

Family, Career and Community Leaders of America

District IX Policies

Revised 2013

- 1) District IX officers will be: President, 1st Vice President, 2nd Vice President, Secretary-Treasurer, Parliamentarian, Officer of Peer Education, and Officer of Public Relations.
- 2) The President will determine the registration fee for the district convention. This fee should cover the cost of lunch and other convention expenses. Any money remaining in the treasury after expenses are paid will be sent to the new district president. Individual chapters will pay the district president \$85 per year to be given to the District IX President for his/her trip to the national convention. Dues will be paid along with district registration fees.
- 3) Application sheets for district officer candidates are to be submitted to the district president one week prior to the district convention. The application packet will include the application, a cover page, and qualification sheet. Each chapter will make a sufficient amount of copies. The original copy, in professional format will be presented to the parliamentarian prior to schedule testing time. Every district officer candidate will be required to present a speech during their interview. The president and vice president candidates will prepare a three minute speech and all other candidates will prepare a two minute speech. The state theme will be the speech topic.
- 4) The chapter advisor of the district president shall assume the position of the district advisor. The chapter advisor of the district parliamentarian will chair the counting of rating sheets and grading of the tests and assist the parliamentarian in their duties.
- 5) The president may be elected from any school in the district. He/she will plan the district convention pre-planning meetings. The location of district convention will be determined by the district president. The host chapter will be the current district president's chapter.
- 6) The host chapter duties are as follows:
 - Host chapter will make arrangements for the facility and food for district convention.
 - Collect registration fees
 - Make convention payments and close out all district accounts
 - Make name tags for attendees
- 7) All bills must be submitted to the host chapter in a timely manner following district convention.
- 8) Each district officer candidate will need to pass the district officer test with a 70% or higher. Each district officer candidate must be an affiliated member for the present school year.
- 9) Each chapter will select two voting delegates. The voting delegates will complete the officer candidate rating sheet for each applicant as part of the interview process. These rating sheet scores will be used to select the district officers.
- 10) District officers will be required to wear official dress for district convention. Business dress does not include hooded sweat-shirts, blue jeans, caps, shorts, sweats, t-shirts, visible undergarments or mid-riff tops. Officers will be required

- to have naturally occurring hair colors and no facial body piercing with an exception of ear piercing. If an officer has any facial piercing, they need to be removed at all sessions.
- 11) All members will be required to wear professional dress. Professional dress is defined as business attire i.e.: dress pants, shirts with collars or sweaters, skirts between mid-calf and one inch above the knee, tops with sleeves, and closed-toed shoes.
 - 12) The district officers will meet at least three times during their year of office as follows: state FCCLA convention, pre-planning meeting, and the district convention.
 - 13) All reports are due to the district president one week after any meeting has been in session. Without these reports, the district president will not receive reimbursement checks from state.
 - 14) All tests and candidate rating sheets will be saved by the president for one year following the district convention. These tests will be used to determine a new officer should a vacancy occur.
 - 15) The date of district convention will be set as the first Tuesday of November.
 - 16) The District IX Officer duties are as follows:
 - A) President:
 1. Send letter of introduction to each chapter after election.
 2. Contact district officers, reminding them of their duties at upcoming events.
 3. Have all correspondence checked by his/her advisor, who is the district advisor, before mailing.
 4. District President must attend the district meeting, the state leadership conference, and the national conference and other meetings as required by the state advisor.
 5. Become familiar with Roberts Rules of Order.
 6. Set the pre-planning meeting date, time, and place at the state conference district meeting.
 7. Discuss district meeting theme, agenda, etc. at the pre-planning meeting.
 8. Write and send letters to each chapter with information concerning the district meeting.
 9. Fulfill district obligations as instructed by state advisor.
 10. Consult with district advisor about officer candidate interviews before the meeting.
 11. Recognize and introduce guests at the district meeting.
 12. Pass files, information, and gavel on to new district president as soon as the preceding duties have been performed to completion, and before the next state conference.
 13. Send letter of invitation to the state advisor asking her to consider attending district meeting.
 14. Notify the state advisor of the new district officers' names, addresses, email addresses and phone numbers immediately following the district meeting.

B) 1st Vice President

1. Attend pre-planning, district and state meetings and the fall district meeting.
2. Be in charge of planning decorations for the district meeting or assign and assist a chapter to do decorations, put them up and take them down the day of the meeting.
3. Will assume the role of president if the current president is unable to fulfill his/her duties.
4. All state paperwork must be submitted at district meeting.

C) 2nd Vice President

1. Will move to district vice president if first vice president has to assume the presidential office or is unable to fulfill his/her duties.
2. Prepare and set up for installation ceremony. Provide candles, holders and roses for installation or assign and assist a chapter.
3. Attend pre-planning, district and state meetings and the fall district meeting.
4. Assist district president and 1st vice president as needed.

D) Secretary/ Treasurer

1. Send copy of minutes from all district meetings to the district president and the state advisor one week after all district meetings to be placed on file.
2. Send thank-you notes to guest speakers, host school, and workshop presenters, no longer than one week following the district meeting.
3. Pass updated secretary file to the new secretary at the first pre-planning meeting.
4. Attend pre-planning, district and state meetings and the district meeting.
5. The secretary will work closely with the president to keep secretary/treasurer binder organized and up to date.

E) Parliamentarian

1. Become familiar with Robert's Rules of Order, National FCCLA guidelines, State and District IX constitutions and by-laws.
2. Parliamentarian will meet candidates to answer questions, administer written tests, and explain interview process to the voting delegates and state interview questions to officer candidates.
3. Parliamentarian advisor will grade tests, calculate rating sheets, and oversee the interview process.
4. Will read constitution at pre-planning meeting for yearly revisions

F) Officer of Peer Education

1. Lead the convention group in activity during any lax time. Coordinate the activities with the Officer of Public Relations.

2. Attend pre-planning, district and state meetings and the district convention.
3. Work with Officer of Public Relations to coordinate media contacts.
4. Coordinate with president on state community service project.

G) Officer of Public Relations

1. Lead group in activity in any lax time. Coordinate activities with the Officer of Peer Education.
2. Is responsible for promoting FCCLA to communities through media sources.
3. In charge of flag ceremony at the district convention. Arrange flags and assign a chapter to assist.
4. Will submit pictures and articles to newspapers one week after district and state conventions.
5. Encourage each chapter to submit a monthly Snapshot report to the district president.
6. Publicize district chapters' yearly events.

17) In order to be in good standings with the district and state, each chapter must be active within the district and pay their dues of \$85.00. If they fail to complete the preceding requirements they will be warned and then reported by the district advisor to the state advisor.