeting of the State Executive Council on the date and at the place as determined by the state adviser.

### **State 1st Vice President**

The 1st Vice President shall assist the President, preside at meeting in the absence of the president, and keep the minutes of all state meetings of the State Executive Council.

### **State Vice Presidents**

The vice presidents shall represent their region at the State Executive Council Meetings and participate at state meetings and State Leadership Conferences. The designation of the following positions will be determined by the nominating committee at State Leadership Conference:

1. State Vice President of Alumni & Associates
2. State Vice President of Community Service
3. State Vice President of Development
4. State Vice President of Elections
5. State Vice President of Membership
6. State Vice President of National Programs
7. State Vice President of Public Relations
8. State Vice President of State Programs
9. State Vice Presidents of STAR Events (2)

In the event that two national liaisons are not elected, the following positions will be added in this order: State Vice-President of Scholarships and State Vice-President of Parliamentary Law.

### **National Liaisons**

The National Liaison(s) shall be a participating member(s) of the State Executive Council, and if elected at the national level, a participating member of the National Executive Council. If not elected at the national level, their duties will depend on activities needed for the year.

## OFFICER INSIGNIA

Each state officer will receive, with their uniform, the gold pin and guard that is symbolic of the office. The gold guard has a safety catch and chain for attaching to the gold membership pin.

The symbols of the state executive council are:

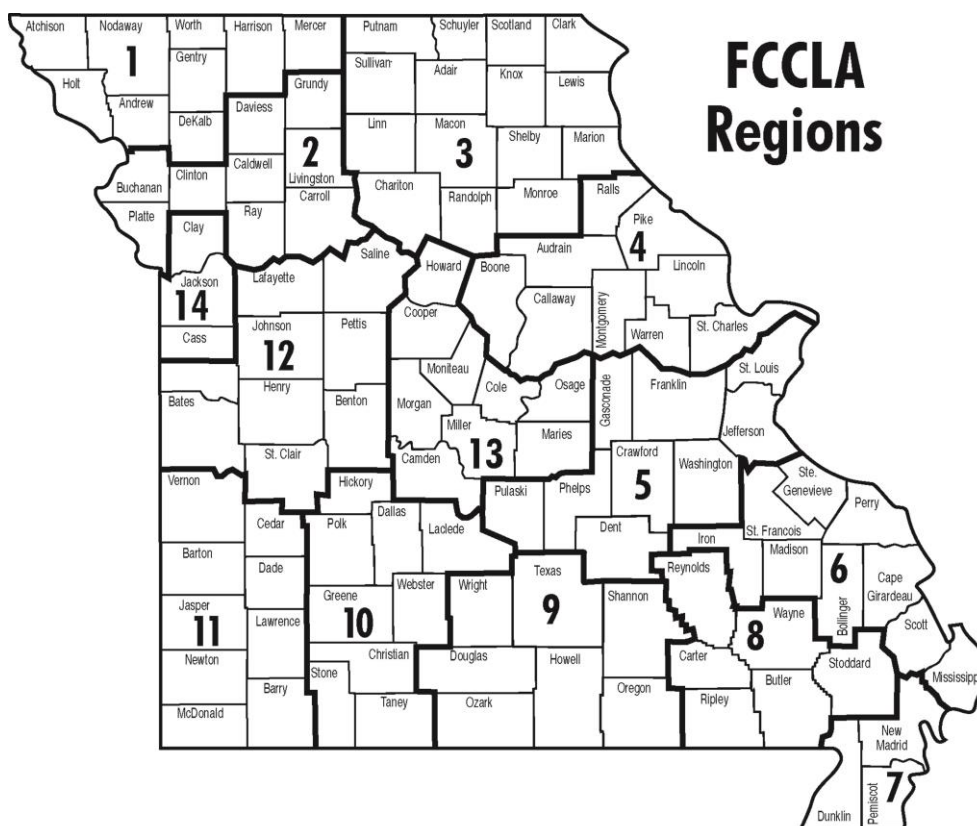
### Office

President  
 1st Vice President  
 Vice Presidents  
 National Officer Candidate

### Guard

Gavel  
 Torch  
 Winged Torch  
 Key

As a token of appreciation for the work performed on behalf of the Missouri Association Family, Career and Community Leaders of America, the officer will retain the pin and guard at the end of their term.



**MISSOURI ASSOCIATION  
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA  
FINANCIAL POLICIES**

*Revised 2014*

1. The Missouri Association Family, Career and Community Leaders of America shall maintain its status as a not-for-profit corporation in the State of Missouri and as a subsidiary organization of Family, Career and Community Leaders of America, an IRS 501-C-3 tax exempt organization.
2. Budget – The FCCLA state adviser shall develop an annual budget to be approved by the State Executive Council. The State Executive Council shall receive semi-annual reports of the receipts, expenditures, and account balances for the accounts.
3. Bank Accounts – Bank accounts shall be established to account for the activity of the organization. All receipts and expenditures shall be used for the purpose of Missouri FCCLA activities. Two signatories are required on all accounts. State supervisors and the director of the Family and Consumer Sciences section of DESE serve as signatories on the checks.
4. Investment Accounts – Any investment of reserve funds shall be certificates of deposit (or other low risk investments) in fully insured institutions.
5. Bank and Investment Records – All bank statements and investment documents shall be retained through an annual financial review. The bank account should be reconciled to the general ledger monthly. Financial reconciliations shall be done by two state FCS staff members that are not signatories on the account, and will be reviewed and signed by the state adviser. Bank statements shall be opened and reviewed by someone other than the signatories. All monthly expenses shall be reviewed by an FCCLA liaison. Records shall be kept in accordance with generally accepted accounting principles for a cash basis accounting system, including a numbering system for all accounts.
6. General Ledger – A general ledger shall be maintained to account for the revenues and expenditures associated with the organization. The ledger should be in enough detail to be able to reconcile back to the budget and to the bank account.
7. Revenues – Receipts shall be posted to the account and deposited in a timely manner. If applicable, a pre-numbered receipt system should be maintained to account for all revenues. All revenues should be recorded in the general ledger.
8. Cash – Any cash received shall be documented through a receipt and immediately deposited in the appropriate account. Cash receipts shall be strongly discouraged.
9. Expenditures – Expenditures shall be made by a request for a check approved by the state adviser or director in the FCS section. All expenditures should be recorded in the general ledger. All expenditure documents such as invoices, purchase orders, packing slips, should be maintained through an annual financial review. Purchase orders are not considered payment.
10. Procurement of Equipment, Goods and Services –
  - a) Purchases under \$6,000, no bids are required.
  - b) Purchases above \$6,000, three documented bids are required.
  - c) If the vendor is considered the only vendor that could provide the item or service, notation of the reasoning behind this purchase must be retained.
  - d) All procurement documents, such as, bids, quotes, documentation on evaluation of bids, etc., must be maintained through an annual financial review.
11. Inventory – FCCLA equipment and goods that are purchased shall be listed on an inventory listing. The listing shall include the description of the item, the cost of the item, the purchase date, where the item is

located, and if disposed, when it was disposed and a notation of any income derived from the disposition.

12. Bonding – All individuals with responsibility for cash transactions shall be bonded.
13. Financial Review – A financial review of the books of all accounts shall be conducted annually by an Accountant or a Certified Public Accountant (CPA) firm for the purposes of:
  - a. Reconciliation of the accounts
  - b. Verification of account balances
  - c. Assurance of propriety of receipts and expenditures
  - d. Completion of federal income taxesAll documents related to the processes noted above shall be made available for review by the accountant or CPA firm, representatives from DESE, or any other individual requesting information. The state adviser shall report the findings of the annual financial review to the State Executive Council.
14. Appropriate IRS Forms shall be filed by Missouri FCCLA by December 15 of each year.
15. Annual Report – An annual recap of the activity for the organization must be submitted to the Chief Financial Officer at DESE by July 31. This recap must include a beginning balance, receipts, expenditures and an ending balance. The recap must also include information noting the balance of any investments.
16. Returned checks and Stop Payments- Returned check fee \$30. If a stop payment is required on a payment issued by the state association the payee will be responsible for the fee of \$30.
17. The association will file all necessary paperwork with the proper authorities as needed to maintain the association's tax exempt status.

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# **Standards, Procedures and Forms**

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## **MISSOURI ASSOCIATION FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA General Responsibilities and Conduct**

State Executive Council members have many responsibilities. These responsibilities take priority over school and other community activities. In order to honor these priorities, sacrifices sometimes have to be made, so be prepared to manage them positively.

As a state officer, you are an extremely visible role model. Your behavior should be an example for the entire membership. It is important to be aware of this visibility at all times, not only when wearing your uniform.

Communication is extremely important in order to work effectively. Members are expected to respond to the state adviser and fellow council members in a timely manner. If contact information changes you are responsible for sending the information to the state office and fellow council members. When sending emails you should include your local adviser and the state adviser.

Officers are expected to exhibit trustworthiness, respect, responsibility, fairness, caring, and citizenship

State Executive Council members' conduct is the responsibility of the local chapter adviser. Officers are expected to inform their adviser of their activities and whereabouts at all times.

You will be busy throughout the year. In order to accomplish all tasks, it is a good idea to establish a schedule and practice good time management skills. You should be punctual and follow up with requests. Don't forget to budget time for yourself!

State Executive Council members' behavior reflects upon the image of Family, Career and Community Leaders of America. Student conduct should make a positive contribution to the excellent reputation already established.

If a State Officer Candidate is aware of a conflict in regard to one of the dates listed on the calendar of required events submitted with the officer qualification form, he/she must discuss the conflict with the state adviser prior to elections at the regional level. If the candidate is aware of the conflict and fails to notify the state adviser, the current State Executive Council has the right to ask he/she to resign or be brought to trial if he/she is elected as an incoming state officer.

If a State Executive Council member feels the need to miss any event or conference for any reason, the State Executive Council member must notify the council 30 days prior to missing the event. The SEC member will be required to write a letter to the council explaining the importance of missing the event. The council will then decide if the absence will be approved or if further action will need to be taken.

The following pages are for informational use only. All forms require a signature prior to the SEC member taking office. All forms can be found on the MO FCCLA website under current state executive council members.



# **MISSOURI ASSOCIATION FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA State Executive Council Standards**

## **Educational Precedence and Standards**

Education always takes precedence. SEC members are expected to arrange, in advance, for assignments that may occur when they are in absence due to a FCCLA activity or meeting.

SEC members are to maintain a cumulative 3.0 grade point average on a 4.0 grade scale. A grade report can be requested by the state office if deemed appropriate. If the grade point average drops below a 3.0, the state adviser, SEC adviser, administrator or parent may request that the student be placed on academic probation, therefore limiting duties of the state executive council member to local duties for a time period determined by those listed above. At the end of the probationary time, the SEC member will be expected to provide documentation showing improvement in the area of concern, signed by a school administrator. If academic progress has not been made, the student may be removed from office.

## **Meetings and Travel Policies**

SEC members are expected to attend all assigned activities which are the annual State Leadership Conference, FCCLA Fall Leadership Conference, National Leadership Conference, and the two State Executive Council Meetings (spring and winter). SEC members are highly encouraged to participate in the annual Legislative Shadowing project. For any additional meetings in which FCCLA participates, the state adviser will use his/her discretion in calling on a SEC member to represent the organization.

A travel authorization form may be required before any official travel. SEC are required to be accompanied by an adult (preferably adviser) to all activities. Members may arrange transportation for state FCCLA activities in accordance with local school district policies. Once in attendance at the state FCCLA activity, SEC members will not leave the premises without their adviser or other designated adult, and will not be permitted to drive or transport others.

## **Dress Code Requirements**

The official uniform will be worn at all state approved activities, meetings or conferences. Nametags and officer pin and guard will be worn at all times while serving in official capacity. Allowed items on the official business uniform include the National Leadership Trading pin and the Missouri FCCLA member pin. The official business uniform consists of the FCCLA blazer, black skirt or pants, white button down oxford-style shirt, neck ties (as distributed), black sheath dress for females, black button down oxford for males, and appropriate dress shoes. The official business casual uniform consists of the FCCLA officer polo shirt, khaki pants, belt, and appropriate shoes that meet the dress code of the activity.

For minor dress code violations, the SEC member will be expected to resolve the violation and no additional action will be needed. Flagrant disregard for the dress code may result in suspension of officer duties for a time as determined by the state adviser in consultant with the officer's adviser, or removal from office.

## **Personal/Professional Conduct Standards**

1. Behavior at all times should be such that it reflects credit on you, your family, your school, and the organization
2. Any accidents, injuries, or illness should be reported to the local and state adviser immediately.
3. Inappropriate physical contact is prohibited
4. Use of cellular phones or other electronic media during FCCLA meetings or activities is prohibited unless permission has been granted by the state adviser
5. Members of the opposite sex may not be in the same sleeping room, except for the purpose of committee work or a called meeting by the state adviser, and in such a case, the room door must be fully open. When given assigned rooms, SEC members will remain in those rooms and will not switch rooms.
6. Officers will not violate curfew (as stated in program or by state adviser).

7. Be prompt and prepared for all official activities.
8. Meet deadlines as established by the state adviser.
9. Use proper communication techniques for correspondence, and have the SEC adviser proofread all written correspondence prior to it being sent.
10. Establish and keep good communication with the SEC adviser and school administrators, and retain their support throughout the term of office.
11. Exhibit positive behavior and choices reflecting the mission and purposes of FCCLA.

**Violation of standards 1 through 11 will subject an officer to probation or letter of reprimand. The disciplinary process will be followed.**

12. If a State Executive Council member chooses not to communicate or abstains from the betterment of the team for an extended period of time the disciplinary process will be followed.
13. May not purchase, possess, consume, or be under the influence of alcohol or illegal drugs at any time. Drinking mock cocktails is prohibited.
14. Smoking and the use of tobacco products is not allowed while in attendance at an FCCLA event and according to local school policies.
15. If an officer is found responsible for stealing or vandalism, the officer and his/her parents or guardian will be expected to pay all damages.
16. Officers will not engage in any act that brings criticism or discredit to Missouri FCCLA and/or chapter as determined by the state adviser, SEC adviser or administrator. This includes, but is not limited to, acts that may endanger self/others, disruptive behavior, leaving the FCCLA activity without adviser knowledge, or association with non-conference individuals.
17. Attend all meetings as scheduled and for their entirety. SEC officers may petition the state council for an excused absence in the case of an extenuating circumstance, which must be submitted in written form with the signature of the officer, adviser, and school administration at least 30 days prior to scheduled event.

**Violation of standards 12 through 17 may subject an officer to immediate suspension; therefore, the officer may be sent home from the event, and may subject an officer to review of his/her duties or result in removal from office. Transportation home will be arranged at the officer's expense. The disciplinary process will be followed.**

## **DISCIPLINARY PROCESS DEFINED**

1. The officer who has committed the offense will be notified immediately and then in written form via email within 10 working days following the verbal notification. The information will also be sent to the officer's local adviser for a minor infraction. If the infraction is major, the information will also be sent to the officer's parent/guardian and local administration
2. The state association may then
  - o Send a letter of reprimand to the officer and place the letter into the officer's file
  - o Suspend the officer
  - o Remove the officer from office
  - o Or other consequences as deemed appropriate
3. The state officer, local adviser, parent/guardian (for major infractions), and local administration (for major infractions) shall be notified via email within 10 working days of the decision.

"I have read and fully understand Missouri Association Family, Career and Community Leaders of America State Officer Standards and agree to comply with these guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines."

**MISSOURI ASSOCIATION  
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA  
Internet Permission Form**

Missouri FCCLA maintains an Internet presence offering pertinent information to schools, FCCLA advisers, students, and the general public. Information about the State Officers is useful as a means of contact. We would like to include each officer's name, and school contact information, no personal contact information will be shared on the website.

There will be times that we include pictures of officers on the website, blog, or in video. In order for Missouri FCCLA to accomplish this, permission from parents is needed for students under the age of 18. If the student is 18, he/she may sign the form.

I hereby authorize Missouri FCCLA to display \_\_\_\_\_ 's,  
(student name)

picture/video, and school contact information on the Missouri FCCLA website, blog or in other public relations materials.

**MISSOURI ASSOCIATION  
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA  
Social Media Form**

I, \_\_\_\_\_, agree to follow the guidelines of Missouri Association Family, Career and Community Leaders of America (FCCLA) with regard to social media use. This includes but is not limited to, Facebook, Twitter, Pinterest, Vine and Instagram. As a member of the Missouri Association FCCLA Executive Council, I agree to the following:

- I will not post any content on my social media pages that reveals myself or anyone else participating in any illegal activity or other questionable activities.
- I will not post any pictures or statuses that reveal public displays of affection (PDA)
- I will not post any content with vulgar language.

In addition, I will abide by the following guidelines:

- My posts on social media sites will reflect that of a real-life teenager but also that of an FCCLA officer. This will include:
  - Not using text language
  - Embodying the leader lifestyle in everything-living it and posting it
  - Showing modesty (no pictures with swimsuits, short shirts/shorts, cleavage, shirtless, etc.)
- I will promote FCCLA and build excitement for members through my social media page whenever it is asked of me.
- I will support the other state officers on social media with regard to FCCLA and personal activities.
- I will keep the other State Executive Council members accountable for their actions on social media by use of private messaging and in connection with the state adviser. When others ask for removal of a certain post, I will respect that opinion and take down the post.
- I will always be respectful on social media.
- I will allow Missouri Association FCCLA access to view my social media sites.

If I am found in violation of any of these areas, the disciplinary process outlined in the standards document will be followed.

## **MISSOURI ASSOCIATION FCCLA STATE OFFICER UNIFORM LOAN AND DEPOSIT POLICIES**

As a state officer, it is required that you wear the official uniform of the State Executive Council. A deposit is required to obtain the following uniform pieces:

1 red blazer – \$78                      1 black skirt (for females) – \$60                      ties/neckwear – \$120  
1 black sheath dress (for females)- \$60

The cost of these uniform pieces total approximately \$318 (females) or \$198 (males). As a service from the Missouri State Association to the State Executive Council, officers are allowed to “check out” the uniform pieces by providing a deposit of \$100. If a male officer already has an official blazer (same style as current state inventory) they will be offered a reduced deposit amount of \$50, females should still submit the \$100 deposit for the other materials. If the blazer does not match current state inventory they will need to “check out” a blazer from the state office. A school, chapter or individual can make the deposit. Purchase orders are not acceptable for the deposit. Deposits can be made by personal check, school check or money order. This deposit is fully refundable when the following conditions are met:

- All uniform pieces are returned in excellent condition (minimal wear). Uniforms will be returned immediately following the State Leadership Conference.
- All reports and forms to complete officer responsibilities have been sent to the state office by May 1<sup>st</sup>.

All attempts to loan the appropriate-sized items will be made. Alterations are only allowed after approval from the state adviser. If items are altered without the approval of the state adviser, the deposit will NOT be returned. Alterations should be done without removing any material from the item.

If a uniform item is lost or damaged beyond acceptable repair, the state officer will be required to replace that individual uniform piece and will be charged the replacement cost as listed above. Some ties are no longer available. In this case, replacement ties for all officers could be required (14 new ties @ \$30 each = \$420). Items such as lost buttons should be replaced by the state officer, please contact the state office for replacement buttons. Minor repairs should be performed by state officer (such as repairing hem or reattaching FCCLA patch)

Any questions regarding this uniform loan and deposit policy should be directed to the state adviser.

I have read and agree to the conditions listed above regarding the Missouri Association FCCLA State Executive Council Uniform. A deposit of \$100 (payable to Missouri Association FCCLA) is enclosed.

# MISSOURI ASSOCIATION FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

## Travel and Reimbursement Policies

State Executive Council members are expected to attend all assigned activities. These include the annual State Leadership Conference, FCCLA Fall Leadership Conference, National Leadership Conference, and State Executive Council Meetings (spring, summer and/or winter). For any additional meetings in which FCCLA participates, the state adviser will use his/her discretion in calling on a SEC member to represent the organization.

A travel authorization form may be required when attending a state sponsored event. SEC are required to be accompanied by an adult (preferably adviser) to all activities, members may arrange transportation for state FCCLA activities in accordance with local school district policies. Members must notify the state office of who will be traveling with them to and from events if different than adviser. Once in attendance at the state FCCLA activity, SEC members will not leave the premises without their adviser or other designated adult, and will not be permitted to drive or transport others.

Reimbursements allowed will be determined for each meeting. General guidelines include:

- National Leadership Meeting: Set stipend, no reimbursement of meals, travel, or lodging. Payment will be made once officer has successfully completed the activity. (\$300)
- Spring Planning Meeting: association pays for lodging and meals while in attendance (officers and advisers). Travel expenses allowed as requested by adviser.
- Summer Planning Meeting: association pays for lodging and meals while in attendance (officers only). Travel expenses not allowed.
- Fall Leadership Conference: Set lodging stipend. No reimbursement for travel or meals. (\$40)
- Winter Planning Meeting: association pays for lodging and meals while in attendance (officers and advisers). Travel expenses allowed as requested by adviser.
- State Leadership Conference: association pays for lodging and meals while in attendance (officers only). Travel expenses not allowed.

If a member purchases items for a conference or activity, the items may be reimbursable. Prior authorization is required as well as a receipt. If possible the items will be purchased by the state association instead of reimbursement.

In order to receive reimbursement, the officer must fill out the reimbursement form and indicate whom check is to be made payable to. **All receipts must be attached and received in the office within 30 days.** After such time, reimbursement will not occur.

If the officer and adviser have separate expenses, two forms may be required if the payment needs to be made to separate payees.

When the association is covering lodging, advisers will be roomed 2 per room and students 4 to a room when possible. Each officer is allowed one adviser/chaperone. If the local school district policies require different arrangements, the school district will be responsible for the additional charges.

Travel expenses are allowable for personal vehicles; expenses will not be reimbursable for school owned/rented vehicles.

The state will **not** reimburse the following:

- Meals while traveling to or from an event
- Personal telephone calls
- Room service charges
- Between-meal snacks
- Entertainment expenses or TV movies
- Items charged to hotel bill

**MISSOURI ASSOCIATION  
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA**

**TRAVEL AUTHORIZATION FORM**

**NAME OF OFFICER** \_\_\_\_\_

**NAME OF MEETING** \_\_\_\_\_

**DATE(S) OF MEETING** \_\_\_\_\_ **PLACE OF MEETING** \_\_\_\_\_

**MODE OF TRANSPORTATION** \_\_\_\_\_ **APPROXIMATE TIME OF ARRIVAL** \_\_\_\_\_

**PERSON(S) ACCOMPANYING YOU** \_\_\_\_\_

We understand that the meeting will convene at approximately \_\_\_\_\_.

We understand that the meeting adjournment is schedule for approximately \_\_\_\_\_.

We, the undersigned, understand that the above named individual will be in attendance at the stated meeting. We give our approval for this individual's participation. We agree to the provisions as stipulated in the Conduct Code. We agree not to hold Missouri Family, Career and Community Leaders of America, the State Board of Education, or any of its agents, liable for any accident, illness or injury to this individual during participation in state organization approved activities or meeting and necessary travel to and from those sites.

\_\_\_\_\_  
State Officer (Print Name)

\_\_\_\_\_  
State Officer Signature

\_\_\_\_\_  
Parent/Guardian (Print Name)

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Adviser (Print Name)

\_\_\_\_\_  
Adviser Signature

Adviser Cell Phone #: \_\_\_\_\_

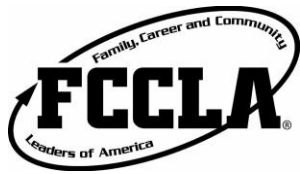
Emergency Contact Information:

Person to contact: \_\_\_\_\_

Relation to officer: \_\_\_\_\_

Phone number of contact: \_\_\_\_\_

Return to: State Adviser  
Missouri Association Family, Career and Community Leaders of America  
Department of Elementary and Secondary Education  
P.O. Box 480  
Jefferson City, MO 65102



# FCCLA Workshop Planning Template

<b>Title:</b>	<b>Audience:</b>
<b>Workshop Description:</b>	
<b>Presenter(s):</b>	<b>Length:</b>
<b>A/V Needs:</b>	<b>Objective/Goal:</b>
<b>Workshop time, date and location:</b>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>

Handout Title	Resource	Responsible	# Copies
<i>Ex. Planning Process Summary</i>	<i>FCCLA Website</i>	<i>National Staff</i>	<i>1 Per Person</i>

Supplies/Materials	Quantity	Responsible
<i>Ex. Scissors</i>	<i>1 pair per table</i>	<i>National Staff</i>

**Additional Comments:**





# FCCLA Workshop Planning Template

Time	ACTIVITY
Set-Up	

**Additional Comments:**

**MISSOURI ASSOCIATION  
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA  
State Executive Council Capitol Leadership Scholarship**

Each year, the Missouri Association may award a scholarship for up to two State Executive Council members, and one adviser to travel to Capitol Leadership. Interested members should complete the supplied application and return to the state adviser by the specified deadline.

A panel of evaluators selected by the state adviser will review and score each application.

SEC members/advisers/chapters are responsible for arranging all travel arrangements as well as registering to attend the event. If two members are selected to attend, they are expected to stay in the same hotel room to reduce the costs for the state association. Exceptions to this rule will be made on a case by case basis with prior approval required from the state adviser.

The following expenses are reimbursable as part of the scholarship:

- Airfare
- Airport Parking
- Lodging
- Conference registration

All other expenses including but not limited to ground transportation to/from the airport, meals, and other optional activities are the responsibility of the SEC member or chapter. The state association will send one adviser as part of the scholarship. This adviser may be from the local chapter or another adviser attending as part of the Missouri delegation. If local school policy requires different arrangements, the school will be responsible for the additional costs.

The state staff will notify all applicants of the scholarship recipients. The state adviser will process registration for the scholarship recipients. Travel arrangements are made by the SEC members and SEC advisers with reimbursement from the state association. It is the SEC member's responsibility to share any mailings or other information sent from national FCCLA with local school officials and parents or guardians.

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# **Public Speaking, Leadership and Parliamentary Procedure Tips**

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## HOW TO MAKE EFFECTIVE CHAPTER VISITS

1. Preparing for the visit
  - Be well informed about the chapter before you arrive. Know the accomplishments of the chapter and some areas that might need improvement.
  - Know the names of the school superintendent and principal.
  - Make an effort to visit with the adviser(s) and officers prior to the meeting.
2. Visit with the administrator(s)
  - Be punctual, neat in your appearance and be natural.
  - Visit the school superintendent or principal briefly. He/she should be informed as to the purpose of your visit.
3. Your visit with chapter members
  - Meet the adviser(s) first, then president along with other officers. Be friendly and warm in your visit.
  - Extend greetings from the state association.
  - Express appreciation for visit.
  - Inform members of the purpose of your visit.
  - After your presentation, invite questions about Family, Career and Community Leaders of America activities. Avoid getting “over your head” on questions. If you do not know answers or are not certain you are qualified to speak — say so!
  - Members may be interested in what other chapters are doing, what is planned for the state association, activities, etc.
  - Your main task is to inspire members to take advantage of FCCLA opportunities, to set and reach higher goals in their family and consumer sciences programs and FCCLA work.
  - Avoid being a “know it all” or “advising” talk.
  - Encourage members to enter state activities.
  - Compliment members and chapters as much as possible on accomplishments.
  - **DO NOT BE CRITICAL.** If there are weak areas the chapter desires to discuss, try to do this in a diplomatic and constructive manner. Pride, once hurt, is often difficult to mend. It is best never to criticize anything unless YOU HAVE THE ENTIRE STORY.
  - Never tell jokes or use language that can be considered offensive.
  - Only use technology (music, PowerPoint, etc.) if it makes your presentation better. Keep it short.
  - Meet as many of the chapter members as possible before you leave, shake their hands, invite them to the State Leadership Conference, participate in activities on the regional, state, and national levels, and encourage them to strive for higher goals.
  - Thank the school adviser(s) and the school administrator(s) for granting you time for your visit.
4. Your visit should be:
  - Stimulating, inspiring and result in a challenge for others to become an officer.
  - One of the highlights of the chapter’s yearly program of activities.
  - Evaluated by you and improved on for you to make your next chapter visit a better visit.

## PUBLIC SPEAKING TIPS

1. Select a subject you have earned the right to talk about. How do you “earn the right to talk” about a subject? Either by knowing a great deal about it or by feeling passionate about it.
2. Work hard and long on your talk. The beginner usually under-estimates the time it takes to prepare a talk. He/she figures he/she can prepare a 30-minute speech in half an hour. It can't be done!
3. Make your speech interesting. How do you make your speech interesting? Use plenty of examples. A speech without examples can be profound, but not popular.
4. Overcome fear. How? “Courage comes from having done the thing before,” says Emerson. “Do the thing you fear to do and the death of fear is certain.”
5. Don't read your talk. Why not? Well, nobody who ever heard a speech read would ask that question! Write out your talk, if you must, work it over, cut out about nine-tenths of what you have written, throw away what you have written and start all over again, then cut out some more.
6. Deliver your talk with animation and enthusiasm. Measles are not as contagious as enthusiasm. If you have enthusiasm, the audience is almost certain to catch it.
7. When you stand in front of an audience, don't make distracting motions or display distracting mannerisms.
8. Be brief. Irvin S. Cobb once said, “No speech can be entirely bad if it is brief enough.” Here are some suggestions for making your speech brief:
  1. After you write your speech, kill the first few paragraphs. This is a magic rule for getting a good start. Never begin a speech in the beginning--begin in the middle.
  2. After you write your talk, go through and cut out at least half the words.
  3. Work hard on your talk. Any fool can write a long speech, but it takes a wise man to cut it short. “To write short, think long.” Remember, when you can't think of any more examples, your speech is over.
  4. Memorize your ending.

## THE THREE “UPS” OF SPEECH DELIVERY

Whether you are “saying a few words” at a committee meeting, or making the main speech at a National Leadership Conference, there are few important steps to take to insure success.

**STAND UP.** Don’t slump, cling, or drape yourself over the nearest piece of furniture. Try not to make distracting motions or movements.

**SPEAK UP.** Project your words clearly and audibly. Use your lips to pronounce each letter. Vary your emphasis and your speed for the desired effect.

**SHUT UP.** Quit when you are through. A long, drawn out, rambling and aimless conclusion is an anti-climax and destroys the good impression you have made previously. Deepen the voice as you say, “and now in conclusion ...” or “To summarize briefly ...” or “Finally ...,” say a few, very few sentences, and close with a ringing sentence or deeply sincere one. Thank the audience (if you are giving a formal speech) and sit down.

**THINK IT THROUGH — IN ADVANCE.** Analyze, condense, simplify, until you have a well-rounded skeleton of the subject, with a beginning, clearly defined main points and conclusion. Now outline on note cards, which you will keep out of sight, or better still (if you can) memorize it.

**JUDGE YOUR TIME.** How much time do you actually have NOW at the moment you rise to speak? Fill in the outline accordingly, allowing the proper proportion of available time. Cover all of your main points and still give your concluding sentences within the time limit.

In speaking, **USE YOUR LIPS.** Project your words clearly. Assume good relaxed posture, use your diaphragm and your lungs, and speak any words, poem or tongue twister, using your lips to pronounce each letter, especially those on the ends of words. When speaking, speak over the heads of the first rows to the last third of your audience. Vary your emphasis, now powerful, now softer and your speed, now faster, now slower. Try to keep your voice low and well modulated. Raise the voice occasionally for variety, especially if telling a human-interest story, an anecdote, or imitating someone, or to stimulate an audience to action. Deepen your voice for sincerity, for conviction and especially when you swing into your last sentences. Pause occasionally, especially at the end of your last sentences of paragraphs or sections of your speech. If you tend to be nervous, be especially careful that you do not talk too fast or too shrilly.

## **SPEAKING AT A CHAPTER MEETING OR BANQUET**

Have your talk well prepared in advance. Here are some suggestions:

1. Bring greetings from the State Association.
2. Express your appreciation for being invited.
3. Let the audience know that you know about some of the good work the group is doing.
4. If at a meeting where parents are present, mention that FCCLA members appreciate their parent's cooperation and sacrifice even though they often fail to express their appreciation. Thank the parents on behalf of the members for their fine cooperation that is so essential to a good family and consumer sciences education and FCCLA program.
5. Express your appreciation to the supervisor or superintendent, board of education and teachers for their part in helping the members build a strong Family, Career and Community Leaders of America chapter.
6. Speak a word of appreciation for the organization or group that served the banquet.
7. Use notes if necessary, but NEVER read a speech.
8. Avoid going over your head, speak on the level of the audience, and NEVER philosophize.
9. An inspiring speaker will use FCCLA success stories, inspiring thoughts, and appropriate anecdotes.
10. Don't talk too long. Fifteen minutes should be MAXIMUM time for a major meeting speech — even though you may be asked to speak longer. At certain times a five to eight minutes talk, well thought out in advance and presented effectively, will serve the purpose. Remember, many programs have a tendency to last too long; don't be guilty of adding to it.
11. Avoid inappropriate jokes and stories.
12. Be cognizant of "voice level" if you are speaking over a public address system.

## **INTRODUCING THE NEXT SPEAKER**

You can help or hinder "our next speaker" in the way you introduce them. Here are a few ways to help the speaker.

1. Make your remarks few; don't start with the birth and chronicle the events of their life. Mention only those past experiences that relate directly to the subject of the speech.
2. Don't try to capture the audience with your personality, a string of funny stories or with your knowledge of the subject. Remember you are not the speaker.
3. Create Suspense. Create the thought that what the speaker is about to say is important and mention the name only once, at the end of your remarks; then stay on the platform with the speaker and lead the applause. Retire during the applause.
4. Never apologize to the audience if the speaker is a substitute or fill-in or program change. All too often such substitutes are far better speakers than the originals.
5. Set a time limit. Before your introduction tell your speaker the length of the speech and that you can warn them five minutes before "time is up," if they would like for you to.
6. Launch speakers right. What you say about the speaker must make the audience feel that the speaker is important to them now.
7. How you say it must create suspense so that the audience is waiting for the speaker, and the speaker is eager for the audience.
8. The speaker's name should be the final climactic words.
9. Provoke applause and stand up straight until the speaker has taken his/her place.

## GOOD INTRODUCTIONS

### A. Being introduced to others:

- Look the new acquaintance in the eyes when extending your hand.
- Smile.
- Grip the new acquaintance's hand firmly — no bone crushing, but no dead fish either.
- Ask the name again if you misunderstand it. No one enjoys anything more than hearing their own name.
- Use the new acquaintance's name as soon as possible to help remember.
- Acknowledge an introduction with, "How do you do, Mr. Jones?"
- Boys and men always rise to their feet when being introduced to anyone — even another boy.
- Men and boys wait for the girl to extend her hand, because the choice rests with the lady between shaking hands and not shaking hands.
- If in a group, don't extend hand to acquaintance in front of others.
- After an introduction brief conversation usually follows. When you are ready to leave you should express your pleasure for having made the new acquaintance with, "I hope to see you again," or "I have enjoyed meeting you." To which the proper response is "Thank you."
- First impressions are extremely important.

### B. Introducing others:

- Name first the older, more distinguished, the girl or lady — then the other person.
- Introduce people in an easy nonchalant manner.
- Have names clearly in mind before introducing the two parties.
- Pronounce both names distinctly and slowly.
- Common introductory phrases:  
"Mr. \_\_\_\_\_, may I present Mr. \_\_\_\_\_."  
"Mother I want you to meet, Mr. \_\_\_\_\_."
- After giving the introduction give cues for conversation such as:  
"Mr. \_\_\_\_\_, this is Joe Smith who went fishing with me last summer."
- If introducing one person to a small group, you may say, "I want all of you to meet my friend Oprah Winfrey. Ms. Winfrey, this is Corey, Nicole and Chelsea." (Avoid pointing to individuals as they are named).
- Learn correct manners by practicing them at every opportunity.

## WAYS OF STARTING CONVERSATION

1. Introduce yourself.
2. Informative — ask who, what, and where after you have introduced yourself.
3. How do they like the city they are visiting or their hometown. How long they lived there.
4. Have they traveled extensively in the United State or abroad?
5. Current events.
6. Climate — weather.
7. To teenagers — what career they are planning.
8. His or her occupation. Act interested in it and in what they have to say.
9. Favorites — books, foods, music, movies, sports, hobbies, etc.
10. Just be nice and friendly — the rest should be easy.
11. Ask for comments on a speech you made or both heard.
12. Explain your job as an Family, Career and Community Leaders of America officer.
13. Explain the purpose of that particular trip.
14. Tell of FCCLA accomplishments in Missouri.
15. Ask about the FCCLA chapter in their area.



## EDUCATION ACRONYMS AND DEFINITIONS

By no means is this an exhaustive list, but it is a start to knowing some of the terms you might hear throughout the year as a state officer.

First time references in any speech or document, if possible, should be done using all the words in the name of the organization. It is appropriate to use the acronym alternatively within the document. Keep in mind your audience may not be familiar with the organizations and thus using the complete title and the acronym interchangeably may be necessary.

### Family and Consumer Sciences Education terms:

- A&A – Alumni & Associates. Pronounced as individual letters.
- AAFCS – American Association of Family and Consumer Sciences.
- BOD – Board of Directors. Pronounced as individual letters.
- CEAT – Competitive Events Advisory Team. A team of members, advisers and state staff that deal with STAR Events issues and changes on the national level.
- FCS or FACS – Family and Consumer Sciences (please use FCS) – as a general rule, do NOT use the acronym.
- FCCLA – Family, Career and Community Leaders of America Inc.
- MoEFACS – Missouri Educators of Family and Consumer Sciences, a professional organization and an affiliate of the Missouri ACTE. Pronounced as a single word (mo-e-fax), not individual letters.
- NATFACS- National Association Teachers of Family and Consumer Sciences
- NATEFACS- National Association Teacher Educators of Family and Consumer Sciences
- NASAFACS- National Association State Administrators of Family and Consumer Sciences
- FLC- Missouri FCCLA Fall Leadership Conference
- SLC- Missouri FCCLA State Leadership Conference
- NLC- National Leadership Conference
- SEC – State Executive Council. Pronounced as individual letters.
- SECA – State Executive Council Advisers. Pronounced as individual letters.
- NEC – National Executive Council. Pronounced as individual letters.
- NECA – National Executive Council Advisers. Pronounced as individual letters.

### Other Career Education terms:

- ACTE – Association for Career and Technical Education. Missouri ACTE is the state affiliate. Headquartered in Jefferson City. Pronounced as individual letters.
- CTSO – Career and Technical Student Organization. Pronounced as individual letters.
- DECA – an association of marketing students. Use letters only, spoken as one word when referring to the organization.
- DESE – Department of Elementary and Secondary Education, located in Jefferson City. Central office housed in the Jefferson State Office Building. Consists of several educational divisions, including the Office of College and Career Readiness. Family Consumer Sciences Education is a section within the division.
- FBLA – Future Business Leaders of America; association for students enrolled in business education programs. Pronounced as individual letters.
- PBL- Phi Beta Lambda. Organization for postsecondary students in business. Pronounced as individual letters
- FFA – Association for students in agricultural education. Use letters only when referring to the organization.
- HOSA – Future Health Professionals; association for students enrolled in health sciences education.
- SkillsUSA – association of high school and college students and instructors who are enrolled in training programs in technical, skilled, and service occupations, including health occupations.
- TSA – Technology Student Association. Pronounced as individual letter

## USING PARLIAMENTARY PROCEDURE

Missouri State Executive Council members must be familiar with the basics of Parliamentary Procedure for use in executive council meetings.

Parliamentary procedure provides an orderly system for accomplishing chapter business while protecting the rights of members. It can be defined as –

- the right of the minority
- the rule of the majority
- partiality to none.

There are four basic principles of parliamentary law –

1. Courtesy and justice for all.
2. One item of business at a time.
3. The minority must be heard.
4. The majority must prevail.

A motion is an idea brought before the group for discussion and decision. In general, the following are the actions taken to bring a motion to the floor for debate and vote.

1. By rising, the member is asking the chair permission to speak.
2. The member waits for the chair's "recognition" or permission to speak.
3. The member makes the motion by saying "I move \_\_\_\_\_." (Never say "I make a motion.")
4. Another member seconds the motion by saying "I second" or "I second the motion." If no one seconds the motion, the chair states "the motion dies for lack of a second."
5. The chair states the motion for all to hear.
6. The chair calls for discussion of the motion. Again, members wishing to speak stand for recognition when requesting to speak in favor or against a motion. No member may present another main motion or discuss another item of business while the first main motion is on the floor.
7. When there is no further discussion, the chair restates the motion, and calls for the vote, saying "all those in favor of the motion signify by saying 'aye'." All opposed, say "no."
8. The chair states the results of the vote. "The motion is (approved/defeated)." If the chair or member is uncertain about the results of a voice vote, a roll call, standing, or written vote may be requested.
9. The chair signifies the completion of this item of business with one tap of the gavel.

### Basic Vocabulary for Parliamentary Procedure

**Acclamation**—an oral or voice vote

**Affirmative**—"for" or "yes" vote

**Adjourn**—to end the meeting

**Agenda**—order of business for the meeting

**Amendment**—a change in or addition to the main motion; amendments can also be amended once

**Chair, Chairman, Chairperson**—person presiding at a meeting

**Debate**—discussion for or against the motion

**Division (or Division of the House)**—when a member disagrees with a voice vote and calls for a counted vote; does not require a second

**Gavel**—a tool for calling the meeting to order

**General (or Unanimous) Consent**—if there are no objections, passing a motion without debate or vote

**Majority**—over half of the votes cast; sometimes called simple majority, which is 50 percent plus 1

**Methods of Voting**—Voice votes: aye and no, general consent; Roll call: raising hand or standing; Ballot: secret ballot, usually written or recorded by voting machine

**Minority**—the smaller number; less than 50 percent

**Minutes**—written record of a meeting

**Main Motion**—an idea brought before the group for consideration; should be stated—"I move that ..." or "I move to ..."; must be acted on

**Parliamentarian**—one who has knowledge of parliamentary procedure and is skilled in its practice

**Pending**—has not been voted on; is still "on the floor"

**Plurality**—a larger vote than for any other candidate but not more than half the total votes cast; never elects unless a special rule has been made to that effect

**Point of Information**—to ask for clarification

**Point of Order**—to correct a breach of order or error in procedure

**Postpone**—puts off a motion until some future time

**Previous Question**—a call to end discussion and vote on the motion; a second is required

**Putting the Question**—when chair takes vote for and against a motion and announces the results

**Quorum**—minimum number of members that must be present to conduct the business of the meeting; usually a simple majority unless otherwise specified in the bylaws

**Second**—means another member supports motion

**Stating the Question**—chair restates the exact motion after the second and indicates it is open for debate

For further explanation of Parliamentary Procedure, please use a current copy of *Robert's Rule of Order*.



# FCCLA Summary of Motions

Classification	Kind	Second	Debatable	Amendable	Vote Required	Can be Reconsidered	
<b>Privileged</b>	Adjourn	Yes	No*	No*	Majority	No	
	Question of Privilege	No	No	No	No	No	
<b>Incidental</b>	Appeal	Yes	Yes	No	Majority in negative	Yes	
	Division of the House	No	No	No	No	No	
	Parliamentary Inquiry	No	No	No	No	No	
	Point of Information	No	No	No	No	No	
	Point of Order	No	No	No	No	No	
	Suspend the Rules	Yes	No	No	2/3	No	
	Withdraw the Motion	*	No	No	Majority	Negative Vote Only	
	<b>Subsidiary</b>	Amend	Yes	Yes*	Yes*	Majority	Yes
	Lay on the Table	Yes	No	No	Majority	No	
	Limit Debate	Yes	No	Yes	2/3	Yes	
<b>Main</b>	Postpone Definitely	Yes	Yes	Yes	Majority	Yes	
	Postpone Indefinitely	Yes	Yes	No	Majority	Affirmative Vote Only	
	Previous Question	Yes	No	No	2/3	Yes	
	Refer to Committee	Yes	Yes	Yes	Majority	Yes	
	Main Motion	Yes	Yes	Yes	Majority	Yes	
<b>Unclassified</b>	Reconsider	Yes	Yes	No	Majority	No	
	Rescind	Yes	Yes	Yes	2/3	Negative Vote Only	
	Take from the Table	Yes	No	No	Majority	No	

\*See Motions in this Handbook or Robert's Rules of Order, Newly Revised

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Missouri FCCLA Blog – [www.mofccla.blogspot.com](http://www.mofccla.blogspot.com)  
Pinterest - <http://www.pinterest.com/mofccla/>

National FCCLA Website – [www.fcclainc.org](http://www.fcclainc.org)  
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