

# **FCCLA<sup>®</sup>** **ARIZONA**

**ARIZONA FCCLA  
POLICIES AND PROCEDURES  
ADOPTED DECEMBER 5, 2019**

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## **ARTICLE I. ORGANIZATIONAL STRUCTURE**

### **Section 1. Operational**

Arizona FCCLA will not issue any form of acknowledgement of membership. Students will be recognized as affiliated members by the chapter adviser. Any student that competes and / or attends the State Leadership Conference is assumed to be a member of the organization. Membership may be confirmed by contacting the state office.

### **Section 2. Survey Guidelines**

State Staff, with approval from the State Adviser, may conduct surveys on behalf of the organization and / or Board of Directors (the "Board"). The Board may conduct surveys with approval from the Executive Committee.

### **Section 3. Regions**

Region 1 shall consist of the following school districts: Apache Junction Unified School District, Chandler Unified School District, East Valley Institute of Technology (EVIT), Fountain Hills Unified School District, Gilbert Unified School District, Higley Unified School District, J.O. Combs Unified School District, Mesa Public Schools, Queen Creek Unified School District, Scottsdale Unified School District, and Tempe Union High School District.

Region 2 shall consist of the following school districts: Agua Fria Union High School District, Buckeye Union High School District, Deer Valley Unified School District, Dysart Unified School District, Glendale Union High School District, Paradise Valley Unified School District, Peoria Unified School District, Phoenix Union High School District, Saddle Mountain Unified School District, Tolleson Union High School District, Wickenburg Unified School District, and Western Maricopa Education Center (West-MEC).

Region 3 shall consist of the following school districts: Ash Fork Joint Unified School District, Bagdad Unified School District, Camp Verde Unified School District, Chino Valley Unified School District, Colorado River Union High School District, Kingman Unified School District, Lake Havasu School District, Mayer Unified School District, Mingus Union High School District, Mountain Institute Career and Technical Education District (MICTED), Parker Unified School District, Prescott Unified School District, Sedona-Oak Creek Unified School District, Valley Academy for Career and Technology Education (VACTE), and Western Arizona Vocational Education (WAVE).

Region 4 shall consist of the following school districts: Blue Ridge Unified School District, Coconino Association for Vocations, Industry and Technology (CAVIAT), Colorado City Unified School District, Flagstaff Unified School District, Fredonia Unified School District, Ganado Unified School District, Grand Canyon Unified School District, Heber / Overgaard Unified School District, Holbrook Unified School District, Kayenta Unified School District, Northeast Arizona Technological Institute of Vocational Education (NATIVE), Page Unified School District, Payson Unified School District, Pinon Unified School District, Round Valley Unified School District, Sanders Unified School District, Show Low Unified School District, St. Johns Unified School District, Tuba City Unified School District, White River Unified School District, Williams Unified School District, and Winslow Unified School District.

Region 5 shall consist of the following school districts: Benson Unified School District, Bisbee Unified School District, Cobre Valley Institute of Technology (CVIT), Cochise Technology District (CTD), Douglas Unified School District, Duncan Unified School District, Gila Institute for Technology (GIFT), Globe Unified School District, Miami Unified School District, Morenci Unified School District, Safford Unified School District, San Carlos Unified School District, Sierra Vista

Unified School District, St. David Unified School District, Superior Unified School District, Thatcher Unified School District, Tombstone Unified School District, and Valley Union High School District.

Region 6 shall consist of the following school districts: Ajo Unified School District, Amphitheater Unified School District, Casa Grande Union High School District, Central Arizona Valley Institute of Technology (CAVIT), Coolidge Unified School District, Florence Unified School District, Flowing Wells Unified School District, Gila Bend Unified School District, Mammoth-San Manuel Unified School District, Marana Unified School District, Maricopa Unified School District, Nogales Unified School District, Pima County CTED, Rio Rico Unified School District, Sahuarita Unified School District, Santa Cruz Valley Union High School District, Southwest Technology Education District of Yuma (STEDY), Sunnyside Unified School District, Tucson Unified School District, Vail Unified School District, and Yuma Union High School District.

**ARTICLE I HISTORY**

December 5, 2019 | Adopted

## **ARTICLE II. BOARD OF DIRECTORS**

### **Section 1. Board Members**

The first meeting of the Board of Directors shall take place in June. The Board will then complete a year of its term at the conclusion of the State Leadership Conference, the following year. Board Members may choose to stay for a second term, without needing to be reelected, with a vote of the majority of the Board.

#### Subsection A. Duties, Responsibilities and Authority

- Board members shall agree to commit the time to serve a term of two or, in some cases, three years on the Board of Directors of Arizona Family, Career and Community Leaders of America (FCCLA). This will include a minimum of four (4) face-to-face Board meetings, assigned committee service and additional work days as needed for committees, Board development, or task force work.
- Board members are expected to attend all regular and special meetings of the Board.
- Board members agree to serve on committees during their term of office.
- Board members shall be knowledgeable about the role of the Board to act relative to personnel, program and fiscal matters of the organization.
- Board members shall abide by and support all decisions, policies and programs adopted by the Board.
- Board members shall agree to represent Arizona Family, Career and Community Leaders of America, when called on by the Board Chair or State Adviser.
- Board members shall adhere to the organization's Code of Ethics (Appendix).
- Board members shall review and vote on the proposed budget.
- Board members shall review suggested amendments and formulate proposed amendments to the Bylaws.

### **Section 2. Officers of the Board**

The officers of the Board shall consist of a Chair, Chair-Elect, Treasurer and Secretary.

The above officers shall be elected by the members of the Board from among voting members of the Board. They shall serve for a term of one year or until their successors shall have been elected and assume office. Officers may be eligible for reelection. No director, however, shall serve in the same office for more than three (3) consecutive terms without at least one (1) year lapsing between terms.

#### Subsection A. Duties, Responsibilities and Authority of the Chair

- Provides leadership to the Board.
- Appoints standing committees and special committees as defined by *Roberts Rules of Order, Newly Revised* in consultation with the State Adviser.
- Presides at all Board meetings.
- Serves as Chair of the Executive Committee.
- Serves as an ex-officio member of all committees of the Board.
- Submits summaries of all Board meetings to the Secretary within one (1) week of the meeting and makes changes as necessary. Once completed, submits summaries to the state office to be published and distributed to stakeholders.
- Reports activities of the Board and the organization to stakeholders by means of letters of publications.

Subsection B. Duties, Responsibilities and Authority of the Chair-Elect

- In the absence of the Chair, the Chair-Elect shall perform all duties pertaining to the office of Chair.
- Serves on the Finance Committee.
- The Chair-Elect must be in the first year of their two-year term.
- Succeeds to the position of Chair at the next election of officers at the first meeting of the new Board.

Subsection C. Duties, Responsibilities and Authority of the Treasurer

- Serve as Chair of the Finance Committee.
- Has authority to sign any official documents duly prepared and requiring signature of the Board.
- Presents the annual budget, as approved by the Finance Committee, to the Board of Directors.
- Reviews complete quarterly financial statements and compares them to budget and previous year.
- The records of the Treasurer shall be kept in the state office.

Subsection D. Duties, Responsibilities and Authority of the Secretary

- Accurately records all motions and actions.
- Ensures an accurate record is kept of all meetings and minutes, sent within two (2) weeks, and submits corrections within two (2) weeks of meetings.
- Reviews the summary of the Board meetings submitted by the Chair and makes necessary suggestions.
- The records of the Secretary shall be kept in the state office.

**Section 3. Membership**

Subsection A. Representative from Arizona Department of Education

The representative from the Arizona Department of Education shall be recommended by the Sponsor and approved by the Board. In the event that the Board does not approve the recommendation, the Sponsor shall submit a new recommendation that is not the same recommendation that was previously denied. The representative from the Arizona Department of Education shall be recommended and approved every two years.

Subsection B. Chapter Advisers – Regional Representation

In January of the year a chapter adviser is to be elected to serve on the Board, state staff will notify the eligible regions that they may submit a candidate. The applications and supporting materials must be received by state staff, electronically by February 1. Individuals that were nominated will be contacted to ensure their willingness to take on this candidacy. Those individuals that proceed as candidates will be elected by the chapter advisers from their respective regions at the State Leadership Conference.

The following rotation shall be used in electing regional representatives:

Region 1, Seat 1	2020	Region 1, Seat 2	2021
Region 2, Seat 1	2020	Region 2, Seat 2	2021
Region 3, Seat 1	2020	Region 3, Seat 2	2021
Region 4, Seat 1	2020	Region 4, Seat 2	2021
Region 5, Seat 1	2020	Region 5, Seat 2	2021
Region 6, Seat 1	2020	Region 6, Seat 2	2021



The above dates may be updated to follow the established pattern, without approval from the Board.

#### **Section 4. Assumption of Office**

In June, all Board members will receive a welcome letter from the State Adviser with an updated Board directory and additional information.

An orientation meeting will provide information about the organization, its programs, details on the budget, committee responsibilities, the State Executive Council (SEC), and the roles and responsibilities of Board members, SEC and state staff. This meeting will take place in June.

#### **Section 5. Vacancies**

To resign from the Board of Directors, one must forward a letter of resignation to the Chair of the Board.

The Chair may call a special meeting of the Board, at which nominations will be held for the vacant seat. Those interested in this position should attend the special meeting to be interviewed by the Board. Each voting member of the Board will then cast their vote for the candidate they wish to fill the position. The individual that receives the greatest number of votes shall be considered a member of the Board from that day forward to complete the term of the vacancy.

#### **Section 6. Meetings**

##### **Subsection A. Notice of Meetings**

A calendar of face-to-face meeting dates will be provided to the Board no later than the first meeting of the Board in June. This calendar will also be published on the Board of Directors tab of the Arizona FCCLA website. All agendas for meetings of the Board shall be sent to members of the Board at least 24 hours in advance and will be published on the Board of Directors tab of the Arizona FCCLA website. The State Adviser reserves the right to change the dates and agendas for meetings with little to no notice.

##### **Subsection B. Absences**

Two Board meeting absences without reasons acceptable to the Chair of the Board will be sufficient cause for termination from the Board of Directors.

##### **Subsection C. Attendance by Non-Directors**

All Board of Directors meetings and standing committee meetings are open to interested persons. The Board reserves the right to move into executive session at any time during a Directors meeting at which time only members of the Board and state staff will be permitted to be in attendance.

##### **Subsection D. Recording**

Recording of any meetings of the Board or its committees is not permitted unless this policy is suspended, by a motion, for the duration of the meeting.

##### **Subsection E. Minutes**

The Secretary shall be responsible for taking minutes of the meetings of the Board. The Secretary will submit these meeting minutes for approval by the Board at the next meeting. Upon approval, these minutes shall be printed, signed by the Board Chair and Secretary and filed in the state office. Meeting minutes of the Board or its standing committees will not be made public, however will be available for review at the state office upon request. The Board Chair will be responsible

for submitting a summary of the Board meeting to be published on the Board of Directors tab of the Arizona FCCLA website for access by stakeholders.

#### Subsection F. Voting or Meeting by Electronic Means

The Board or its committees may conduct meetings via conference call. These meetings shall follow the same time frame in the publishing of the agenda as mentioned in Article II, Section 6, Subsection 1. Votes conducted via conference call shall follow the Bylaws in relation to quorum and majority.

### **Section 7. Committees of the Board**

#### Subsection A. Duties, Responsibilities and Authority of the Committee Chair

- Orient members to their roles and responsibilities.
- Prepare the committee agenda in consultation with the State Adviser and state staff.
- Preside at all committee meetings.
- Report to the Board all recommendations of the committee.
- Create subcommittees as appropriate.
- Ensure that all actions of the committee are properly recorded and distributed to the Board and filed at the state office.

#### Subsection B. Management of Committees

In the month prior to each Board meeting, the standing committees shall participate in communication via conference call, or face-to-face, to prepare for the upcoming Board meeting. This shall be initiated by the committee Chair in cooperation with the State Adviser and State Staff.

The notice of the meeting and its agenda shall be sent to committee members at least 48 hours in advance.

#### Subsection C. Executive Committee

##### A. General Description

The Executive Committee is responsible 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.

##### B. Appointment of Members and Composition of the Committee

The Executive Committee shall consist of the officers of the Board, Standing Committee Chairs, State Executive Council President, Past-Chair of the Board and the State Adviser (non-voting).

##### C. Duties, Responsibilities and Authority of the Executive Committee

- Reviews and recommends policies regarding matters pertaining to personnel.
- Recommends appropriate recognition for retiring Board members.

##### D. Meetings of the Executive Committee

Meetings of the Executive Committee shall be called by the Board Chair, State Adviser or any member of the committee.

#### Subsection D. Finance Committee

##### A. General Description

The Finance Committee is responsible for making recommendations to the Board for the overall direction and control of the finances of the organization.

##### B. Appointment of Members and Composition of the Committee

The Finance Committee shall consist of the Board Treasurer (Chair), State Executive Council Vice President of Finance, Chair-Elect of the Board, others Board members as assigned by the Board Chair in consultation with the State Adviser.

- C. Duties, Responsibilities and Authority of the Finance Committee
- Reviews and recommends draft(s) of the annual budget for Board approval.
  - Reviews complete quarterly reports on financial matters, with comparison to budget and previous year.
  - In consultation with the State Adviser, explains deviations from the Budget that may have occurred to the Board.
  - Reviews the annual audit submitted by the contracted finance department.
- D. Meetings of the Finance Committee
- Meetings of the Finance Committee shall be called by the Board Treasurer, State Adviser, or any member of the committee.

#### Subsection E. Membership and Recognition Committee

- A. General Description
- The Membership and Recognition Committee is responsible for recommending, revising, and evaluating the organization's methods for membership recruitment, retainment and recognition.
- B. Appointment of Members and Composition of the Committee
- The Membership and Recognition Committee shall consist of the State Executive Council Vice President of Competitive Events, State Executive Council Vice President of Membership, and other members as assigned by the Board Chair in consultation with the State Adviser.
- C. Duties, Responsibilities and Authority of the Membership and Recognition Committee
- Reviews membership strategies and makes recommendations to the Board for strengthening student membership components.
  - Reviews adviser training and development for chapter advisers to ensure adequate program offerings.
  - Recommends criteria for all competitive events, scholarship, program and award applications to be awarded and / or recognized at the State Leadership Conference.
  - Reviews all scholarship, program and award applications to be awarded and / or recognized at the State Leadership Conference.
- D. Meetings of the Membership and Recognition Committee
- Meetings of the Membership and Recognition Committee shall be called by the committee Chair, State Adviser, or any member of the committee.

#### Subsection F. Conference and Events Committee

- A. General Description
- The Meetings Committee shall recommend, review and evaluate the various conferences held by the organization. This committee shall review evaluations and submit a report to the Board and state staff along with recommendations for improvement.
- B. Appointment of Members and Composition of the Committee
- The Meetings Committee shall consist of the contracted staff for the State Leadership Conference, and other members as assigned by the Board Chair in consultation with the State Adviser.
- C. Duties, Responsibilities and Authority of the Meetings Committee
- Reviews evaluations from the organization's past conferences.

- Makes recommendations to the Board in the scheduling of events as proposed by the State Adviser and State Staff.
- Makes recommendations to the Board on the location of events as proposed by the State Adviser and State Staff.

D. Meetings of the Meetings Committee

Meetings of the Meetings Committee shall be called by the committee Chair, State Adviser, or any member of the committee.

**ARTICLE II HISTORY**

December 5, 2019 | Adopted

## **ARTICLE III. STATE EXECUTIVE COUNCIL**

### **Section 1. Officer Uniforms**

State Officers will wear the official FCCLA uniform whenever they are representing the organization in their capacities as state officers. The official uniform will contain only the gold FCCLA officer pin and guard and no other pins.

### **Section 2. Meetings of the State Executive Council**

The State Executive Council shall keep the Board of Directors informed of its actions and participate in the decision-making process through its representatives on the Board.

The Board shall assure that State Executive Council members are represented on committees of the Board and shall bring before the Board and State Executive Council for joint action, major policies and decisions that affect the operation of the organization and the membership as a whole.

### **Section 3. Nominations and Election of Officers**

A list of the State Officer Candidates will be made available to the Arizona FCCLA delegation prior to the start of the State Leadership Conference.

#### Subsection A. Campaign Policy

##### Campaigning

State officer Candidates and / or their supporter(s) may openly share their candidacy for state officer. However, candidates may not address their qualifications verbally or in writing outside of official election processes. State Officer Candidates may not address the qualifications of other candidates. Candidates may not say to "vote" for them; both verbally or in writing.

##### Distribution of Paraphernalia

State Officer Candidates and / or their supporter(s) must not purchase, create, or distribute any physical paraphernalia supporting the candidate, including but not limited to: business cards, brochures, posters, etc.

##### Use of Electronic Devices

State Officer Candidates are prohibited from using electronic devices during State Officer Candidate election sessions. Voting delegates are prohibited from using electronic devices during election sessions. This policy is to ensure State Officer Candidates are not gaining an unfair advantage by communicating with other candidates, voting delegates, spectators, etc. during the election process.

##### Campaign Violations

If a member or adviser of Arizona Family, Career and Community Leaders of America has evidence that a State Officer Candidate and / or their supporter(s), or voting delegate has violated these policies; such violations must be reported in writing, via email, to [leadership@azfccla.org](mailto:leadership@azfccla.org) prior to the close of the election process.

The chapter adviser of the member will be notified that a panel consisting of an Officer of the Board of Directors (Chair, Chair-Elect, Treasurer or Secretary), the current State President, and the Arizona FCCLA State Staff will jointly investigate the allegation(s) and allow the candidate or voting delegate a hearing to address the allegation(s) if further action is deemed necessary. If the review panel determines the State Officer Candidates and / or their supporter(s), or a voting

delegate has violated this policy, that individual may be removed from the election process and / or the candidate will be disqualified. The decision of the panel is final.

#### Subsection B. Election

Each chapter will be assigned a certain number of votes as outlined in the Bylaws. The Election Voting Delegate will cast all of the votes on behalf of the chapter for the individuals they think should serve on the State Executive Council.

#### Subsection C. State Executive Council Advisers

State Executive Council Advisers will be required to attend meetings of the Board of Directors and its committees as well as participate in special meetings with state staff to continue the success of the organization.

#### Subsection D. National Officer Candidates

Any current Arizona FCCLA member that has at least one school year remaining may submit an application to run for National Office. In addition to the requirements set by the National Office, Arizona will abide by the following policy:

1. Any member seeking National Officer Candidacy must have served as a member of the State Executive Council for at least one term.
2. Any member seeking National Officer Candidacy shall be interviewed by a nominating committee consisting of at least two (2) voting members of the Arizona FCCLA Board of Directors. These voting members must be from different regions and can not be the candidates own adviser.
3. The nominating committee shall approve no more than two (2) National Officer Candidates.
4. Any member that is not approved by the nominating committee may run for a position on the State Executive Council, with the understanding that the requirements to run for state office must be met.
5. The chosen National Officer Candidates, and National Officers – if elected, will fall under the same disciplinary policy as the members of the State Executive Council.
6. In the event of a duty conflict, the responsibilities of a National Officer shall supersede the responsibilities of the state.

#### Subsection E. Removal and Resignation

All members of the State Executive Council shall abide by the Board approved Arizona FCCLA Code of Conduct (Appendix) and Code of Ethics (Appendix).

The State Adviser reserves the right, with Board approval, to remove a member from the State Executive Council in the best interest of the organization. Alternatively, a member of the State Executive Council also reserves the right to resign from their position. To do so, a formal letter of resignation shall be sent to the State Adviser and the Board Chair explaining the reason for resignation. If an officer of the State Executive Council is removed from office, or resigns, their office shall remain vacant until the next State Leadership Conference. The responsibilities of said office shall be divided amongst the remaining members of the State Executive Council. The vacant office may be filled by the candidate with the most votes who was not elected by recommendation of the State Adviser with approval from the Board. If the office of President is to become vacant, the First Vice President shall assume the office of President, effective at the time of resignation of the President.

## **ARTICLE III HISTORY**

May 5, 2020 | Section 3, Subsection E. Removal and Resignation | Amended  
December 5, 2019 | Adopted



## **ARTICLE IV. FISCAL MANAGEMENT**

### **Section 1. Audit**

The finance department shall be responsible for conducting an audit of the annual financial statements of the organization.

A representative from the finance department shall present and review the audited statements with the Finance Committee immediately following the end of the fiscal year. The Finance Committee shall receive the audit report and submit to the Board of Directors.

### **Section 2. Spending Limits**

The State Adviser may purchase items for the organization without Board approval under \$1,000.00. Any purchase between \$1,000.01 and \$5,000.00 must be approved in writing by the Board Treasurer. Any purchase in the amount of \$5,000.01 or more, and not already listed in the adopted budget, requires approval from the Board Treasurer and the Board of Directors.

### **Section 3. Invoicing**

Invoicing for all conferences will occur approximately two weeks prior to said conference.

It is an expectation that all chapters pay any invoices for conferences prior to the start of said conference. All chapters will receive a printed copy of the invoice in their registration packets in addition to the invoice that will be emailed when the invoice is generated as stated above.

Any chapter with an outstanding invoice that is not paid prior to the start of the next conference may not be eligible to participate in the upcoming conference. This policy shall hold until the invoice is paid. It is the responsibility of the adviser to inform the state office of their chapter and / or a member / student no longer attending a conference prior to the close of the registration deadline. Once an invoice is generated and the registration deadline has passed, it will not be erased and / or edited for a lack of communication from the adviser.

#### **Subsection A. Deleting an Invoice**

In order for an invoice to be deleted, after the registration deadline has passed, the chapter adviser must email the State Adviser requesting the deletion of the invoice and the reasoning for the request. From there, the State Adviser shall present the request to the Finance Committee along with a recommendation. The Finance Committee shall then vote to either approve or deny the request to delete the invoice. This must pass with a majority vote of the committee. Upon approval, the contracted finance department shall be notified, and the invoice shall be deleted.

#### **Subsection B. Erasing Bad Debt**

In order to erase bad debt, a recommendation must be made by the contracted finance department to the Finance Committee. The Finance Committee shall then vote on whether or not to erase bad debt. If the Finance Committee approves, the recommendation shall then move to the full Board for approval. The Board shall then vote on whether or not to erase bad debt. If the Board approves of erasing bad debt, the contracted finance department shall be contacted, and the necessary steps shall be taken.

#### **Subsection C. Accounts Receivable Policy**

At 30-days past due, an email will be sent to the chapter adviser. This email will explain the issue and include the past due invoice. Any chapter with an invoice at or exceeding 30-days past due may not be able to register for any future conferences until the invoice is paid. The decision to let a chapter with an outstanding invoice register for an upcoming conference shall be made by the Board with a recommendation from the Finance Committee.

At 60-days past due, a letter will be emailed to the chapter adviser, Principal and CTE Director. This letter will explain the issue, include the invoice and place the chapter on pending-probation. A chapter on pending-probation is at risk of losing their chapter status.

At 90-days past due, a letter will be emailed to the chapter adviser, Principal, CTE Director and Superintendent. At this time, the chapter may be placed on suspended status. This chapter will not be recognized as an official FCCLA chapter and will need to complete an appeal process to be reinstated.

**ARTICLE IV HISTORY**

December 5, 2019 | Adopted

## **ARTICLE V. ETHICS**

### **Section 1. Ethics Statement**

All members of the Board, State Executive Council, committees of the Board and contractors of Arizona FCCLA shall follow a Code of Ethics (Appendix) developed by the Board and reviewed annually.

The ethics statement will be explained to all new Board members in detail at the transition Board meeting in June. Each person will be required to sign a statement agreeing to abide by the ethics statement.

### **Section 2. Conflict of Interest**

A situation involving conflict of interest in which a business arrangement to which a director may directly or indirectly be a party shall be subject to the following: full disclosure to the Board duly reported in the meeting minutes, nonparticipation by any director in the decision affecting any relationship, opportunity for free discussion for proposed or existing arrangements in Board and committee meetings with the consideration of alternative options and reports on services contracted.

Any suspected conflicts of interest shall be communicated to the Chair of the Board of Directors and discussed by the Executive Committee prior to Board action.

### **Section 3. Confidentiality (Appendix)**

**ARTICLE V HISTORY**

December 5, 2019 | Adopted

## **ARTILE VI. PROTECTION OF RIGHTS AND HUMAN SUBJECTS**

### **Section 1. Drug Policy**

No alcoholic beverages, narcotics or illegal substance in any form shall be possessed by Arizona FCCLA members at any time, under any circumstances. Further, no alcoholic beverages will be served at official Arizona FCCLA events where students are present. Adults in attendance are encouraged to follow the policy, which governs members.

#### **Subsection A. Violation of the Drug Policy**

If a member, adviser, guest, etc. believes a member to be in violation of the above policy, the following steps shall be taken. The member, adviser, guest, etc. shall report the allegation to the State Staff. State Staff will then (1) contact a voting member of the Board of Directors, and (2) contact the adviser of the member in question. The voting member of the Board, adviser, and State Staff will then discuss the allegation. From there, the adviser will be asked to communicate with the member and provide the opportunity for them to explain themselves. At this point, whether or not the student's belongings are searched will be at the discretion of the adviser / administration of the school the member is from. If a search occurs, the voting member of the Board shall be present. If a student is found to be in violation of the Drug Policy, the student will be required to return home and will not be permitted to stay for the remainder of the conference. Travel home will be at the expense of the student and / or their parent(s) / guardian(s).

The authorities may be called at the discretion of the member's adviser / administration. If this route is taken, the adviser shall be the point of contact with authorities.

Any member that is found to be in violation of the Drug Policy and is sent home from an Arizona FCCLA conference, will be prohibited from attending any future Arizona FCCLA events. The member and / or adviser may file an appeal with the Board of Directors. Upon receipt of the appeal, the Executive Committee of the Board in consultation with the State Staff shall determine the eligibility of the member to attend future conferences. The decision of the committee is final.

### **Section 2. Crisis Plan**

State Staff shall develop and communicate to Board members and chapter advisers a crisis plan for Arizona FCCLA conferences, which may include: appointed spokespersons to the media, evacuation plans, lock down procedures, notification of parents, accessible medical forms, and information and other plans to assist the management of a crisis situation, terrorism, student endangerment or run away students. This plan shall be updated regularly.

### **Section 3. Special Needs**

Arizona FCCLA, with at least ten (10) days' notice, will make every effort to accommodate any conference attendee with special needs to ensure they have a positive experience with the ability to participate to their fullest extent.

**ARTICLE VI HISTORY**

December 5, 2019 | Adopted

**APPENDIX A – CODE OF ETHICS**

As a member of the Arizona FCCLA Board of Directors and / or State Executive Council, I will –

- Listen carefully to my teammates, and those served by the Board.
- Respect the opinion of other Directors or officers.
- Respect and support the majority decisions of the Board and / or the State Executive Council.
- Recognize that all authority is vested in the Board when it meets in legal session and not with individual Board members.
- Keep well informed of developments that are relevant to issues that may come before the Board.
- Participate actively in Board meetings and actions.
- Call to attention of the Board any issues that I believe will have an adverse effect on the Board and those we serve.
- Attempt to interpret the needs of beneficiaries of the Board and interpret the action of the Board to its beneficiaries.
- Refer complaints to the proper level of the chain of command.
- Vote to appoint the best possible person to lead the Board.
- Represent all the beneficiaries of the Board and not a particular geographic area of special interest group.
- Do my best to ensure that the Board is well maintained, financially secure, growing, and always operating in the best interest of its beneficiaries.
- Always work to learn more about the Director’s job and how to do it better.
- Declare any conflict of interest between my personal life and my position on the Board and avoid voting on issues that appear to be a conflict of interest.

As a member of the Board of Directors and / or State Executive Council, I will not –

- Be critical, in or outside of the Board meeting, of other directors or their opinions.
- Use the Board or any part of the Board for my personal advantage or the personal advantage of my friends or relatives.
- Discuss the confidential proceedings of the Board outside of the Board meeting.
- Promise prior to a meeting how I will vote on any issue in the meeting.
- Intervene with duties of the State Adviser or undermine their authority.

*I have read and am familiar with the Board policy concerning code of ethics. I agree to abide by the code of ethics throughout my term as a member of the Board of Directors and / or State Executive Council.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_



**APPENDIX B – CONFIDENTIALITY**

As a member of the Arizona FCCLA Board of Directors and / or State Executive Council, I acknowledge the importance of confidentiality with respect to the affairs of the Board / state association. In light of this acknowledgement, I agree to keep confidential, during and after service on the Board, all confidential information acquired pertaining to the Board / state association and any related activities in the course of membership on the Board and / or State Executive Council.

I particularly recognize the sensitivity of information regarding capitol decisions, real estate purchases, decisions regarding closures, mergers and other strategic plans that may have impact on Arizona FCCLA’s competitive position relative to other organizations.

I agree that this confidentiality agreement includes, but is not limited to:

- Information pertaining to performance of the State Staff and / or its contractors.
- Issues related to the Board legal, moral and regulatory responsibility for the oversight of statistical data, risk management information and litigation information, and reviews of attitudes and opinions from those who work for the state association.
- Reports discussion, and data shared with the Board that are not released for public information.

I understand that it is the responsibility of the Board Chair to address infractions of confidentiality by an individual Director and take action to remedy the problem. I also understand that if infraction of confidentiality by an individual Director continues, it is the expectation that the Board Chair will ask for the resignation of the individual Director who has violated this confidentiality agreement.

*I have read and understand the confidentiality agreement, agree to abide by it, and agree to resign my position if requested by the majority vote of the Board of Directors for any confidentiality infraction.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_