

# **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."

\_\_\_\_\_

Date

\_\_\_\_\_

State Officer's Signature

We approve the student named above to attend state approved Family, Career and Community Leaders of America activities. We agree to the provisions as stipulated in the Conduct/Procedures Code.

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Parent/Guardian's Name (print)

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Parent/Guardian's Signature

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Chapter Adviser's Name (print)

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Chapter Adviser's Signature

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School Administrator's Name (print)

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School Administrator's Signature