



Policy & Procedures Manual

Montana FCCLA Bylaws Article VIII – Policies and Procedures

Section 1:
Manual

- A. A policies and procedures manual shall be maintained and updated as needed. Policies in the manual will be developed and approved by the State Board of Directors.

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State Board of Directors

See the Montana FCCLA Constitution for information about administration and board structure.

Conducting Business by Email	<ul style="list-style-type: none"> ▪ A business item or issue can emerge as 1) the result of a meeting item where additional information was needed before the board was able to determine a conclusion; 2) urgency of an item of business or an issue, and 3) a date driven conclusion must be reached prior to the next scheduled board meeting. ▪ Board president is the driver. Any board member or the secretary/treasurer can bring an item or issue to the president. Or an item of business or issue at a board meeting can be deemed to be determined via email once all information has been gathered. The president can put an item out to the board via email. ▪ The email will identify the issue with all pertinent information. The president will call for discussion. Board members are instructed to use the "Reply All" when making comments so that all members are included in the thread. At the president's request or a board member's choosing an action can be made – either table or motion. The president will re-state the outcome and call for additional discussion, table the issue or call for a vote. ▪ Once the outcome has been determined, the president states the conclusion and calls for the item be added to the immediate past set of open or not yet approved set of minutes as an 'Email Business'. ▪ The business becomes part of that set of minutes and must be approved with that set of minutes at the board's next scheduled meeting. 	February 1, 2013
Approval of Board Minutes	Approval of minutes will be done electronically within 15 calendar days and initiated by the secretary/treasurer.	June 6, 2016
Distribution of Meeting Minutes	Approved minutes of all Board of Directors meetings will be posted online. An email reminder notice will be sent to all chapters upon posting.	June 8, 2015
Meeting Documents: Permanent Record	The State Adviser will maintain a permanent copy of all meeting documents at the state office.	June 8, 2015
Term Limits	No chapter adviser shall serve on the State Board of Directors for more than two consecutive terms.	February 1, 2015
Meeting Attendance	A State Board of Directors Board Member must notify the Board President of a meeting absence prior to the start of the meeting. Failure to notify the Board President of an absence for two consecutive meetings may result in dismissal.	February 1, 2015
Meeting Guests	The president may invite individuals to attend the State Board of Directors Meetings in an advisory capacity. These individuals will not have voting privileges.	February 1, 2015
Compensation	Members of the State Board of Directors and State Executive Council or committees of the board shall receive no monetary compensation from Montana FCCLA with the exception of positions contracted by Montana FCCLA.	February 1, 2015
Committees	<p>Finance Committee</p> <p>The State Adviser, President, Secretary/Treasurer, School Administrator, State Executive Council Vice-President of Finance, and Member (HQ Chair) shall serve on the finance committee. The Secretary/Treasurer shall serve as the chairperson the committee.</p>	February 1, 2015

	<p>Nominating Committee The Business & Industry, FCS Teacher Educator, Member (HQ Chair), Member (HQ 1st Assistant), and Member (2nd Assistant) shall serve on the nominating committee. The Member (HQ Chair) shall serve as the chairperson the committee.</p> <p>Programming Committee The State Executive Council President, President-Elect, FCS Teacher Educator, Business & Industry, Member (HQ 1st Assistant), and Member (HQ 2nd Assistant) shall serve on the programming committee. The President-Elect shall serve as the chairperson of the committee.</p>	
Resignation	To resign from the Board of Directors, one must forward a letter of resignation to the State Leadership Team and Board President.	June 6, 2016
Change of Eligibility	If an officer of the Board no longer represents the group in which they were elected/appointed, they may continue to serve for the term of that officer position. This includes an individual in the 3-year chair rotation. This is to maintain seamless transitions between officers and help ensure success and stability of the organization.	June 6, 2016
Business & Industry & School Administrator	<p>In years when a business and industry or school administrator representative will be elected to the board, the following timeline and process will be used.</p> <ul style="list-style-type: none"> ▪ January: Chapters advisers and the Board of Directors will be notified and asked to complete an online nomination form (available at www.mtfcccla.org) if they wish to place a name before the nominating committee. ▪ February: Board of Directors members will be asked to contact prospective candidates to request they complete an online application. ▪ February: Copies of all applications will be sent to the nominating committee. The committee will review all applications and select up to three candidates to recommend to the Board of Directors. ▪ March: The Board of Directors will review the candidates and submit an online vote for their preferred candidate. The candidate with the most votes is elected. 	June 6, 2017

Finances

Section	Policy	Policy Date
Checking Account Signatures & Frequency	<p>The person/firm designated by the Board to provide bookkeeping services for the organization shall be designated to write checks for the organization. In the situations listed below, a second signature is required, and this shall be the President or approved Board Member of the State Board of Directors:</p> <ul style="list-style-type: none"> ▪ If the check is over \$500.00. ▪ If the check is for an expenditure not identified on the approved budget. ▪ If a check is written to the person/firm designated by the Board to provide bookkeeping signatures. <p>Checks for the organization will be written on the 1st of every month and the 15th of every month.</p>	February 1, 2015
SEC & BOD Expenses	<p>Montana FCCLA shall make provision for the reimbursement of expenses incurred by the State Executive Council or Board of Directors incurred in the fulfillment of the duties of his/her office as an officer at designated meetings, or designated member representing Montana FCCLA, or upon receipt of a statement of such expenses as approved by the Board of Directors. All reimbursements must be made in accordance with reimbursement policy and within budget.</p>	June 8, 2015
Travel Policy	<p>Travel will be approved by the Board when approving the annual budget. For travel already outlined in the budget, the traveler may work to make arrangements according to the travel policy below. All other travel must be approved by the board in advance of making any arrangements.</p> <p>Travel expenses must be within the approved budget. Pre-approved travel may only occur if funds are available in the overall travel budget. If travel expenses are expected to exceed the pre-approved travel budget by more than 20%, the traveler must receive prior approval by the President of the Board of Directors.</p> <ol style="list-style-type: none"> 1. <i>Mileage</i> <ul style="list-style-type: none"> ▪ Reimbursed at half of the state rate per mile to the driver. ▪ If a rental car is used, reimbursement will be for the rental car fees + gas <u>or up to</u> the maximum mileage that would have been reimbursed if using a personal car. ▪ Reimbursement will occur after travel is completed via directions (such as MapQuest) or receipts (if a rental car was used). <ol style="list-style-type: none"> i. Travelling to official SEC meetings, arrangements will be made by State Director with an emphasis on carpooling. If personal plans are made after the fact, or deviate from the set travel, no reimbursement will be made. 2. <i>Airfare</i> <ul style="list-style-type: none"> ▪ Airfare must be the most economical form of travel within the time constraints of the meeting being attended. ▪ Airfare on behalf of MT FCCLA must be purchased by the organization. 	January 29, 2017

	<ul style="list-style-type: none"> ▪ Additional fees, including baggage fees and parking will be reimbursed upon receipt. <p>3. <i>Registration</i></p> <ul style="list-style-type: none"> ▪ Registration on behalf of MT FCCLA must be purchased by the organization. <p>4. <i>Lodging</i></p> <ul style="list-style-type: none"> ▪ When traveling to conferences, traveler must make their reservation and will be reimbursed up to the group rate offered at the event. If no group rate is offered, the traveler will try to receive state rate or a secure a room rate up to the maximum federal guidelines. ▪ When traveling to SEC meetings, BOD meetings or SLC and Montana FCCLA is paying for the room, arrangements will be made by the State Director. Shared rooms are required. <p>5. <i>Meals</i></p> <ul style="list-style-type: none"> ▪ When traveling out-of-state, the current Federal per diem will be used. <u>Federal Rates</u>. ▪ When traveling in-state, the State of Montana reimbursement rates will be used. <u>State of Montana Rates</u>. ▪ When meals are provided as a part of an event, no reimbursement will be made. ▪ A receipt must be provided for meal reimbursement. <p>6. <i>Out-of-state</i></p> <ul style="list-style-type: none"> ▪ When pre-approved travel is carried out in the name of FCCLA, individuals will complete a Travel Expense Form for reimbursement of any expenses incurred while travelling (assuming that all receipts are presented). ▪ When an individual travels out of state on behalf of the organization, individual will give an oral report at the next meeting of the benefits gleaned from the travel. 	
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State Leadership Team: Contracted Services

Section	Policy	Policy Date
State Leadership Team	<p>Contracted Positions: As funds allow, the State Adviser and State Board of Directors may contract with individuals to perform duties of the association. Positions may include:</p> <ul style="list-style-type: none"> ▪ State Director ▪ State Officer Coordinator ▪ Bookkeeper ▪ Other positions as necessary 	June 8, 2015
Contracts	<p>If the term of the contract is equal to or greater than \$3,000.00, the State Adviser with consultation of the Finance Committee will petition for a Request for Proposals (RFP) in order to gather a candidate pool, conduct interviews and make a recommendation to the Board of Directors.</p> <p>Prior to the semi-annual BOD meeting in which a contract expires, the State Adviser in cooperation with the Board of Directors will conduct an annual performance evaluation for the position.</p> <p>Individuals in contracted positions must be a Montana Independent Contractor and have Workers Compensation Exemption.</p> <p>Existing contracts may be renewed upon a board approval without a RFP process by a vote of confidence from the Board of Directors.</p> <p>If the contract is below \$3,000.00, the Board of Directors may appoint someone to perform the required duties.</p> <p>In cases where an individual is unable to fulfil their contract, the Board of Directors may elect to fill the position by interim or petition for a RFP.</p>	January 29, 2017

District, Chapters & Members

See the Montana FCCLA Constitution for information about member and adviser eligibility.

Section	Policy	Policy Date
Adviser	With annual board approval, in partnership with the school administration, a school may apply to continue a FCCLA chapter if there is not a FCS teacher on staff.	June 6, 2016
Adviser and member membership affiliation	Chapters must affiliate members annually using the online National FCCLA membership system. Students will be recognized as affiliated members upon receipt of payment for national and Montana FCCLA dues paid directly to National FCCLA.	June 6, 2016
Dues	All chapter members and advisers will pay the annual membership dues. The Montana FCCLA portion of membership dues is \$9 for members and advisers; there is no chapter member minimum.	June 6, 2016
Code of Conduct	The Montana FCCLA Code of Conduct must be signed and collected by the chapter adviser for all members participating in any FCCLA activity in advance of participation.	June 8, 2015
District Meeting	An annual District Meeting will be conducted to elect district officers and conduct necessary business. The time and place will be determined by each district.	June 8, 2015
Statewide District Election Process	District presidents will be elected using current State Board of Directors guidelines. See Appendix C: Statewide District Election Process	June 8, 2015
Occupational Membership Affiliation	<p>Montana has a determination for occupational affiliation by yearly application process including an official course roster per your school enrollment system. The applications process is on the Montana FCCLA Website.</p> <p>As outlined in the FCCLA National Bylaws, the State Department of Education determines offered Family & Consumer Sciences classes as comprehensive or occupational. It is the responsibility of the FCS Education Specialist at the Office of Public Instruction to approve classes as occupational, thus allowing members to affiliate as occupational. Chapters may not affiliate a member as occupational until this request has been approved on an annual basis by the Office of Public Instruction.</p> <p><u>Definition of an Occupational Course:</u> A high school course in a specific FCS area or program of study that concentrates on in-class learning and on-the-job training in preparation for paid employment in that subject area.</p>	June 6, 2016

Appendix B: [Code of Conduct](#)

Appendix C: [Statewide District Election Process](#)

State Executive Council

See finances section for travel reimbursement policy.

Section	Policy	Policy Date
Election	See the Statewide District Election Process for eligibility & election procedures.	June 8, 2015
Eligibility	Refer to the Statewide District Election process documents for officer candidate eligibility.	June 6, 2016
Travel with adults	Officers must travel with an adult at all time when conducting official FCCLA business.	June 6, 2016
Removal from office	<p>If a State Executive Council Member commits an illegal act, they may be immediately removed from officer per Board of Directors approval.</p> <p>If a State Executive Council Member is not fulfilling his or her contracted duties, the officer and their adviser will be notified in writing by the state director of unsatisfactory work and supplied with an improvement plan. After 30 days the Board of Directors will evaluate if the terms of the improvement plan have been met. Removal of office may occur with a 2/3 Board of Directors vote.</p>	June 6, 2016

Appendix C: [Statewide District Election Process](#)

National Officer Candidates

Section	Policy	Policy Date
Eligibility	<p>Montana is eligible to nominate two national officer candidates annually. Candidates may be affiliated as a comprehensive or occupational member of FCCLA. The qualifications for a national officer candidate are:</p> <ul style="list-style-type: none"> ▪ Candidates must have an unweighted cumulative 3.0 GPA for the previous 3 semesters; ▪ Active participation in FCCLA on local, district and state levels; ▪ Contribution to family and consumer sciences education program; ▪ Participation in school and community activities; ▪ Job experience; ▪ Personal qualities; ▪ Recommendations by chapter, advisor, administrator and state association; ▪ Junior class standing, preferably. 	June 8, 2015
Procedure	<p>The current Montana FCCLA State Adviser will serve as coordinator for the national officer candidate selection process at the state conference.</p> <ul style="list-style-type: none"> ▪ A written test will be required of all national officer candidates. Applicants must score at least 80% on the test to be eligible to advance to the interview. Candidates are urged to use all FCCLA resource materials that have been distributed to advisers to prepare for the test. ▪ The written test will be given the state conference. ▪ Three to five judges will interview all national officer candidates who advance to this stage of the process. The committee shall consist of a current member and a member of the Board of Directors. The remaining committee members will be appointed by the State Advisers. ▪ In preparing for the interview, candidates should expect questions on personal future goals, personal leadership qualities, importance of career and technical education, the role of a national officer, and application of FCCLA programs. Candidates are expected to apply themselves to different situations that require application of FCCLA facts, programs and processes. ▪ During the interview, candidates will give a speech up to three minutes in length on a topic provided in advance by the coordinator. ▪ Applicants must score an average of at least 80% on Montana's national officer candidate evaluation form to qualify as one of the two Montana National Officer Candidates. Should more than two candidates have a score over 80%, then the top two scoring individuals will be the National Officer Candidates. ▪ A letter will be given to each officer candidate summarizing the selection decision. 	June 8, 2015

Montana Leadership Conferences:

Leadership Rally & State Leadership Conference (SLC)

Section	Policy	Policy Date															
SLC & Leadership Rally																	
Adviser Attendance	If an adviser cannot attend, the school must assign another school staff member and notify the state leadership team in advance.	June 6, 2016															
Dress Code	Members attending will follow the Montana FCCLA dress code policy.	June 8, 2015															
Cancellation Policy	Once conference registration closes there will be no refunds.	June 8, 2015															
Leadership Rally Only																	
Member Attendance	In addition to district officers (including State Executive Council members, chapters may bring, a maximum of two chapter leaders (grades 8-10) and two chapter officers (grades 10-12) may attend.	February 2016															
State Leadership Conference Only																	
Chapter Attendance	Before a chapter is eligible to attend the SLC, the chapter must be in "good standing" at the district level with regard to financial obligations and be affiliated at the state and national levels. The Chapter Adviser of the District President will notify the State Director of any chapters not in good financial standing at the district level.	June 8, 2015															
Member Attendance	All SLC student attendees must be registered for an assigned position or event; Knowledge Quest is not considered a position or event.	June 2014															
Lodging	Any chapters not staying at a conference hotel through the entire conference will be charged a \$50 conference fee per registrant.	June 8, 2015															
Awards set up and tear down	<p>Districts will take turns with set up and take down for the SLC Awards Session, using the following rotation</p> <table border="1"> <thead> <tr> <th></th><th>Lead</th><th>Assistant Lead</th></tr> </thead> <tbody> <tr> <td>2017</td><td></td><td></td></tr> <tr> <td>2018</td><td></td><td></td></tr> <tr> <td>2019</td><td></td><td></td></tr> <tr> <td>2020</td><td></td><td></td></tr> </tbody> </table> <p>: 2012 – District 1 as Lead with District 2 as Assistant Lead; 2013 – District 2 as Lead and District 3 as Assistant Lead, continuing this rotation through District 11 and then starting over.</p>		Lead	Assistant Lead	2017			2018			2019			2020			June 6, 2017
	Lead	Assistant Lead															
2017																	
2018																	
2019																	
2020																	
Chaperone policy	<p>Individually, chapters must provide adult chaperones based on the number of chapter members attending the SLC:</p> <ul style="list-style-type: none"> 1-8 members need one adult; 9-16 members need two adults; 17-24 members need three adults; 25-32 members need four adults; 33-40 members need five adults; 41-48 members need six adults; and so on. <p>"Adult" is an adviser, teacher, parent, or alumni who attends the conference. Chapters must pay for all chaperones as well as delegates (except current state officers) attending the SLC. If your chaperone is unable to help with judging and other duties at the conference, you should not consider this individual as a chaperone. Bus drivers that are</p>	June 8, 2015															

	listed as a chaperone must be available to drive their bus for off-site events or help with other duties at SLC to be considered a chaperone.	
Competitive Events Offered	The programming committee will submit recommendations annually for approval to the board of Directors regarding revisions to Montana's Competitive Events and their corresponding manuals.	June 8, 2015

Appendix: [Dress Code](#)

Appendix: [Competitive Events Manual](#)

National Leadership Meetings

Section	Policy	Policy Date
Chaperones	It is the responsibility of the adviser, if they cannot attend NLC, to find a suitable chaperone from the school/community for their state officer or STAR event participants. If adviser does not attend and a suitable chaperone from a school/community cannot be found, and the adviser looks to another school's adviser to fulfill their role, it becomes the responsibility of the school that has no chaperone attending to pay the hotel expenses for the adviser who will be doing the chaperoning.	August 9, 2002

Awards and Scholarships

Section	Policy	Policy Date
Awards	Awards to be offered will be determined annually by the Board of Directors.	January 29, 2017
Scholarship	A scholarship will be offered each encumbered within the State Leadership Conference budget.	June 6, 2017
Selection Process	The selection process is delineated in the body of all scholarship and award applications.	January 29, 2017