

**District IV FCCLA Constitution
(As updated 2011/2012)**

Article I-Name and Purposes

Section A The name of this association shall be Montana Association of the Family, Career and Community Leaders of America District IV. Members are referred to as Family, Career and Community Leaders of America. The letters FCCLA may be officially used to designate the association, its chapters, or its members thereof.

Section B The purposes for which the association shall serve are as follows:

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

Section C The creed of this association shall be as follows:

We are the Family, Career and Community Leaders of America
We face the future with warm courage and high hope.

For we have the clear consciousness of seeking old and precious values.
For we are the builders of homes, homes for America's future,
Homes where living will be the expression of everything that is good and fair,
Homes where truth and love and security and faith will be realities, not dreams.

We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.

Section D Our objective is:

To help individuals improve personal, family, and community living.

Section E The mission our organization shall be as follows:

To promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through: Character development; Creative and critical thinking; Interpersonal communication; Practical knowledge; and Vocational preparation.

Article II- Organization and Membership

Section A The District IV Association is the district association for pupils who are currently enrolled or have been enrolled in a Family and Consumer Sciences course in junior or senior high schools which are affiliated with the state FCCLA as determined by the state advisory board.

Section B Membership in this association shall be open to any member in good standing with the affiliated chapters of this district.

Section C Membership in this association shall be of two kinds:

1. Active Membership: Any school pupil who is regularly enrolled in a Family and Consumer Sciences class in junior or senior high school has completed one semester of Family and Consumer Sciences is entitled to become an active member of any chartered FCCLA chapter. Active members will wear the official FCCLA pin with the official guard.
2. Honorary Membership: Any individual who has helped to advance the Family and Consumer Sciences program or has rendered outstanding service to the Family, Career and Community Leaders of America may be elected to honorary membership by a majority vote of the officers present at any official meeting by the executive council. Honorary members shall not be eligible to vote or hold office, but they shall be entitled to wear the official FCCLA pin with a special guard which shall be an H.

Article III-Emblem, Flowers, and Colors

Section A The emblem of Montana Association of Family Career and Community Leaders of America shall be a futuristic logo showing that FCCLA is a dynamic, active organization bound for the future. The dominant collegiate lettering articulates a focus on education and student leadership. The logo will be red, the color of the rose, as a sign of strength. The ellipse portrays the dynamic and all encompassing strength and presence of Family, Career and Community Leaders of America.

Section B The flower of the organization is the red rose, which symbolizes a desire for joy in everyday life.

Section C The colors are red and white. Red, an intense color, suggests strength. White symbolizes sincerity of purpose and integrity of action.

Article IV- Officers

Section A The officers of the District IV Montana Association of the Family, Career and Community Leaders of America shall be: Chairman, Vice-chairman, Secretary, Song Leader/ Recreation Leader, Historian, and Parliamentarian. The duties of these officers shall be:

Chairman: To preside at the next district meeting and the preplanning meeting preceding it. Also to hold and carry out an assigned State Office.

Vice- Chairman: To assist the chairman in all his/her services, in her/his absence succeed him/her, and to know all his/her duties and responsibilities. To fulfill the duties of any vacated office should it be decided by the advisors that a replacement for that office is inappropriate, and to organize and supervise registration at the district meeting.

Secretary: To keep the minutes of the district preplanning meeting and the next district meeting. Also to revise the district constitution after each meeting, if any changes have been made.

Song leader: To compile the songbook for the district meeting and to lead the district chorus.

Historian: To make the theme banner for the district convention according to the district guidelines and to write a brief news article (including pictures) of pertinent information to be sent to the state and national newsletters immediately after the district convention.

Parliamentarian: To assist in conducting the meetings in a business like manner, rule on all points in question concerning parliamentary procedure, and keep in possession and be familiar with the following items: standard publication of Roberts's Rules of Order, copy of official FCCLA guide, and an updated copy of the district constitution and bylaws.

Section B: The District IV Advisor will be the chapter advisor of the incoming District IV Chairman.

Section C: Each chapter should submit a full slate of one candidate for each district office except the chapter with the current District IV Chairman, and then the chairman candidate shall be omitted. Each candidate may have one informative poster if decided upon.

Section D: The District IV Chairman will serve as a state officer as designated by the Montana State Association.

Chairman Duties

1. Become familiar with Robert's Rules of Order. Run your meeting using proper parliamentary procedure.
2. Have all of your correspondence checked by your advisor, who is the district advisor, before mailing.
3. Must attend fall leadership conferences.
4. Attend all pre-planning, district, state and national meetings.
5. Fulfill district and state obligations as instructed by state advisor.

District Convention

6. Contact district officers, reminding them of their duties at upcoming events.
7. Write and send letters to each chapter with information concerning the district convention. Consult with host chapter before the convention. Include fact sheets used to determine candidates interview questions and an agenda (theme, date, time, fees, etc...)
8. Update fact sheet for officer candidates and send to each chapter prior to district convention.
9. Check with district meeting host chapter to see that duties have been fulfilled
10. Consult with district advisor about officer candidate interview questions before convention.
11. Prepare envelopes of questions and answers for each office.
12. Send letter introduction to each chapter after election.

Preplanning

13. Set preplanning date and time at the state convention's district meeting.
14. Meet with officers at preplanning about wardrobe for district meeting. Contact any officer not present at preplanning about wardrobe.
15. Check with preplanning host chapter advisor to see that preplanning duties have been fulfilled: letter, fees, time, RSVP card, plan leadership activities, theme, chapter brainstorm session about chapter activities, sharing sessions on proficiency events or money making ideas. Meeting should last approximately 4 hours. Should not start earlier than 10 a.m.
16. Discuss district convention theme, agenda, date, etc... at preplanning meeting in the spring.

17. In charge of the officer interviews at district convention.
18. In charge of officer installation ceremony at district convention.
19. Remember to recognize and introduce host superintendent or principal, host chapter advisor, and district advisor at the district convention.
20. Present bills for the district convention to the host chapter advisor at convention time.
21. Pass files, information, gavel, banner, etc. on to new district chairman as soon as the preceding duties have been performed to completion and before the preplanning meeting.
22. Introduce and question new chairman candidates.

Vice Chairman Duties

1. In charge of registration at the district convention.
2. Make officer candidate identification badges and pass them out at registration.
3. Collect registration money from each chapter.
4. Collect money donated by each chapter to help fund the District IV Chairman to national convention (amount stated in bylaws)
5. Distribute programs, name tags, officer candidates badges. (get from host chapter)
6. Make a short summary of the number of registered persons attending the district convention and the amount of money from each chapter. Give to the host chapter advisor immediately after registration.

Sample Summary

<u>Chapter name</u>	<u>No. Attending</u>	<u>Registration</u>	<u>\$ for nationals</u>
Miles City	15	\$75	\$30
Colstrip	10	\$50	\$30
Totals	25	\$125	\$60

7. Plan and prepare a nutritious afternoon snack (National student Body Project).
8. Confer with the advisor of the host chapter as to your snack and how it will fit into the overall convention plan.
9. Attend preplanning, district and state meetings.

Secretary Duties

1. Tape-record all business meetings so an accurate record of minutes may be kept.

2. Send a copy of the district meeting minutes within one month of the district chairman and district advisor to check for accuracy before sending to each chapter. After approval, send copy to each chapter.
3. Attach district convention expense report to district convention minutes before sending to each chapter. Get this report from the host chapter advisor
4. Send thank you notes to guest speakers, host schools, etc.
5. Send letters of invitation to the state advisor, asking her to consider attending our district meeting.
6. Notify the state department of the new officers' names, addresses, and phone numbers immediately following the district convention. (Outgoing officer's duty)
7. Pass updated secretary file on to new secretary as soon as possible after district convention and before preplanning meeting.
8. Attend preplanning, district and state meetings.
9. Office will not be relinquished until the above duties have been fulfilled.
10. Introduce and question new secretary candidates.

Recreation

1. Prepare song sheet/activity sheet for the district meeting.
2. Prepare an icebreaker or mixer for the district convention and preplanning meeting.
3. Be prepared to lead the convention group in activity during any lax time at any district meeting.
4. Attend preplanning, district, and state meetings.
5. Introduce and interview recreation candidates.

Historian

1. In charge of making the theme banner the district convention according to the regulations defined.
Banner should state theme
Approximate size, 3' by 6" or check with the hostess chapter
2. Write brief new article (include pictures) of pertinent information to be sent to "Talk of the State" and "Teen Times" immediately after the district convention.
3. Attend preplanning, district, and state meetings.
4. Introduce and interview historian candidates.

Parliamentarian

1. In charge of the flag ceremony at district convention.

- Check with the host chapter to see if flags are available. If not bring own.
 - Send thank you notes if applicable.
 - Put flags away
2. Become familiar with Robert's Rules of Order, National FCCLA guidelines, State and District IV constitutions and bylaws. Pass resource materials on at installation
 3. Attend preplanning, district, and state meetings.
 4. Introduce and interview parliamentarian candidates.

ARTICLE V-Meetings

Section A The District IV Meeting of the Montana State Association of Family, Career and Community Leaders of America shall be held annually each fall, except in cases of extreme emergency, when it may be cancelled by the State Advisor of FCCLA and the executive board.

Section B The District IV Chairman has the right to have his/her chapter host the District IV Pre-Planning Meeting and District Meeting, however, if the district Chairman and their chapter should choose not to host the meetings, the location of the District Meeting shall be rotated among the chapters alphabetically. It shall be the job of the District IV Chairman and Advisor to notify the chapter next on the rotation at least 3 months before a Pre-planning meeting is needed. A chapter may decline the right to host the meeting. If such an event occurs, the next chapter in the rotation shall be chosen to host. The rotation system shall be:

Billings West H.S.
 Broadus
 Colstrip H.S.
 Forsyth H.S.
 Hardin H.S.
 Huntley Project H.S. (Worden)
 Rosebud H.S.
 Roundup H.S.
 Shepherd H.S.
 Skyview H.S.

Section C The pre-planning meeting having the purpose of planning the District IV Meeting shall be held in the town hosting the meeting. District Officers from each chapter may attend

Section D The District IV Secretary, after checking with the District IV Chairman for accuracy, should type the minutes and financial statement of the preplanning meeting and District IV Meeting and send a copy of each

affiliated chapters in the district. He/She shall also send a copy of the revised District IV Constitution.

Section E Each chapter shall send two voting delegates to the District IV Meeting to vote on matters of business. The District IV Advisor, the Past District Advisor, and a hostess mother shall do the counting of the votes. The District IV Advisor will keep a record of votes each candidate received. With the exception of the chairman, if an officer cannot fulfill his/her duties, the person receiving the next highest number of votes will assume her duties. If there is no such person, the next District IV Advisors will select the officer from candidates for other officer's, or opt not to fill the vacancy and have the vice-chairman fulfill the duties of the vacated office.

ARTICLE VI-Amendments

Section A Proposed amendments or bylaws to the District IV Constitution of the Montana Association of Family, Career and Community Leaders of America may be submitted to the District IV officers at the annual preplanning meeting and may be added to this constitution at the annual District IV Meeting by a 2/3 vote of the voting delegated at the District IV Meeting.

Section B Standing rules may be added or deleted by the district by a majority vote at the meeting.

District IV Standing Rules

1. Any profit exceeding \$10.00 from the district meeting shall be given to the state scholarship fund.
2. Convention fees shall be decided on by the chapter hosting the district convention
3. Each chapter in the district shall donate \$50.00 towards the expenses of the district officer attending the national meeting. This fee is payable at the district meeting.
4. Balloting for district office shall be by 2 voting delegates from each chapter, with 5 points for first choice, 3 points for second choice, and 1 points for third. The order of the ballot should be as follows: chairman, vice-chairman, recreation leader, secretary, historian, and parliamentarian.
5. Each chapter should submit itemized bills with receipts for the district expenses encountered before the district meeting and an estimate of additional expenses to the host chapter advisor of the District IV Meeting. Items to be considered as district expenses shall be as follows:

- Phone calls concerning district business
- Postage for any district business
- Noon luncheon
- Cost of main program (speaker, his/her meal, transportation, film)
- Installation flowers and candle

6. When electing the next year's officers, reviewing test scores on the state officer candidate's test that is administered by the state officer will break ties. The person with the highest score will win the office.
7. The hostess chapter shall handle all money and reports such as transactions on the official financial record form. This form shall be completed as soon as possible after the convention, and copies of it sent to each chapter along with the minutes.
8. The various duties for the District IV Meeting shall be handled by the chapters on a rotating basis and the costs by each chapter.

Advisor Checklist

Chapter Advisors

1. Check FCCLA files and duty flow charts carefully each fall.
2. Present mini-lesson to your chapter pertinent information concerning FCCLA at the beginning of the year.
3. Mail the District Officer Profile Sheet 10 days prior to the district convention. Mail to the chapter in charge of ballots. (see flow charts)
4. Attend preplanning meeting, District convention, state convention, fall leadership, and fall advisors meeting.
5. Keep FCCLA files updated—discard the old.
6. Leave files and guidelines in an area so that they will be passed on or noticed by new advisors.
7. Present bills concerning the district convention to the district host's chapter immediately following the convention. (preferably that day)
8. Send RSVP cards (example on pg.6) on time to hosts of the preplanning meeting and district convention hosts.
9. If you notice that something is not getting done, let the district advisor or advisor in charge of that particular duty know.
10. Be responsible for registration fees and national officer fees upon arrival at district meeting.
11. Encourage chapter members to run for district office.
12. Communicate with District Advisor about possible District Officer vacancies due to inability to perform duties satisfactorily.

13. See that chapter members dress appropriately for the district convention.
(business attire)

District Advisor

1. Work with chairman on all his/her duties. Proofread all letters to be mailed, follow up to see that the letters were mailed, and see that the chairman carries out his/her duties.
2. In charge of counting ballots according to the constitution at the district convention.
3. Confer with host advisor often, don't assume.
4. District advisor's preplanning meeting should include the following:
 - Oversee district officer's wardrobe planning in the spring at preplanning.
 - Review and revise district guidelines with advisors present as needed to update.
 - Offer suggestions for district convention as needed.
 - Guide district president on planning activities that will promote leadership development during meeting.
 - Discuss state event guidelines
5. Notify district officers of their duties in the fall.
6. Check to see that housing is provided for district officers the evening before district convention.
7. Go over district candidate interview question from the state officer and will read written test for fairness and clarity of questions with the district chairman.
8. Check to see that bills for district convention are presented to the host chapter advisor.
9. Check and approve the secretary minutes, financial reports and constitution changes before are sent to affiliated chapters.
10. Check to see that the district chairman duties are completed as instructed by state advisor, after each meeting. Be sure your district chairman completes these duties.

Flow Chart Duty Descriptions

District Convention Host Chapter

1. In charge of arranging facility.
2. In charge of menu and service on noon meal and morning snack.
3. Confer with district chairman and district advisor on agenda.
4. Plan programs and publish. Make delegate name tags.
5. Arrange for welcome by superintendent or principal of your school.
6. Arrange for p.a. system and other Audio-visual equipment.
7. Have flags available.

8. Order or have available one dozen red roses. (artificial or real)
9. Have available candles and candle holders. (not necessarily new)
 - One red one
 - Eight white
10. Arrange for overnight housing for six district officers and possible advisors.
11. Provide hostesses for workshops and where needed.
12. In charge of setting registration fees, in accordance with projected district convention expenses.
13. Send a letter to chapters at least three weeks prior to convention.
 - Include the following information:
 - Special registration
 - Registration fee
 - District officer candidate composition sheets
 - District officer requirements
 - RSVP card (include stamped post card to be returned to the district convention hosts-see below)

Sample Post Card or email:

_____ Will or will not be attending the District IV Convention on _____.
Chapter Name

We will bring:

_____ District officers _____ Chapter Parents _____ Advisors _____ Others

_____ Total Number

Signed _____
 Chapter Advisor

Please Return By: _____
 (One week prior)

14. Set up table for registration.
15. Prepare expense report and send to the district secretary.
 - Get from district chairman.
 - List income and expenditures of convention, including district chairman's, secretary, etc.
 - If over \$10.00 profit, it must be sent to the state advisor.
 - Issue a check to the newly elected chairman's chapter containing money collected for national convention.
16. Order new gold-filled officer pins for the district officers. Send these pins to the new district advisor for use next year. We should have pins purchased a year ahead this way.

Preplanning

1. Provide a facility. District advisor will contact your chapter to set up agenda for the day.
2. Provide lunch and snack, depending upon the time of the day held.
3. Send letter to chapters at least two weeks prior to preplanning. Remind chapter advisors to bring their FCCLA handbook and Chapter Scrapbooks.
4. Send postcard to chapters asking how many people are attending. (use same format as the card for District convention). Each chapter must send at least 2 delegates and an advisor plus the district officers.
5. In charge of registration and registration fee.
 - Set fee to cover cost only.
 - Have nametags and table available for registration.
6. Keep registration fee.

Fall Update

This is a mailing, which updates chapter on information.

1. Make changes on advisor directory and send to each chapter. Include the following information:
 - advisors name (s)
 - school addresses, phone numbers , fax numbers, e-mail addresses and Zip code
 - district officers names (office held)
 - advisor prep period
2. Revise duty flow chart (5year plan-update each year) and send to each chapter.
3. Send each chapter advisor list and other information they may need.

Ballot Sheets

1. Compile and copy all district officer candidate profile sheets. Profile sheets are due ten days prior to district convention. All sheets must be signed. Check to see that they are and disqualify all who are incomplete. Check postmark a d save envelopes as proof until after the convention. The failure to sign and mail application on time forfeits the right to run for district officer. Notify involved chapter advisor of any disqualifications.
2. Type Sample Ballot Sheet

Vote for officer of you choice by placing a 5 in the box of your choice, a 3 in the box for your second choice, and 1 in the box for your third choice.

Each chapter will vote two ballot sheets

Chairman (vote 5, 3, 1)

_____ Joe Doe

_____ Georgia Smith

_____ Judy Brown

3. Make two copies of each candidate profile sheet, one for each chapter's voting delegates. Have available at registration.
4. Should there be no candidates for an office, contact each chapter and allow additional candidates to be added to the ballot. Set a new due date for profile sheets to be mailed.
5. Include a tally sheet.

Sample Tally Sheet

Chairman

Joe Doe 55555555555555555555
 33333333333333333333
 11111111111111111111

Judy Brown 55555555555555555555
 33333333333333333333
 11111111111111111111

**FCCLA STATEWIDE IMPLEMENTATION
FOR DISTRICT ELECTION PROCESS**

I. Forms

Application forms will be available to chapters from current district presidents and posted on the Montana FCCLA website. All candidates running for a district office must send a completed application to the District President two (2) weeks prior to the district meeting date. The District President shall be responsible for collecting the completed applications and displaying copies of them either at the registration desk or in the chapter packets for all members to review. No form shall be accepted after the due date unless otherwise arranged by the district president.

II. Written Test

Before the oral questioning and voting, a written test shall be given to all candidates. Candidates must score a 70% or better on the written test to be eligible to proceed further in the election process. The District President or another district adviser will grade the tests under the supervision of the District President's adviser. Test results shall be reviewed by the voting delegates. The test will be a standard exam prepared by the current State Executive Council. The test will cover only facts and recent events of FCCLA and will not relate to personal opinions.

III. Oral Test

- A. Each candidate who has successfully completed the written test shall participate in an oral test before the entire district meeting delegation. The test will consist of the following:
 - 1) Two Fact Questions: These questions will allow the candidate to demonstrate knowledge concerning FCCLA.
 - 2) One Situation Question: This question should reflect how the candidate deals with real life occurrences.
 - 3) One Comparison Question: This question will allow the candidate to demonstrate creativity and ability to think quickly.
- B. Each current district officer shall give a brief introduction of all candidates for their office prior to each oral interview. These introductions shall be a summary of data from the candidate's application form.
- C. Each current district officer shall ask the questions to the candidates running for their office.
- D. All candidates shall be separated from the general assembly during the written test and the oral interview. Candidates will be individually called before the general assembly for their oral interviews.
- E. Fact question answers shall be announced to the entire delegation before the oral interviews are given.

IV. Additional Requirements

- A. All members running for district office must be affiliated before running for district office. Proof of current membership affiliation must accompany application.

- B. Candidates for President must have one year membership as an affiliated FCCLA member and be of grade ten standing or above. In special circumstances, the state adviser may make exceptions to this recommendation.
- C. Candidates for President shall give a three to five minute speech (no props can be used), which portrays the leadership qualities they possess in order to best sell themselves as President of their district. Candidates for President must return all completed consent forms with their application form to the District President.
 - a. All elected district presidents are required to have appropriate attire for the state officer installation at the FCCLA State Leadership Conference (classic white dress or suit for the females, dark jacket and pants with pressed white shirt, tie, and dark shoes for males).
- D. Candidates for President and Vice President must meet a minimum cumulative 2.5 GPA requirement.
- E. The candidate for president with the second most votes will be deemed the District 1st Vice President.
- F. Candidates for secretary/treasurer must answer a situation question related to that office.
- G. Candidates for recreation leader must lead the group in one activity or song which they have prepared in advance of the meeting.
- H. Candidates for parliamentarian must answer two fact questions relating to parliamentary law.
- I. Candidates for the offices of National Program Coordinator, Historian, Recorder, 2nd Vice president, or other district offices (offices optional by district) must answer a situation question related to FCCLA and/or their office.

V. Campaigning

- A. Each candidate will be allowed one poster which shall not exceed three feet by two feet (36" x 24") in size. This is not mandatory, but it is an option open to all candidates.
- B. Each candidate must be identified as an officer candidate (e.g. name tag, ribbon). The current district president shall be responsible for determining that each candidate is identified by the designated system.

FCCLA District Officer Application Checklist

(Include this checklist as a cover page when submitting your application)

Name: _____

Chapter: _____

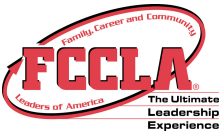
Please include the following required forms for **ALL** candidates:

- FCCLA District Officer Application (p. 4 &5)
- Member Code of Conduct (p. 6)
- Personal Liability Release (p. 7)
- Current Membership Affiliation (Attach documentation/proof)

Please include these additional required forms for **ONLY** President & Vice President Candidates:

- FCCLA District President/Vice President State Officer Agreement (p.8)
- Tentative Schedule of Required Meetings for State Officers (p. 9)
- Candidate meets requirement of minimum cumulative 2.5 GPA

_____ *(Please have your counselor or adviser initial on this line as proof of meeting the GPA requirement – please do not include the actual number.)*



FCCLA District Officer Application

This application must be typed or printed. If additional space is needed, attach a separate sheet of 8 ½ x 11” paper.

Applicant Information:

Name _____ Age _____

Home Mailing Address _____

City/State/Zip _____

Home Phone _____ Current Year in School _____ FCCLA District _____

Chapter Name _____ District Office Desired _____

First and Last Names of Parents/Guardians _____

Parents’/Guardians’ Mailing Address (if different than above) _____

School Information:

School Name _____

Mailing Address _____

City/State/Zip _____ School Phone _____

Past experience and/or involvement with Family, Career and Community Leaders of America:

Family and Consumer Sciences Education classes taken or currently taking (state whether semester or year-long):

Reason for seeking an office:

Participation in other activities (school, church, community, etc.):

Offices and positions held in other groups:

Signature of Applicant

Reminder: This completed application must be received by the District President two weeks prior to the district meeting date.

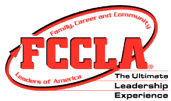
Send application to:

District President Name _____

Address _____

School Phone _____

Application Due _____



MEMBER CODE OF CONDUCT

FCCLA LOCAL, PRE-PLANNING, DISTRICT, CLUSTER, STATE AND NATIONAL LEADERSHIP CONFERENCE AND OTHER RELATED ACTIVITIES OF THE ORGANIZATION

This form must be read and signed by the student, parent, adviser/school representative and administrator.

1. Behavior at all times should reflect a positive, professional image of you, your school, the state of Montana and the FCCLA organization. Students are representatives of their school district. As such, they must comply with the Board of Trustees policies regarding student conduct.
2. Students will follow the approved Montana FCCLA Dress Code available on the Montana FCCLA website. Only students appropriately dressed will be allowed to participate.
3. Students shall attend all general sessions, workshops and related activities in conjunction with the meeting for which they are registered.
4. Any accidents, injuries or illnesses should be reported to the adult chaperone or state advisor immediately. A copy of this signed Code of Conduct and a medical release form will be retained by the school and one will be brought to the conference by the advisor/school representative.
5. All students will observe the curfew issued and be quiet in their assigned rooms. Unnecessary noises at any hour shall be avoided in respect to other guests.
6. Students will keep their advisor/adult chaperones informed of their activities and whereabouts at all times. The student shall spend the night or nights at the assigned hotel in his/her assigned room. Delegates are to remain on the conference premises unless permission to leave has been granted by the local advisor/adult chaperone, and the student is in the company of another adult upon departure.
7. Students must refrain from the use or possession of illegal drugs, tobacco or alcohol in any form. Possession is defined as having in one's belongings such as a purse or luggage, in one's hotel/motel room, or having knowledge that illegal drugs, tobacco or alcohol are in one's hotel/motel room or in another person's possession at any time during the FCCLA activity.
8. Students are not allowed in the sleeping rooms of the opposite gender, except when an advisor/adult chaperone is present.
9. Students shall not deface property, litter the premises, and/or put at risk the health and well-being of self or others. Any damages to property, furnishings or buildings shall be paid for by the individual or individuals responsible.
10. The enforcement of the Code of Conduct is the responsibility of the advisor/school representative. The advisor/school representative will be calling the school administrator for direction. For violation of any of the above, parents will be contacted and students may be sent home at their own expense.
11. The advisor/school representative has submitted this Code of Conduct to the school administration and/or Board of Trustees.
12. Any action detrimental to FCCLA image will not be tolerated and may result in disciplinary action up to and including dismissal from the organization.

I have read, understand and agree to abide by and support the above regulations.

Student

Date

Parent or Guardian

Telephone Number of Parent/Guardian

Adviser/School Representative

School Name and District Number

School Administrator

Administrator Phone Number

Montana Association

Family, Career and Community Leaders of America

Personal Liability Release

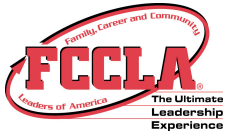
All persons under legal age must have their parents/guardians agree to and affix signatures to the statement below in order to attend the National Conferences of Family, Career and Community Leaders of America, the State Conferences of Family, Career and Community Leaders of America, and the Executive Council Meetings of the Montana Association of Family, Career and Community Leaders of America, or any other official meetings of FCCLA.



The undersigned, being parents or guardians of _____, a member of the student organization known as Family, Career and Community Leaders of America, hereby agree to release the State of Montana, Family, Career and Community Leaders of America, its representatives, agents, servants, and employees from liability for any injury resulting from any cause whatsoever occurring at any time while said minor is attending a convention or meeting of FCCLA, including travel to and from such meetings.

Parent or Guardian

Parent or Guardian



FCCLA District President/Vice President State Officer Agreement

If serving as District President, I will assume the additional duties of State Officer outlined in the Constitution of the Montana Association of Family, Career and Community Leaders of America and fulfill the following expectations.

A District FCCLA President assumes the additional responsibilities of a State FCCLA Officer. State Officers represent all members of the State Association and are looked to by members as an example and a leader. Applicants for District President/Vice President/State Officer should consider each of the following statements carefully before signing the application, as this is a **CONDITIONAL PRIVILEGE**. We recognize that the privilege can be withdrawn by the State Advisory Board in their discretion, at any time. The privilege is conditional depending upon officer suitability to participate as determined solely by the State Advisory board.

To be considered a candidate for the office of District President, this agreement **must** accompany the District Officer application. By signing this agreement, I will:

1. Commit to serve the Association by role modeling professional and responsible behavior at all times.
2. Conscientiously serve the Association and assist and encourage FCCLA members and chapters to take an active part in the organization, school and community.
3. Set an example for members of the State Association as a good student, courteous person and a responsible citizen.
4. Represent the State Association credibly at meetings, banquets and other gatherings when asked to do so, speaking clearly, concisely and enthusiastically, using proper grammar at all times.
5. Thoroughly familiarize myself with the constitution and policies of the organization, parliamentary procedure, and the total family and consumer sciences education program.
6. Strive to maintain a good working relationship between FCCLA and the public.
7. Attend all FCCLA State Executive Council meetings including the FCCLA National Leadership Conference. (I will be responsible for expenses which could amount to as much as \$1,500 for the National Leadership Conference. Candidate and/or chapter should be fully committed to paying the total sum when candidate runs for office.)
8. Strive to improve my leadership ability and give as much time as required to carry out my duties as a state officer during the term.
9. Make regular appointments to confer with my local chapter adviser to maintain communication regarding district and state-level matters.
10. In addition, I understand that any action detrimental to the FCCLA image will not be tolerated and may result in disciplinary action by the FCCLA State Advisory Board up to and including dismissal from the organization.

I realize that if I plan to take an early graduation option, I will forfeit my duties as State Officer. By signing below, I recognize that I am committing myself to the responsibilities above.

Student _____

Date _____

VERIFICATION:

We have reviewed the application for FCCLA District President/Vice President/State Officer. If elected, the applicant will have our cooperation in carrying out the responsibilities of the office to the best of his/her ability.

Parent/Guardian _____

Date _____

Local Adviser _____

Date _____

Administrator _____

Date _____