



MONTANA
STATE ASSOCIATION

Policy & Procedures Manual

Updated June, 2024

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This Policies and Procedures manual is an official publication of the Montana Association of FCCLA, and has been adopted by the Montana FCCLA Board of Directors in June 2024. The policies of Montana FCCLA are under continual examination and revision. This policies and procedures manual is not a contract, but merely presents the policies and procedures in effect at the time of this publication and in no way guarantees that the policies and procedures will not change. For the most current and up-to-date policies and procedures, please visit mtfccla.org.

This policy and procedures manual, revised June, 2024, is the most current and applicable manual, and supersedes all previous policies, procedures, or manuals.

Montana FCCLA reserves the right to modify requirements of membership, to amend any regulation affecting the membership at large, and to dismiss any person(s) from the Montana FCCLA Association if it is deemed by the Association to be in its best interest or the best interest of the person(s) to do so.

Montana FCCLA does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity, marital status, sexual orientation or other characteristics as protected by law, in its educational programs, conferences, activities, hiring, evaluation, or opportunities, as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and other applicable laws and Montana FCCLA policies/bylaws. The Montana Association of High School is open to all public and private institutions.

Questions regarding the revision, creation, or interpretation of the Montana FCCLA Policies and Procedures Manual shall be directed to the Montana FCCLA State Director, or by direct appeal to the Montana FCCLA Executive Council. The State Director shall be the first point of contact regarding all violations, suggestions, complaints, issues, or concerns pertaining to Montana FCCLA policy and procedure. The most updated and revised copy of the Montana FCCLA Policy and Procedures manual shall be readily available to the membership at large through online publication at mtfccla.org Any changes, revisions, additions, or removal to the Policy and Procedures Manual shall require unanimous approval from the current Executive Council of the Montana FCCLA Board of Directors.

(June 2024)

ETHICS AND ACCOUNTABILITY

MISSION

Montana FCCLA's mission is to promote personal growth and leadership development through Family and Consumer Sciences education. We focus 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 career preparation. (July 2021)

VALUES

LEADERSHIP. We provide a unique opportunity for young people to learn how to lead in their school and in their communities.

YOUTH DEVELOPMENT. We provide professional development training for staff and advisers who work with FCCLA youth members to learn and use strategies for positive youth development.

CHARACTER. Our members develop a sense of ethics, honesty, integrity, fair play, and determination. **DIVERSITY.** We welcome and value all young people, of different national origins, color, religions, socioeconomic strata, and sexual orientation.

EXCELLENCE. Our members learn the value and means of pursuing their full potential in all areas of their lives.

TEAMWORK. Our members learn how to retain their individuality while working with others toward a common cause or outcome.

(July 2021)

PUBLIC REPORTING AND TRANSPARENCY

Montana FCCLA believes in transparency and accountability to its constituents and the public by making available information on Montana FCCLA's governance structure, policies, financial conditions and major programs.

The following documents are available:

1. Governance documents, including:
 - a) A list of the current officers and directors
 - b) Bylaws
 - c) Meeting Minutes
2. Financial and IRS documents, including:
 - a) IRS Form 1023 exemption application
 - b) IRS Form 990 and 990T

It is the policy of Montana FCCLA to allow the public access to the documents listed above for the most current three years. Individuals wanting a copy of these records will be charged for photocopying expenses at the amount specified by law, and a record of examiners will be maintained.

Montana FCCLA will honor written requests for records, if payment for photocopying and postage is made, within 30-days. Montana FCCLA will not honor requests for records made over the telephone.

To this end, this policy implements the IRS requirement regarding public disclosure of Montana FCCLA's IRS Form 1023 exemption application and annual reporting IRS forms.

(July 2021)

CONFLICT OF INTEREST

Montana FCCLA is committed to ensuring that there is no conflict of interest between the mission and vision of Montana FCCLA and the personal interests of employees, volunteers, and board members. Montana FCCLA requires that all employees, board members and committee members with board-delegated powers sign and/or update a conflict of

interest statement each year. This assures that employees, board members and committee members exercise the utmost good faith in all transactions involved in their duties and that they do not use their positions with Montana FCCLA or knowledge gained there for their personal benefit. (July 2021)

CONFIDENTIALITY

Montana FCCLA is committed to protecting the privacy of all those with whom the organization does business. Board members, employees, volunteers, and contractors must not discuss or otherwise divulge any information concerning the business or personal affairs of any employee/donor/client/customer. Any action or expression by an individual considered objectionable by clients/customers, prospective clients/customers or management will not be tolerated. No personal information concerning an employee will be divulged to anyone except with the employee's permission. Any requests for references concerning former employees must be referred to the state director.

To assure that board members, committee/task force members, contractors and staff are mindful of the need for confidentiality, Montana FCCLA requires that all of the above sign a statement of confidentiality upon hire or term origination.

(July 2021)

WHISTLEBLOWER PROTECTION

Employees, volunteers, board members, and representatives of Montana FCCLA are required to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All employees are encouraged to raise concerns, via the practices set out in the Whistleblower Policy and Procedures, with its attendant employee protections, regarding potentially illegal or questionable practices.

In keeping with the policy of maintaining the highest standards of conduct and ethics, Montana FCCLA will investigate any suspected fraudulent or dishonest use or misuse of Montana FCCLA's resources or property by staff, board members, consultants, or volunteers.

Supervisors are required to report suspected fraudulent or dishonest conduct to the state director or state committee. Reasonable care should be taken in dealing with suspected misconduct to avoid:

1. Baseless allegations;
2. Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation; and
3. Violations of a person's rights under law.

Due to the important yet sensitive nature of the suspected violations, effective professional follow-up is critical. Supervisors, while appropriately concerned about "getting to the bottom" of such issues, should not in any circumstances perform any investigative or other follow-up steps on their own. Accordingly, a supervisor who becomes aware of suspected misconduct:

1. Should not contact the person suspected to further investigate the matter or demand restitution; 2. Should not discuss the case with attorneys, the media, or anyone other than the executive committee; and 3. Should not report the case to an authorized law enforcement officer without first discussing the case with the Montana FCCLA Board of Directors, unless otherwise required by law.

(July 2021)

Investigation

All relevant matters, including suspected but unproven matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated to the reporting person and his or her supervisor. Investigations may warrant review by independent persons such as auditors and/or attorneys. (July 2021)

Whistleblower Protection

Montana FCCLA will protect whistleblowers as defined below:

1. Montana FCCLA will use its best efforts to protect whistleblowers against retaliation. Whistle blowing complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that Montana FCCLA can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistleblower complaint, such persons may also have the right to know the identity of the whistleblower.)
2. Employees, consultants, and volunteers of Montana FCCLA may not retaliate against a whistleblower for informing management about an activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of the whistleblower's employment, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or fees. Whistleblowers who believe that they have been retaliated against may file a written complaint with the state director. Any complaint of retaliation will be promptly investigated, and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit supervisors from acting, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.
3. Whistleblowers must be cautious to avoid baseless allegations (as described earlier in the definitions section of this policy).

(July 2021)

RECORD RETENTION AND DOCUMENT DESTRUCTION

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention, and destruction of documents received or created by Montana FCCLA in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate Montana FCCLA's operations by promoting efficiency and freeing up valuable storage space. (July 2021)

Document Retention

Montana FCCLA follows the document retention procedures outlined below. Documents that are not listed but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

Corporate Records

Annual Reports to Secretary of State/Attorney General Permanent

Articles of Incorporation Permanent

Board Meeting and Board Committee Minutes Permanent

Board Policies/Resolutions Permanent

Bylaws Permanent

Construction Documents Permanent

Fixed Asset Records Permanent

IRS Application for Tax-Exempt Status (Form 1023) Permanent

IRS Determination Letter Permanent

State Sales Tax Exemption Letter Permanent

Contracts (after expiration) 7 years

Correspondence (general) 3 years

Accounting and Corporate Tax Records

Annual Audits and Financial Statements Permanent

Depreciation Schedules Permanent IRS Form 990 Tax Returns Permanent
General Ledgers Permanent Business Expense Records 7 years
IRS Forms 1099 7 years Journal Entries 7 years Invoices 7 years Sales
Records (box office, concessions, gift shop) 5 years Petty Cash Vouchers 3
years Cash Receipts 3 years Credit Card Receipts 3 years Inventory Records
Permanent

Bank Records 7 years Check Registers 7 years Bank Deposit Slips 3 years
Bank Statements and Reconciliation 3 years Electronic Fund Transfer
Documents 3 years

Payroll and Employment Tax Records
Payroll Registers Permanent State Unemployment Tax Records Permanent
Earnings Records 7 years Garnishment Records 7 years Payroll Tax Returns 7
years W-2 Statements 4 years

Employee Records
Employment and Termination Agreements 5 years Retirement and Pension Plan
Documents Permanent Records Relating to Promotion, Demotion, or Discharge 5 years
after termination Accident Reports and Worker's Compensation Records Permanent Job
Descriptions 2 years Salary Schedules 5 years Employment Applications 5 years I-9 Forms
3 years after termination Time Cards 2 years

Donor and Grant Records
Donor Records and Acknowledgment Letters 7 years Grant Applications and Contracts 7
years after completion

Legal, Insurance, and Safety Records
Appraisals Permanent Copyright Registrations Permanent Environmental Studies
Permanent Insurance Policies Permanent Real Estate Documents Permanent Stock and
Bond Records Permanent Trademark Registrations Permanent Leases 6 years after
expiration
OSHA Documents 5 years General Contracts 3 years after termination
(July 2021)

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to a folder on Google Drive. Backup and recovery methods will be tested on a regular basis and records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping Montana FCCLA operating in an emergency will be duplicated or backed up in a secure off-site location at least every week and maintained off-site. (July 2021)

Document Destruction

Montana FCCLA's state director and secretary or an individual designated by the board is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation. (July 2021)

Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against Montana FCCLA and its employees and possible disciplinary action against responsible individuals. The state director, treasurer and finance committee will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

(July 2021)

BOARD OF DIRECTORS

BOARD DUTIES

Montana FCCLA as a nonprofit, tax-exempt organization depends on charitable contributions from foundations and the public. Maintenance of its tax-exempt status is important both for its continued financial stability and for the receipt of contributions and public support. Therefore, the operations of Montana FCCLA must fulfill all legal requirements, including compliance with the duties of Care, Loyalty, and Obedience.

1. **The Duty of Care:** Board members must exercise reasonable care and competency when making decisions regarding the organization. They must make time to come to meetings and review documents and literature before board meetings.
2. **The Duty of Loyalty:** Board members must avoid conflict of interest and make decisions based on the best interest of the organization, putting aside personal benefit. They must make annual disclosures of any potential conflict.
3. **The Duty of Obedience:** Board members must be faithful to the accomplishment of the organization's mission and follow any board approved policies as well as make sure the organization is complying with all state and federal laws and regulations.

(July 2021)

BOARD EXPECTATIONS

Consequently, there exists between Montana FCCLA and its board, officers, and management employees a fiduciary duty that carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of Montana FCCLA honestly and prudently, and of exercising care, skill, and judgment for the sole benefit of Montana FCCLA.

Montana FCCLA Board membership carries with it the expectation that individual directors will have the time and desire to be active during their term of office. It is the policy of Montana FCCLA that board members are able to:

- ❖ **Attend meetings.** Attend all regularly scheduled board meetings, special meetings, and the annual retreat/training session.
- ❖ **Read material and be prepared.** Come prepared to all meetings and ready to approve documents, engage in discussions, and vote on action items.
- ❖ **Listen and learn.** Approach all board issues with an open mind, prepared to make the best decision for the whole organization.
- ❖ **Board authority in quorum.** Exercise authority as a board member only when acting in a meeting with the full board or as the board has authorized through a job description or motion of the board.
- ❖ **Confidentiality is important.** Keep confidential information confidential.

- ❖ **Decisions for the best interest of FCCLA.** Disclose any actions that may result in personal benefit and willingly recuse yourself from any votes associated with those actions.
- ❖ **Set an example and support FCCLA financially.** Make a financial contribution within my ability and assist in securing financial resources for operations.
- ❖ **Be engaged.** Make a time and talent-based contribution within my ability and serve as chair, sub-chair or member on at least one Standing Committee each year.
- ❖ **Act as a FCCLA Ambassador.** Promote the mission, programs, and image of Montana FCCLA in the community in a positive manner consistent with Montana FCCLA's public relations policies and attending all Montana FCCLA major events and functions.
- ❖ **Volunteer to help implement the annual plan.** Volunteer, in areas of interest, to provide support to staff for achieving the annual operations and fundraising plan.

(July 2021)

MONTANA FCCLA AGREEMENT WITH THE BOARD

Montana FCCLA Organization agrees to provide each member of the board with the following:

1. Ample notice of all meetings including taskforce and committee meetings.
2. Minutes of all board meetings including taskforce and committee meetings.
3. To the extent allowed by law, indemnification from liability for a Board member's reasonable and necessary actions;
4. Reimbursement for reasonable expenses in conducting and attending to Montana FCCLA board business per the Reimbursement Policy; and
5. Director and Officers Insurance liability coverage.

(July 2021)

BOARD MEMBER MEETING ATTENDANCE

Montana FCCLA is required to hold a minimum of three meetings per year. An annual board meeting calendar will be created and approved in June of each year.

Because board meetings are scheduled a year in advance, board members are expected to be able to arrange their work and personal schedules in a manner that will allow them to attend all board meetings and planning retreats.

If an emergency or work conflict arises and a board member is unable to attend a board meeting, they must when possible notify the board president in writing via e-mail at least 24-hours prior to the meeting for it to be considered excused.

Valid reasons for missing a meeting include but are not limited to:

- Sickness or death
- Work emergency

Because Montana FCCLA relies on the engagement of all board members in board and committee meetings, failure to notify the president per this policy may lead to dismissal from a committee or the board.

(July 2021)

EXECUTIVE SESSIONS

An executive session of the board may be called by the president under the following circumstances: (a) on the advice of counsel, (b) to discuss current pending legal matters, (c) to consult with the auditors and compensation consultants, (d) to acquire or dispose of property, (e) to discuss or act on personnel issues, or (f) to address such other matters as the board deems appropriate. At the option of the president, or upon majority vote of the directors, an executive session of the board may be called. (July 2021)

BOARD MINUTES

Accuracy of meeting minute content is the responsibility of the board secretary. To this end, a staff person may be charged with completing the minutes and forwarding them to the secretary for review, revision, and approval before the minutes are distributed to the board. Board minutes will be approved by the board at the next scheduled meeting to assure overall accuracy.

The secretary is not required to affix his/her signature to the minutes.

(July 2021)

STAFF ATTENDANCE

The state director may designate a staff person to attend all board meetings to take minutes of the meeting. In addition, the state director or board president/chair may invite any staff person to attend a board meeting to report or participate in discussion pertaining to their area of activity. Staff typically attend board meetings upon invitation. The state director attends all board meetings unless an executive session is called. (July 2021)

BOARD MEMBERS ARE IMPORTANT VOLUNTEERS

We appreciate your time as a board member, but also need your help in delivering our student programming. Each board member should commit to 15 hours of volunteer time annually, outside of board member duties, to assist with programming, events, or other tasks as needed by staff. (July 2021)

BOARD GOVERNANCE CALENDAR

In order to provide consistency and continuity to board operations, Montana FCCLA's board of directors will keep a calendar of board related activities. This Board Governance Calendar will be reviewed and updated by the executive committee each year and the revised calendar approved by the full board at the same time as budget approval. (July 2021)

BOARD DEVELOPMENT

Board Member Terms

Some of the following information is defined in Montana FCCLA's by-laws. The following is included for ease of access to specific information:

1. Directors serve three-year terms with the limit of two consecutive terms plus any partial term served.
2. Optimal board size is between 9 - 12 board members.
3. Elections will be held in March. Terms begin April 1st and end on March 31st.
4. Montana FCCLA holds an Annual Corporate Meeting in March to elect board officers, committee chairs, and committee members.

Composition

The composition of the Board of Directors shall reflect the diversity of stakeholders.

Individual candidates will be selected in accordance with the provisions of Montana FCCLA's bylaws and based on their commitment to Montana FCCLA's mission, visions and values, time available to serve, and the skills and abilities they have that will help the organization meet its mission.

Recruitment

It is the policy of Montana FCCLA that the board of directors, through the Governance and Nominations Committee, recruit qualified and engaged individuals to sit on the Montana FCCLA board although every board member is responsible for assisting in the recruitment effort.

The Governance and Nominations Committee is authorized to identify candidates in order to provide geographic and professional diversity and to interview and screen candidates to determine their commitment to the mission, time available to serve, and skills and abilities to serve on committees and/or task forces. This committee is also authorized to make recommendations to the membership for approval of candidates for both full terms and partial terms to fill vacancies.

Orientation

New Member Orientation

The key to an effective board is that members have a clear understanding of organizational history, goals, and expectations of their position. To assure that Montana FCCLA board members have this knowledge, new board member orientation and ongoing training will be conducted per the Board Governance Calendar. The Governance and Nominations Committee is charged with organizing and conducting these orientations.

New board members will receive an updated board manual immediately after election and before attending board orientation and their first board meeting. This manual will be updated routinely by staff.

Board orientation will be held for all new board members before their first board meeting. During the orientation, a new board member will sign a board commitment form that outlines the responsibilities that the board member has agreed to uphold, a conflict of interest disclosure, and a confidentiality agreement.

Orientations will be conducted by the Governance and Nominations Committee, the state director, and other staff and board members as needed.

Ongoing Board Training

Board training is an ongoing process. Staggered terms, the changing environment, and the amount of knowledge to be learned all make Board education a critical component for efficient governance. Montana FCCLA will strive to conduct a minimum of one training session per year in order to enhance understanding of how to govern a nonprofit effectively.

(July 2021)

BOARD OFFICERS

It is the policy of the board to recruit qualified and engaged individuals for officer positions. The Governance and Nominations Committee is responsible for submitting a slate of officers to the full board for election at the Annual Corporate Meeting. The Governance and Nominations Committee will look at a candidate's commitment to the mission, time available to serve, skills and abilities to lead committees and/or task forces when making recommendations for officer positions.

Board officer terms, limits, and duties are defined in Montana FCCLA's by-laws. The following is included for ease of access to specific information.

Terms and Elections:

All Officers will be elected to serve one-year terms.

Succession

The Vice President or ranking Vice President designated by the Board shall normally accede to the office of Board President upon the completion of the Board President's term of office.

Duties of Officers

General duties of Montana FCCLA officers are described in the by-laws. Additional duties may be approved by the full board. Officer job descriptions will be reviewed and if needed, updated annually by the executive committee and approved by the full board.

Officer Qualifications

Unless otherwise determined by the Board, all officer candidates must have served as a board member for one full year.

Transition of Officers and Committee Chairs

It is the policy of Montana FCCLA to assure the successful transition of officers and committee chairs through a succession process that effectively communicates duties, schedules, and information from outgoing to incoming members.

This process is designed to effectively communicate duties, schedules, and information and to provide mentorship and training for new organizational leaders. Committee chairs are delegated the responsibility to compile and transmit calendars, material, and information to their successors immediately.

In order to accomplish this, standing committee chairs are delegated the responsibility to compile and transmit calendars, material, and information to their successors immediately (within two-weeks) after elections. It is also the policy of Montana FCCLA that all standing committee chairs will meet with their successor in person or via phone to orient them to their new position within four weeks of succession. The incoming board president and executive committee is responsible for ensuring that that officer succession orientation has taken place.

(July 2021)

BOARD COMMITTEES

Montana FCCLA's bylaws outline four committees. The Executive Committee, Governance and Nominations Committee and the Finance Committee are committees of the board, made up of board members and doing the work of the board. The Programming Committee is the fourth committee and is an operational work group charged with giving input into the programming portion of the strategic plan and assisting the state director in implementing the annual operational plan. This group reports to the state director.

All committees are advisory in nature, except where specified in the by-laws or in the board-approved committee charter (job description). Committee chairs and members are nominated by the Governance and Nominations Committee and approved by the full board during the annual corporate meeting.

(July 2021)

COMPENSATION AND REIMBURSEMENT

Board members shall receive no compensation for carrying out their duties as directors. The board may adopt policies providing for reasonable reimbursement of directors for expenses incurred in conjunction with carrying out board responsibilities, such as travel expenses to attend board meetings. (July 2021)

COMPENSATION FOR PROFESSIONAL SERVICES

Directors are not restricted from being remunerated for professional services provided to Montana FCCLA. Such remuneration shall be reasonable and fair to Montana FCCLA and must be reviewed and approved in accordance with the board conflict of interest policy and state law. (July 2021)

BOARD SELF-ASSESSMENT

The board of Montana FCCLA will conduct a self-assessment every year at a time determined by the Board Governance Calendar. (July 2021)

CONDUCTING BUSINESS VIA EMAIL

The Montana FCCLA Board may take action via email. The president will initiate the action item to the full board, lead discussion, and call for a vote.

An email will identify the issue with all pertinent information. The president will call for a virtual discussion. Board members are instructed to use the “Reply All” when making comments so that all members are included in the thread. At the end of the discussion, the president will call for a motion.

This motion will then be sent to all board members. A valid action of the board will require 100% of the board to reply in the affirmative. Individual board member votes will be saved and added to the immediate past set of open or not yet approved minutes as ‘Email Business’.

The email business becomes part of that set of minutes and must be approved at the board’s next scheduled meeting.

(February 2013)

SOCIAL MEDIA AND THE BOARD

Montana FCCLA respects individual freedom of speech and their right to express personal opinions; however, it is our policy that staff, volunteers and board members always consider how their personal views and actions may reflect on Montana FCCLA.

Social media allows for nearly limitless conversation worldwide – often in real time. We hope that Montana FCCLA personnel will participate in social media and enjoy its benefits, and we also expect everyone who participates in online commentary to understand and follow these simple but important guidelines. Keep in mind that our overall goal is simple: to participate online in a respectful, relevant manner that protects our reputation and of course follows the letter and spirit of the law. One way you can help to ensure this goal is to avoid being an official Montana FCCLA spokesperson. We have specially trained staff who are the only authorized people to speak on Montana FCCLA’s behalf in online and print conversations. FCCLA members, including elected officials and staff that choose to participate in conversation where Montana FCCLA is mentioned or implied will need to adhere to the following guidelines, accurately identify themselves and their role within the organization, and the fact that the things they post are their individual opinion. These guidelines are designed to help you and Montana FCCLA achieve a more concise, clear, professional image.

If one creates or contributes to blogs, wikis, social networks, virtual worlds, or any other kind of Social Media – Twitter, Yelp, Wikipedia, MySpace, Facebook along with thousands more in this realm where Montana FCCLA is mentioned or implied, here are some guiding principles for all to keep in mind and follow:

THINK BEFORE POSTING: No use of social media publication may include confidential Montana FCCLA material, employment documents, or information that may deem detrimental to our business partners, investors, employees, or stakeholders.

IDENTIFY YOURSELF: Remembering that you are a member of Montana FCCLA is very important. Whether you are an elected official, classified staff member, or student/employee director, your message can directly affect our initiatives and movements. When posting related to Montana FCCLA or its members you must identify yourself with the proper title and identify that it is your personal/individual opinion. Any specific comments related to a statement from Montana FCCLA must be made through our trained staff.

REMEMBER YOUR WORK RESPONSIBILITIES: Do not let social media interfere with your ability to work with the student body or serve the Montana FCCLA organization.

DON’T MISLEAD OTHERS: Never represent yourself or Montana FCCLA in a misleading manner. You are solely responsible

for the content you post or interact with online. Tell the truth, and don't reference co-workers, fellow members, business partners, volunteers, or other stakeholders without their expressed permission.

MEANINGFUL & RESPECTFUL COMMENTS: Stick to your experience level. Avoid harsh, misleading remarks on topics which you are not educated on. Remember your comments can directly affect and impact the professional image of all Stakeholders within Montana FCCLA.

LEGAL MATTERS: Never comment on anything related to legal matters. Montana FCCLA has highly trained legal representation and staff to comment on legal matters dealing with Montana FCCLA action(s) and policy. All comments made on a legal note should be done after careful consultation with Montana FCCLA Legal Council and Montana FCCLA Public Relations and Communications Staff.

BE SMART: Take a moment to review your information prior to publishing. Remember that this information is stored and will be around indefinitely. Make sure you are publishing only what you mean. Mean what you say and say what you mean. As Montana FCCLA elected officials, personnel, staff, and stakeholders, we strive very hard every day to uphold our professional image and unique culture. It is our values that direct the positive movement forward. With strong and enhanced internet communications we will continue to live up to the integrity, dedication, and enthusiasm that our stakeholders expect.

(June, 2024)

To maximize an individual's ability to express their opinions while minimizing the possible negative impact on Montana FCCLA, the following policies should direct personal online and social media postings and usage: - Review all postings and language in relationship to Montana FCCLA's values, especially those of community and collaboration, as well as honoring diversity of opinion. If your posting is contrary to these, you may want to reconsider.

- Refrain from linking or friending Montana FCCLA on social media outlets if you are actively involved in partisan politics, supporting candidates, or other controversial political or social conversations.
- Individuals who are active in controversial areas and want to promote Montana FCCLA should consider creating a separate social media outlet to promote Montana FCCLA.
- If there is a possibility of an overlap of comments or information that may alienate stakeholders, donors, or other constituents; include the following on disassociation statement, *"The opinions expressed here are those of writer and do not necessarily reflect the opinion of the Montana FCCLA or any other institution or individual."*

If an individual's online presence is deemed to have the potential to adversely impact Montana FCCLA's success the individual may be asked to apply the preceding policy guidelines and/or resign from their direct association with the Montana FCCLA.

(July 2021)

COMMUNICATIONS BETWEEN BOARD AND STAFF

When communication channels are not clearly defined and understood by all parties the resulting confusion can, and often does, lead to negativity, decreased productivity, and a host of other problems. To lessen the chance that this situation will occur, the following are policies outlining communication channels between staff, volunteers and board members.

It is the policy of Montana FCCLA that all board members, volunteers and employees follow the Montana FCCLA Grievance Policy and its accompanying procedure and the following guidelines for communications. Failure to adhere to this policy and guidelines may result in corrective actions or dismissal.

Communication Guidelines:

- Formal lines of communications from the board to the employee or volunteer flow through the State Director. ● Only the state director or a delegated person (per a job description or an action of the board of directors) shall make directives to employees or volunteers.
- When board members are acting as volunteers, helping with programming and fundraising activities, the employee in charge of the activity is authorized to make final decisions and direct board members actions. ● Any concerns or complaints that board members have about an employee or a volunteer shall be expressed only to the state director.
- Any concerns or complaints that an employee or a volunteer have about a board member shall be expressed only to the state director.

- If an employee or volunteer has a complaint or concern regarding operations or an individual employee, the employee or volunteer is expected to follow the Montana FCCLA Grievance Procedure.
- If an employee or a volunteer has a complaint or grievance against the State Director, it is expected that the employee will first attempt to resolve the issue through direct communications with the state director. If the employee or a volunteer is concerned that this communication will have a negative impact on their position or initiate retaliation behavior, the employee or the volunteer shall put the concern in writing, stating facts and examples to support the concern, and give it to the president of the board for review by the executive committee.
- If an employee or a volunteer makes a complaint to a board member, the board member shall instruct the employee or the volunteer to follow the Grievance Process. The board member shall also let the employee or volunteer know that they will be taking the concern to the board president who will discuss the concern directly with the state director.
- Only the president may interpret board decisions to the state director. The state director does not take direction from other individual board members unless authority has been given to the individual board member in a job description or committee charter. In the unusual case that the state director disputes the president's interpretation of a board decision, the matter will be referred to the executive committee for definitive interpretation.

(July 2021)

BOARD 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 2015)

BOARD RESIGNATION

To resign from the Board of Directors, one must forward a letter of resignation to the State Leadership Team and Board President. (June 2016)

CONTACT WITH MINORS

It is the policy of Montana FCCLA that Board members, staff, and volunteers are to be present with minors only in groups of three or more, with the exception of current students who are Board members traveling to/from meetings with their chapter adviser.

(June, 2024)

EXECUTIVE/STATE DIRECTOR OVERSIGHT

EXECUTIVE DIRECTOR DBA STATE DIRECTOR

To prevent confusion and maintain cohesion National FCCLA, Montana FCCLA will use the title State Director for its chief executive officer. This position reports directly to the board and replaces the title and responsibilities of Executive Director as outlined in its bylaws. (July 2021)

STATE DIRECTOR JOB DESCRIPTION

The board will develop the state director's job description and assure that it is updated regularly. The State Director is responsible for reviewing the job description (and updating if needed) at the time of their annual evaluation. (July 2021)

PLANNING AND GOAL SETTING

The state director will be an integral part of the long and short-term planning process. The state director is expected to be present and participate in all planning meetings with the board unless specifically asked otherwise.

The state director's main function is to assure that board-approved strategic plan, annual operations plan, and fundraising plan are successfully carried out. Therefore, the state director's goals and evaluation will be tied directly to the accomplishment of these plans.

(July 2021)

REPORTING

The state director will compile a brief written report and present to the board of directors at each meeting. Reporting should be linked to the annual operations and fundraising plan. (July 2021)

EVALUATION

The board of directors will review the performance of the state director at least annually. The steps in the review process will coincide with the Board Governance Calendar and include a state director self-evaluation as well as input from the full board.

The actual evaluation process will be implemented through the executive committee per the state director evaluation process.

If a board member has any concern about the state director's performance at any time during the year, he or she should raise this concern directly with the President of the Board of Directors as soon as possible.

(July 2021)

RECORDS

Performance Evaluation forms shall be kept in personnel files at the main FCCLA office. A duplicate copy of the State Directors personnel file will be held at the OPI offices. (July 2021)

STATE DIRECTOR COMPENSATION

It is the intent of Montana FCCLA to compensate its state director in accord with prevailing salary standards for comparable positions and levels of responsibilities.

The state director of Montana FCCLA is the principal representative of Montana FCCLA, and the person responsible for the efficient operation of the nonprofit. Therefore, it is the desire of Montana FCCLA to provide a fair yet reasonable and not excessive compensation for the state director. The state director's compensation will be reviewed annually as part of the evaluation process. Salary recommendations will be made to the full board for approval.

(July 2021)

EXECUTIVE SUCCESSION PLAN

It is the policy of Montana FCCLA to have a board-approved written emergency succession plan. Upon the resignation of the State Director, the Board President will call a board meeting to discuss the operational needs of Montana FCCLA and how to move forward in managing the organization. The current State Director job description and the succession plan will be reviewed annually by the Executive Committee.

(July 2021)

FINANCE AND INVESTMENTS

RECORD STORAGE

All non-personnel records will be stored on Dropbox, Google Drive, G-Suite and/or Canva. (July 2021)

FISCAL YEAR

Montana FCCLA operates its fiscal year September 1 - August 31. (July 2021)

STRATEGIC/OPERATIONAL PLANNING

Montana FCCLA will conduct a strategic planning session every five years to establish organizational strategic goals.

Each year the state director and staff will develop an annual operational plan that will support the accomplishment of the strategic goals that have been approved by the board.

This planning will identify resources needed to accomplish the annual objectives, including expense items and staffing/volunteer needs. These figures will be integrated into the budgeting process and be approved by the board as

part of the budgeting process.

(July 2021)

FUNDRAISING PLAN DEVELOPMENT

A fundraising plan will be established and subsequently reviewed annually and approved by the Board as part of the budgeting process. (July 2021)

BUDGETING

It is the policy of the organization to maintain an annual operating budget. The budget will initially be compiled by the organization's staff and reviewed by the Finance Committee before going to the full board for approval.

It is the responsibility of the state director or designated staff to forward the preliminary operating budget to the Finance Committee for review and comment at least 30 days before the budget is presented to the board for review and approval.

The Board of Directors has the authority to approve, modify, or reject the preliminary operating budget prior to the start of the calendar year.

The board authorizes the state director to manage the organization within the approved annual operating budget. Programmatic or operational changes that may have an impact on the annual operating budget shall be reviewed by the Finance Committee and their recommendation will be reported to the board. The board then votes on the spending request.

Anticipated capital expenditures shall be included in the normal budgetary process, and when necessary, as part of a separate capital expense budget. The annual operating budget shall include purchase requests for all new and replacement capital expenses.

(July 2021)

CAPITAL ASSETS

Capital assets are defined as items that will not wear out or completely deteriorate in five years and are individually valued at \$5,000 or more.

Items that are consumed, used-up, habitually lost, worn-out or obsolete within five years do not have to be capitalized. (Typically, computers and electronic devices are not considered as capitalized expenditures.)

For approval purposes, all capital expenditures must have the approval of the Finance Committee. Equipment purchases can be made only when they are consistent with grant & contract policies. The Finance Committee or designated staff must approve the disposal of any capital asset owned by Montana FCCLA with concurrence from the Board and consistent with IRS policy for non-profit corporations.

Depreciation shall be based on the most recent IRS depreciation/amortization schedule rate or GAAP depreciation schedule.

(July 2021)

PURCHASING

Authority to purchase goods or services using or to obligate Montana FCCLA funds for the purchase of goods or services, or otherwise, shall be limited to the state director or such other staff designated by the board of directors. All purchases must be in accordance with Montana FCCLA purchasing policies.

Montana FCCLA is not responsible for financial obligations made by an employee without proper authorization.

Any equipment or services with an estimated value of \$3,000 or more shall be purchased through competitive bidding or comparative pricing by at least three vendors whenever possible. Comparative pricing or competitive bidding should also be used periodically for regularly purchased materials, supplies, services, and insurance.

No employee, corporate officer, board member or agent shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, corporate officer, board member or agent, any member of his or her immediate family, his or her partner, or an organization or entity which employs or is about to employ any of the parties indicated herein or in which any of such persons is an owner, shareholder, officer, director, partner, or member, has a financial or other interest in the firm selected for an award.

All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. All individuals (staff and board) connected with Montana FCCLA shall be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. Awards shall be made to the bidder whose bid or offer is responsive to the needs of the organization and is most advantageous to Montana FCCLA.

Assets whose value is \$1,500 or greater will be inventoried by staff annually.

(July 2021)

CREDIT CARDS

Montana FCCLA may provide employees with credit cards that can be used for business-related expenses. Having these cards helps us track and process our expenses, prevent fraud, and make payments more efficiently. Employees who hold company credit cards must use them properly and will know their limitations and responsibilities.

This policy applies to all employees who are eligible to use a company card. It also applies to employees who have the right to approve the use of a company card for their team members. Should Montana FCCLA take out a credit card in your name, you'll be able to use it for business-related expenses and our company will pay the card bills.

When Montana FCCLA gives you a credit card, you'll need to sign and abide by a credit card agreement. This is to acknowledge that the credit card belongs to our company and that we can process and investigate charges as we see fit. It'll also refer to your responsibilities and the consequences for incorrect use.

Company credit cards may be given to:

- State Director
- State Executive Council Coordinator
- State ProStart Coordinator

Specific instructions for card use, as well as the Credit Card Agreement and Credit Card Form can be found in the Employee Handbook

(May, 2024)

EQUIPMENT AND INVENTORY

EQUIPMENT

Equipment owned by Montana FCCLA shall be used for Montana FCCLA business only. It is the responsibility of Montana FCCLA staff to ensure maximum use of all equipment by providing for proper maintenance and following guidelines

within equipment warranties, manuals and suggested use. (July 2021)

INVENTORY

Montana FCCLA shall maintain a current and updated electronic inventory of all equipment and art for insurance purposes covering items with a value of \$1,500 or more. The inventory shall include the following:

- Location
- Serial number and /or model number
- Date of purchase
- Purchase price
- Warranty information
- Disposition and date

(July 2021)

FINANCE AND ACCOUNTING POLICIES AND PROCEDURES

The Board of Directors has a responsibility to assure compliance with both federal and state financial management laws and regulations and to provide oversight of the organization's funds.

In order to accomplish this, the state director or designated staff is authorized to create and maintain a Finance and Accounting Policy and Procedures Manual. The manual should ensure that the policies and procedures are in place to effectively and legally manage revenue and donor funds.

The state director or designated staff is encouraged to seek professional and/or legal review of accounting and financial resource policies and procedures before presentation to the Finance Committee for review and input. The full board approves the Finance and Accounting Policy and Procedures Manual. These policies/procedures should be reviewed annually by the state director.

(July 2021)

FINANCE COMMITTEE MONTHLY REVIEW

The Finance Committee is directed to review the following documents monthly:

1. Profit & Loss Budget vs. Actual
2. Balance Sheet
3. A/R Aging Summary
4. Bank Account Statements

The Finance Committee will present an Income Statement vs. Budget and Balance Sheet to the board each quarter for review and approval.

(July 2021)

FINANCIAL CONTROLS

1. The Board President and the ex-officio MSU partner shall be listed on bank accounts as owner/signers. The accountant and State Director shall have third-party access on accounts. (modified October, 2023).
2. The board of directors by resolution passed by a majority of members may authorize additional check signers to include members of the Montana FCCLA board and staff.
3. An individual may not sign a check made out to them.
4. Three approvals, the bookkeeper, state director, and ex-officio member representing MSU will sign off on all expenses using financial management software.
5. The state director or designated staff will maintain the checking and investment accounts of Montana FCCLA and the state director or designated staff and treasurer will ensure that accurate and concise financials are submitted to the board at each board meeting.

6. A finance manager/bookkeeper may be hired to handle daily financial transactions and monthly financial statements.
7. All documents will be kept on file per Montana FCCLA document retention and storage policies.

(July 2021)

SIGNOFF/CERTIFICATION

Agents of Montana FCCLA are required to sign off or approve expenditures of funds for a number of purposes including payroll; leave; payments to vendors; expense statements from students, committee and council members; and their personal travel. By signing the appropriate document to authorize payment the employee is certifying its accuracy. If the employee is aware that the document is inaccurate or not in conformity with Montana FCCLA policy and approves it, the employee is committing fraud and may be subject to discipline up to and including termination of employment. Additionally, the decision to prosecute will be made on a case-by-case basis. Supervisors are required to approve all documents relating to their department or function. The supervisor is responsible for verifying the accuracy of the document and its conformity with FCCLA policy. If the supervisor is aware, or should have been aware, that the document he or she is signing is inaccurate or not in conformity with Montana FCCLA policy and approves it, the supervisor is committing fraud and may be subject to discipline up to and including termination of employment. Additionally, the decision to prosecute will be made on a case-by-case basis.

(June, 2024)

CONTRACT SIGNING AUTHORITY

Montana FCCLA grants authority to sign contracts to the state director as long as the financial implications of the contract are included in the organization's budget. If the financial implication of signing a contract is not included in the organization's budget, board of director's approval is required before authority to sign the contract is granted. For additional information, refer to the Competitive Bidding Section of the Finance and Accounting Manual. (July 2021)

INVESTMENTS

Montana FCCLA should invest any distributions that it receives that are not required for immediate operations in interest-bearing accounts of one or more chartered financial institutions insured by the Federal Deposit Insurance Corporation (FDIC), or in obligations issued by the United States of America, or in Certificates of Deposit issued by chartered federal or state financial institutions having a capital surplus of at least \$100 million. Revenue earned on such deposits shall be used by Montana FCCLA for the purposes of fulfilling the requirements of the organization. (July 2021)

RESERVE ACCOUNTS

The financial objective of Montana FCCLA is to establish a financial reserve. Board authorization is needed for any disbursements from this fund. The funds for the reserve fund will come from the surplus from operations or the net operating excess for each fiscal year and be invested in accordance with Montana FCCLA Investment Policies. (July 2021)

FINANCIAL REVIEW/AUDITS

In order to ensure financial accountability, Montana FCCLA may have its financial statements audited by an independent auditing firm or reviewed by an accounting professional on fiscal years ending in 0 or 5, or when changing positions of accountant or director, or as determined by the Finance Committee. (December 2023)

MONTANA STATE ANNUAL REPORT

Montana FCCLA will ensure that the annual corporate report is filed each spring by the State Director. The receipt and verification of the filing will be kept with other records at the state office. (July 2021)

IRS FORM 990

Montana FCCLA shall ensure that tax payments and other government-ordered payments or filings are filed in a timely and accurate manner.

The Finance Committee shall review and approve the IRS Form 990 annual filing prior to submission and the Full Board shall receive a copy of the IRS Form 990 within 30 days of its submission.

Consistent with the requirements of 6104(d) of the Internal Revenue Code and the regulations, copies of the organization's Form 990 shall be made available, upon request, in a timely manner, and to any individuals who request it.

(July 2021)

RISK MANAGEMENT

REGULAR REVIEW

It is the policy of Montana FCCLA to review the organization's insurance policies to ensure coverage and limitations adequately meet the needs of the organization, board members, and employees.

Montana FCCLA will purchase necessary insurance policies to insure the organization against risk. Types of insurance to be purchased may include:

1. General & event liability
2. Nonprofit Officers' and Directors' Liability (also known as association professional liability)
3. Workers' Compensation
4. State Director Insurance

(July 2021)

REIMBURSEMENT

Expenses incurred by an employee, adviser, volunteer or board member must have prior approval by the state director. Expense forms must be completed, with itemized receipts attached, for reimbursement. (July 2021)

TRAVEL EXPENSES

Board Travel

Serving on a nonprofit board is a volunteer activity, and it is Montana FCCLA's policy that board members are not regularly reimbursed for expenses associated with attending board meetings so that donated funds are used for the mission of Montana FCCLA.

However, it does recognize that in some cases absorbing travel expenses could eliminate individuals from board membership or cause financial hardship. If a board member needs reimbursement for board-related travel expenses, a Travel Reimbursement Form must be submitted to the state director in a timely manner after the conclusion of the meeting or event. Mileage will be paid at the state standard rate for personal vehicle use. All lodging expenses incurred for board meetings or events will be arranged by the state director. Montana FCCLA will have a line item in the budget (per Federal reimbursement rates) to cover such expenses.

[Click here to access the most current Board Travel Reimbursement Form.](#)

State Officer Travel

Carpooling, when possible, is encouraged for mileage reimbursement. The person who drives is paid mileage at the standard rate for personal vehicle use. Advisers or parents must always drive students to meetings. State officers are not allowed to drive due to the liability involved for schools and families.

A Travel Reimbursement Form must be submitted to the state director in a timely manner after the conclusion of the meeting or event. All lodging expenses incurred for officer meetings or events will be arranged by the state director. Montana FCCLA will have a line item in the budget (per Federal reimbursement rates) to cover such expenses. Meals are reimbursed only for travel to the meeting. To receive reimbursement, receipts are required. Meal reimbursement rates are consistent with current state rates.

[Click here to access the most current SEC Travel Reimbursement Form.](#)

Employee Travel

It is the policy of Montana FCCLA that the State Director is authorized to incur travel and other expenses in association with the performance of the responsibilities of the position per the approved Montana FCCLA 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.

While incurring expenses regarding travel and meals on behalf of Montana FCCLA employees must always be aware of the need for efficiency and economy and take care to keep expenditures within the limits outlined in the board-approved budget. In-State Montana FCCLA travel reimbursement will align with Montana State Employee travel guidelines. In order to receive reimbursement for meals, employees will note the start and end of the travel shift on the reimbursement form. (December, 2025)

Personal Leave During Official Travel

Any employee traveling on behalf of Montana FCCLA or ProStart will complete the Estimated Expenses column and the Personal Description field on the [Employee Expense report](#) and submit to the supervisor 30 days prior to travel.

Once travel has been completed, the employee will add the actual expenses to the form, attach receipts, and submit for reimbursement within 30 days,

If official travel includes personal travel components, allowable travel costs shall not exceed the amounts that would have been incurred had the traveler not combined personal travel with business travel.

Employees extending business travel will document travel expenses (hotel, airfare, etc.) comparing both the cost of business travel only and the cost of business travel with personal travel added on. Montana FCCLA will reimburse no more than the cost of business travel only.

Any non-employee travel companions should be communicated on the Employee Expense Report prior to travel. Montana FCCLA will cover **no costs** associated with increased travel due to travel with family/friends (larger rental car, more beds in hotel room, etc.).

Montana FCCLA is committed to ensuring the safety and well-being of its employees during official business travel. This commitment extends strictly to the business portion of any travel.

While Montana FCCLA will make every effort to ensure the safety of employees during the business portion of the trip, the organization's duty of care **does not** extend to any portion of travel on PTO time or to any activities undertaken by accompanying family or friends.

Meals

When traveling in-state, the State of Montana reimbursement rates will be used; rates can be found at the doa.mt.gov site. When traveling out-of-state, meals will be reimbursed at the current Federal per diem rate for the state the employee is traveling to. Travel to conferences outside of Montana, the National Leadership Conference and State Advisers Management Meeting, for example, will use out of state reimbursement rates, which can be found at gsa.gov. If meals are provided as a part of an event, no reimbursement will be made. Itemized receipts for meals purchased must be provided for meal reimbursement. Meal costs in excess of the rates for that individual meal will not be reimbursed (December, 2025)

[Click here to access the most current Employee Travel Reimbursement Form.](#)

Car Rental

When Montana FCCLA business requires employees to travel by car for a distance of more than 150 miles one-way, it is the policy of Montana FCCLA that a rental vehicle may be used instead of the employees' personal car; when convenient and an economical car rental option is available and approved by the board.

Rental Cars

When public transportation is not available or not feasible, rental car reservations must be made for an economy or compact-class rental car except when there are special circumstances. Special circumstances would include: (1) when the traveler can be upgraded at no additional cost; (2) when economy or compact cars are not available; (3) when transporting excess baggage such as a display booth; or (4) when adverse weather presents a safety issue. In no instance will employees be reimbursed for rentals of luxury cars. To avoid additional charges, every reasonable effort should be made to return the rental car on time and with a full tank of gas. The option to return with a full tank of gas must be selected when completing the rental company's initial paperwork.

(June 2024)

Rental Car Insurance

Rental companies require all car rentals to be made in the name of the driver, not the name of the Organization. Drivers must provide a driver's license and a credit card in order to reserve a rental car. Because car rental contracts are made in the name of individual employees, not in the name of the Organization, Montana FCCLA is not able to provide insurance coverage for car rentals. Employees will have to decide whether to take the insurance offered by the car rental company. Often, there is no necessity for such insurance, and it will result in duplicate coverage. If you own a car, check with your insurance agent or review your policy to see if rental car insurance is included. Alternatively, your credit card provider may offer rental car insurance as a benefit. Check with your credit card provider to see what types of coverage is offered. Employees will need to take the rental car coverage if they have no insurance of their own or if there is no collision coverage on their present policy. Under such circumstances the cost of rental car insurance is reimbursable.

(June 2024)

Personal Mileage

Employees will be reimbursed for use of their personal car on organization business at a rate equal to the current Federal mileage rate.

Vehicle Use

Employees operating a motor vehicle (either personally owned or Montana FCCLA provided) while on Montana FCCLA business are held strictly responsible for compliance with all traffic regulations of the City, County and State. Employees must maintain a valid operator's license and insurance. In addition, changes to driver's license status including suspension, revocation, or restriction whether incurred during or outside employment must also be reported. Accidents and/or traffic violations while on Montana FCCLA business must be reported immediately to the State Director.

(July 2021)

TRAVEL EXPENSE REPORTS

Employees, all advisers and contractors are required to submit travel expenses and receipts within 30 days. (July 2021)

MISSING RECEIPTS

When a receipt is unavailable, the State Director or responsible employee documents the purchase with a letter describing the purchase. (July 2021)

TRAVEL ADVANCES

Travel advances are not allowed. (July 2021)

FUNDRAISING

REGISTRATION FOR FUNDRAISING

Montana FCCLA will comply with all state and federal laws regarding registration of fundraising activities. (July 2021)

FUNDRAISING PLAN DEVELOPMENT

A fundraising plan will be established each year and approved by the board as part of the budget approval process.

Any individual or group wishing to do a fundraising event must submit their idea and plan in writing to the board two months before plan development begins.

The fundraising program should be staffed and funded at a level consistent with fundraising expectations.

(July 2021)

DONOR RELATIONS

Donors' wishes will be considered to the extent possible if their intended use of funds is in keeping with the purpose of Montana FCCLA and with the policies and priorities of the organization as expressed in the annual operations plan. Montana FCCLA will not accept a gift for which it is incapable of honoring donor intent. (July 2021)

ACKNOWLEDGMENTS

All gifts, regardless of value, form, or stipulations, shall be acknowledged by Montana FCCLA in the form of a written substantiation, including a gift receipt. (July 2021)

QUID PRO QUO CONTRIBUTIONS

Montana FCCLA informs contributors in writing of a good faith estimate of the nondeductible portion of any quid pro quo contributions made for any fundraising activity of the organization if the contribution exceeds \$75 individually. (July 2021)

DONOR PRIVACY

Montana FCCLA will respect a donor's wish to remain publicly anonymous. (July 2021)

GIFT ACCEPTANCE

The state director of Montana FCCLA and the board has the authority to solicit and/or accept gifts on behalf of Montana FCCLA in order to further the mission of the organization.

There is a potential that the acceptance of certain gifts could compromise the ability of the organization to accomplish its goals or could jeopardize its tax-exempt status. Hence, Montana FCCLA will not solicit or accept gifts from individuals or entities whose practices, policies, or operations are deemed unacceptable and contrary to the values, mission, and well-being of the organization.

(July 2021)

The State Director is authorized to recommend grant applications to the board of directors for approval. Once the grant is approved and submitted, the director will maintain necessary records and complete required documents to fulfill the grant agreement, providing monthly updates to the Finance Committee.

Donations and sponsorships from external sources designated for specific use will be utilized for that purpose. Sponsors and donors will be acknowledged on public materials related to the purpose and will receive written acknowledgement. Should the goals of the specific donation be met with funding in excess of the actual need, the director will notify the donor and request the excess funds be utilized in another way that meets the needs of the organization and offers recognition to the sponsor/partner. Should the request be denied, the director will process a request to return the excess funds to the donor. (February, 2024)

CONFLICT OF INTEREST

Montana FCCLA Staff, Volunteers, Advisors, State Officers, Board Members, Contract Agents/Employees, and Stakeholders are encouraged to avoid situations or relationships that may cause or impose a conflict of interest. Should conflict of interest issues arise, it is Montana FCCLA's hope that the person(s)/entity(ies) involved would minimize the conflict in a reasonable, appropriate, and efficient manner in accordance with the Montana FCCLA Policy and Procedure, Constitution, and Bylaws. Montana FCCLA services should always be free from even the perception that favorable treatment was sought, received, or given in exchange for the receipt of business courtesies. Employees will neither give nor accept business courtesies that constitute, or could be reasonably perceived as constituting, unfair business inducements, or that could cause embarrassment to or reflect negatively on Montana FCCLA's reputation. Avoid any relationship, influence, or activity that might impair, or reasonably appear to impair, your ability to make objective and fair decisions when performing your job. A conflict of interest occurs when an individual's private interest interferes with the interest of the Organization.

(June 2024)

GIFTS AND GRATUITIES

Montana FCCLA Advisors, Contractors, and staff, are prohibited from accepting any other compensation for decisions made in performance of their duties at Montana FCCLA. Montana FCCLA employees may not accept gifts or other compensation from members, vendors or corporate sponsors with the following exceptions. When in doubt about the appropriateness of accepting a gift or gratuity, check with the State Director before accepting:

Advertising or promotional items of little intrinsic value (generally \$30 or less) such as a coffee mug or similar item; Modest refreshments such as soft drinks, coffee, and donuts on an occasional basis in connection with business activities; Business-related meals valued at \$30 or less per occasion, provided such items do not in aggregate exceed \$60.

(June 2024)

EMPLOYMENT

Employees may not accept consulting or other forms of employment with any organization without the prior approval of the State Director. Prior approval of the State Director is also required before an employee may serve as a board member or any non-paying position for an organization connected to Montana FCCLA.

(June 2024)

PUBLICATIONS

Employees may not author articles, or co-author, or provide materials for publications that relate in any way to Montana FCCLA, its members, customers, or related organizations without the prior approval of the State Director. (June 2024)

OUTSIDE EMPLOYMENT

Montana FCCLA recognizes that some employees or contracted agents may need or want to hold additional jobs outside their employment/contract with the Organization. Outside employment is permitted as long as it does not conflict or

potentially conflict with Montana FCCLA's interests, does not adversely affect Montana FCCLA's image, and does not have a negative impact on the employee's/agents performance. Montana FCCLA employees and agents wishing to pursue outside employment must first notify the State Director and obtain prior written authorization. All employees and agents will be judged by the same performance standards and will be subject to the Organization's scheduling demands, regardless of any outside work requirements. Activities and conduct away from the job must not compete, conflict with or compromise the Organization's interest or adversely affect job performance and the ability to fulfill responsibilities to the Organization in any way. Employees who have accepted outside employment may not use annual leave to work at an outside job. Use of Montana FCCLA equipment, software applications and confidential information are prohibited for outside employment. Outside employment that constitutes a conflict of interest with or otherwise causes an employee to violate any fiduciary duties or loyalty owed to Montana FCCLA or its customers is expressly prohibited. The Organization reserves the right to deny any employee request for outside employment, withdraw permission at any time, or to discontinue the employee's employment at Montana FCCLA. (June 2024)

USE OF FCCLA PROPERTY

Montana FCCLA employees are expected to exhibit honesty and ethical concern for the Organization's assets and the possessions of other employees. Employees are encouraged to safeguard their personal possessions while at work or leave items of value at home. The Organization is not responsible for any personal items that may be lost, stolen, or damaged while on FCCLA property.

Employees using Montana FCCLA funds such as cash, cash equivalents, etc., have an obligation to act prudently and responsibly and to exercise good judgment with these funds. The guiding principle and rule of thumb for employees is to never spend more of FCCLA's money than the money you would spend if it were your own.

This statement sets forth the policy of the Organization regarding the acceptable use of the Organization's computers, Internet services, cell phones, and its email system, including access to and disclosure of email messages sent or received by Montana FCCLA employees using the email system. Montana FCCLA equipment, including telephones, copiers, and computer systems, including internet access and the email system are the property of the Organization and are provided exclusively to assist in the conduct of Montana FCCLA's business. However, occasional use of the organization's equipment and systems for personal purposes is permissible so long as it does not interfere with Montana FCCLA business or the employee's assigned duties, is not related to outside business activities, and does not conflict with Montana FCCLA policy or the law.

Employees are to restrict their use of the FCCLA's equipment and systems for personal purposes to personal time (e.g., lunch periods). All employees are prohibited from accessing any streaming media programs, feeds, material, and content unless the subject matter being streamed is necessary to fulfill one's job responsibilities. No streaming media sites are to be accessed, nor are any streaming media programs or applications to be downloaded, installed, and/or operated by end users using organization-provided computers, servers, systems, and/or networks unless the material is necessary to fulfill one's job responsibilities. No personal software or games may be installed on any Montana FCCLA equipment. Access and use of Montana FCCLA computers is restricted to trained personnel only. Computers may not be used by visitors unless supervised by a staff member.

Employees should not maintain an expectation of privacy with respect to use of Montana FCCLA's computer systems and electronic data. All information accessed by and communications sent or received on the Organization's computer system are subject to monitoring without further notice to employees. The Organization maintains the right to monitor and view all internet material and electronic communications accessed through its computer systems. The email system shall not be used to send or receive copyrighted materials, trade secrets, proprietary financial information, or similar materials without proper authorization. The email and other information systems of the Organization also are not to be used in a way that may be disruptive, offensive to others, or harmful to morale, including sexually explicit or obscene images, messages, or cartoons, or the transmission or use of email communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, color, national origin, sex, age, sexual orientation, disability, or religious or political beliefs. If such material is received, the proper course of action is to notify the State Director immediately. Under no circumstances should you forward such material to other individuals. Should an employee receive unsolicited prohibited material over the Organization's computer system, the employee must refrain from disseminating such materials to other persons either within or outside the Organization, and

should inform the sending party that the receipt of such information violates Montana FCCLA's policies. Employees are prohibited from using the internet to engage in illegal, fraudulent, or malicious conduct. Employees may not violate the security of confidential information of customers or the Organization, or send messages or materials that are inconsistent with the Organization's policies or appropriate workplace conduct. Unauthorized entry into another employee's system or files or into the Organization's internal or external networks (i.e., hacking) is prohibited as is unauthorized access to another employee's voice mail. Violation of this policy may result in disciplinary action, up to and including termination.

(June 2024)

ENDORSEMENTS

Montana FCCLA will not promote consumer products or services without approval by the board. (July 2021)

BOARD MEMBERS AND FUNDRAISING

To demonstrate our commitment to our mission and to reach our fundraising goal, board members have the responsibility of setting an example for giving and creating a culture that supports generosity of finances and agree that they must first make a gift themselves. This policy is intended to ensure that every board member supports Montana FCCLA with an annual donation. Board giving is distinct and in addition to attending special events, buying tickets or otherwise participating in our organization's activities. Montana FCCLA will set a board-giving goal as part of the annual budget approval process. Monthly financial reports will include an update on board giving. All prospective board members will be given a copy of this policy. Individual gift amounts are kept confidential.

In addition to personal giving; board members are expected to volunteer at least 15 hours per year, as their skills permit, to the implementation of the annual Fundraising Plan and other aspects of programming. This volunteer time may vary, is extremely flexible, and may be more intense around certain times of the year; 2-3 hours per month is a good gauge of time commitment.

(July 2021)

EVENT RECORD KEEPING

Each fundraising activity and/or event will have a corresponding detailed budget that projects expected revenue and expenses. Actual expenditures and revenues shall be recorded for all fundraising activities.

(July 2021)

IN-KIND DONATIONS

Montana FCCLA accepts services or equipment that can be of use or can be quickly sold. This includes rental space, professional services, office furnishings, vehicles, fixtures, and other operational equipment.

The donor must supply an appraisal for equipment or goods contributed over \$5,000. If the value appears unreasonable Montana FCCLA retains the right to adjust the value for its accounting purposes.

In-kind donations are to be used exclusively for the organization and are not to be used by Board members, volunteers or employees for personal purposes.

(July 2021)

PERSONNEL

The board of directors has a responsibility to assure compliance with federal and state human resource and labor relations laws and regulations.

In order to accomplish this, the state director and/or designated staff, in conjunction with the executive committee, is required to create and maintain an Employee Handbook. The handbook should ensure that the rights of the employees to equitable and humane treatment are not impaired and a grievance procedure is established through which employee complaints will be resolved.

The state director and/or designated staff is encouraged to seek professional and/or legal review of human resource policies and procedures before publication.

All new employees must read the employee handbook before they commence work and sign a document stating that they have read and understood the material contained within.

Employees are required to review the employee handbook annually and re-sign a statement confirming this action. All paperwork shall be kept in the employee's personnel file.

(July 2021)

BACKGROUND CHECKS

It is the policy of Montana FCCLA that criminal background checks will be run on all employees prior to hiring and prior to the beginning of any employee's duties. An unacceptable background check may result in refusing employment or termination. A condition of applying for employment includes providing consent for a criminal background check. (June, 2024)

NEPOTISM AND FRATERNIZATION

Board members and their immediate family members (as defined below) will be excluded from consideration for employment by the organization.

Employees shall not hold a position with the organization while they or members of their immediate family (as defined below) serve on the board or any committee of the board.

Employees may not hold a job over which a member of their immediate family exercises supervisory authority. For purposes of this policy, "immediate family" includes the following: husband, wife, son, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, and grandchild.

Employees who engage in personal relationships with other Montana FCCLA employees should be aware that concerns may later arise regarding the actual freedom of choice of one of the parties. In cases of superior/subordinate relationships, Montana FCCLA requires the superior to disclose the relationship to the state director. Montana FCCLA also requires that the employees involved in a consensual personal relationship notify the state director if the relationship terminates or is no longer consensual.

The state director has the authority to separate the parties to avoid any real or perceived conflict of interest. A lateral move to another position will be attempted whenever possible. In the event that a lateral move is not possible, and a conflict arises, Montana FCCLA reserves the right to ask one of the individuals to leave.

Failure to disclose the existence and/or the termination of a consensual personal relationship, which causes a real conflict to arise, will be considered a violation of this policy and grounds for disciplinary measures including termination.

(July 2021)

HARASSMENT, ASSAULT & DISCRIMINATION

Montana FCCLA is committed to an environment in which all individuals are treated with respect and dignity. Each

individual has the right to enjoy FCCLA's services in a professional atmosphere that promotes equal opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Montana FCCLA expects that all relationships among persons within the organization will be business-like and free of bias, prejudice and harassment. Montana FCCLA has developed this policy to ensure that all its stakeholders can participate in an environment free from unlawful harassment, discrimination and retaliation. Montana FCCLA will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any stakeholder who has questions or concerns about these policies should talk with the State Director or Chair of the Board of Directors. These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of Montana FCCLA prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of participation. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

(June 2024)

EQUAL EMPLOYMENT OPPORTUNITY It is the policy of Montana FCCLA to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Montana FCCLA prohibits any such discrimination or harassment.

(June 2024)

RETALIATION Montana FCCLA encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Montana FCCLA to promptly and thoroughly investigate such reports. Montana FCCLA prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. (June 2024)

SEXUAL HARASSMENT Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

(June 2024)

HARASSMENT Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's participation opportunities. Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or

elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

(June 2024)

INDIVIDUALS AND CONDUCT COVERED

These policies apply to all applicants, employees, student members, chapter advisors, and stakeholders, whether related to conduct engaged in by fellow employees or by someone not directly connected to Montana FCCLA (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

(June 2024)

REPORTING

Montana FCCLA encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the State Director and/or the Chair of the Board of Directors. See the complaint procedure described below. In addition, Montana FCCLA encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. Montana FCCLA recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

(June 2024)

COMPLAINT PROCEDURE

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the State Director and/or Chair of the Board of Directors. Montana FCCLA encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Montana FCCLA will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Montana FCCLA believes appropriate under the circumstances. If a party to a complaint does not agree with its resolution, that party may appeal to the Montana FCCLA Board of Directors. False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

(June 2024)

PROFESSIONAL CONDUCT

Montana FCCLA is committed to the highest standards of honesty, professionalism, integrity, and fairness when engaged in any activity concerning its relationships with employees, students, customers, suppliers and the general public. Montana FCCLA expects each employee to protect the interests and safety of all employees and the Organization. Failure to comply with Montana FCCLA policy may result in discipline up to and including termination of employment, referral for criminal prosecution, and reimbursement to Montana FCCLA for any losses or damages as appropriate to the violation.

(June 2024)

FAIR DEALING

Employees are to treat fairly and with respect those with whom we have dealings.

(June 2024)

PROTECTION AND PROPER USE OF FCCLA ASSETS

All employees or agents of Montana FCCLA have an obligation to protect the Organization's assets and resources, including both physical and non-physical assets. Physical assets include, but are not limited to: email, computer systems, facilities and their infrastructure, equipment, materials, and corporate credit cards. Non-physical assets include, but are not limited to, Montana FCCLA's name, confidential information, customer lists and other original compilations of information, business strategies and other management and business information. Theft, carelessness and waste have a direct impact on the Organization. Any use of the Organization assets for purposes other than the discharge of the Organization's business or for pre-approved incidental purposes is prohibited.

(June 2024)

EMPLOYMENT POLICIES Montana FCCLA is committed to the principles of equality and rewarding excellence to one's demonstrated ability and potential. The Organization is committed to maintaining the highest levels of employee motivation and an excellent reputation as a great place to work. The Organization's work environment is based on all employees demonstrating mutual trust, respect and concern for the safety and well-being of all, exemplified by the employment policies found within this Policy Handbook.

(June 2024)

PROHIBITED BEHAVIOR It is not possible to list all forms of behavior that are considered unacceptable in the workplace. Unacceptable workplace behaviors may result in disciplinary action up to and including termination of employment. Unacceptable workplace behaviors include, but are not limited to:

Falsification of timekeeping records or filling out another employee's time sheet

Performing actions that violate the safety or well-being of others in the workplace

Dishonesty or theft

Threats of violence, aggressive behavior, or possession of weapons

Discrimination, harassment, intimidation, bullying, fighting or scuffling

Falsifying an employment application or any other FCCLA record

Gambling on FCCLA property

Leaving the job without permission

Chronic tardiness or excessive absenteeism

Willful or careless destruction or damage to FCCLA assets or to the equipment or possessions of another employee

Illegal access or use of electronic communications

Reporting to work or working under the influence of alcohol or drugs

Unauthorized release or disclosure of FCCLA, client or customer information

Violating FCCLA Policies

Incidents requiring discipline will be handled on a case-by-case basis. This policy does not create a contract of employment or alter the at-will nature of any individual's employment relationship with FCCLA in any way, and is subject to change from time to time, with or without notice.

(June 2024)

CLASSIFIED/CONTRACT EMPLOYEES OR CONTRACTORS

Montana FCCLA, in order to function at optimal levels and aid in advancing their mission forward, shall empower the following positions within the Montana FCCLA Association. Specifics regarding each position are listed below, along with accompanying hiring, termination, and application procedure.

(June 2024)

STATE DIRECTOR:

The State Director of Montana FCCLA is a classified contracted free agent of Montana FCCLA. The State Director is contracted on an annual or multi-year basis at the discretion of the Montana FCCLA Board of Directors. The State Director shall be paid an appropriate amount as agreed upon by the Montana FCCLA Board of Directors. At minimum, at least one annual performance review must be completed by the Montana FCCLA Board of Directors. The State Director is charged with the day-to-day operations of the Montana FCCLA Association, developing a Statewide Program of Leadership to advance and expand Montana FCCLA's growth and opportunity, and other duties as assigned by the Montana FCCLA Board of Directors. The State Director reports directly to the Montana FCCLA Board of Directors throughout the contracted term. The State Director shall be covered on all Montana FCCLA liability insurance as an agent of the association, and be reimbursed for necessary and required expenses related to contract delivery; as monies and budgetary processes allows.

(June 2024)

HIRING:

The State Director shall be contracted on an annual or multi-year basis, at the discretion of the Montana FCCLA Board of Directors. If the State Director position shall become vacant, or the Board of Directors elects to open the position to applications, the application must adhere to the following procedures:

1. The State Director contract description and overview must be made public for applications/proposals for up to 30 calendar days. The position must be posted in electronic and/or print form at the discretion of the Montana FCCLA Board of Directors.
2. Upon the application submission deadline, all applicants shall be screened and reviewed by the Montana FCCLA Executive Council. The Board of Directors shall proceed with interviews and candidate evaluation as deemed appropriate by the Montana FCCLA Board of Directors and/or the Montana Office of Public Instruction.
3. Upon proper screening, interview, and evaluation of applicable candidates/finalists, the Montana FCCLA Board of Directors shall hire/contract the successful candidate with unanimous consent of the Board. (June 2024)

TERMINATION:

A 2/3 majority of the Montana FCCLA Board of Directors has the authority to take action regarding State Director termination. If it is deemed appropriate to remove a State Director from his/her position, or to not renew the contract for services agreement, the following steps/procedures must be taken:

(June 2024)

IF TERMINATING:

1. The Board of Directors must send certified written notice of the termination decision to the State Director, with a minimum 30-days' notice to terminate his/her contract. The Montana FCCLA Board of Directors, may, at their discretion, require the State Director to perform the remaining 30-days of the contract, or may simply elect to terminate the State Director effective immediately, in which case all monies, benefits, and obligations as outlined in the State Director Contract must be promptly addressed by Montana FCCLA. Prior to action, it is recommended that Montana FCCLA consult appropriate Legal Counsel and review applicable contract terms, restrictions and conditions. The privacy of the State Director shall be protected and respected at all times, and of Montana FCCLA's utmost concern throughout this process. Information shall be released on a need-to know basis, and in conjunction with Montana and United States legal codes. Upon receiving notice of termination, the Montana FCCLA State Director may accept the notice, or appeal such decision to the Montana FCCLA Board of Directors for a 2/3 overturn/veto. Such appeals shall be made in coordination with the Montana FCCLA Bylaws and Constitution.

2. The Montana FCCLA Treasurer shall remove the State Director from authority on all Montana FCCLA Treasury Accounts, and accurately account for all Montana FCCLA assets, both tangible and intangible.

3. The State Director contract position shall be advertised and posted in compliance with the policies and procedures outlined in this section.

4. The Montana FCCLA Board of Directors shall name an Interim Montana FCCLA State Director while working through the hiring and proper selection process of the Montana FCCLA State Director. The Interim State Director may be a person selected at the Board's discretion, and may be compensated reasonably and fairly as applicable/granted by the Montana FCCLA Policies and Procedures Manual, Approved Fiscal Year Budget, Montana FCCLA Bylaws, and/or Constitution. The Interim State Director may not be a voting member on the Montana FCCLA Board of Directors. Should such conflict arise, the voting member may temporarily relinquish voting rights until a new State Director is named/installed by the Montana FCCLA Board of Directors.

(June 2024)

IF NOT RENEWING CONTRACT FOR SERVICES:

1. Follow the hiring procedures outlined in this section.

2. The Montana FCCLA Treasurer shall remove the State Director from signatory authority on all Montana FCCLA Treasury Accounts, and accurately account for all Montana FCCLA Assets, both tangible and intangible.

3. The Montana FCCLA Board of Directors, upon selection of a State Director, shall notify FCCLA Inc. of appropriate change(s) in leadership.

(June 2024)

RESIGNATION:

If the State Director shall at his/her discretion freely offer their resignation with appropriate notice as specified in the terms and conditions of his/her contract, the Montana FCCLA Board of Directors shall follow all applicable hiring/replacement procedures as outlined in this section, plus:

1. The Montana FCCLA Treasurer, shall remove the State Director from signatory authority on all Montana FCCLA Treasury Accounts, and accurately account for all Montana FCCLA Assets, both tangible and intangible.

2. The Montana FCCLA Board of Directors shall notify FCCLA Inc. of such change(s) in leadership as well as their process moving forward.

3. If necessary/applicable, the Montana FCCLA Board of Directors shall name an Interim Montana FCCLA State Director while working through the hiring and proper selection process of the Montana FCCLA State Director. The Interim State

Director may be a person selected at the Board of Director's discretion, and may be compensated reasonably and fairly as applicable/granted by the Montana FCCLA Policies and Procedures Manual, Approved Fiscal Year Budget, Montana FCCLA Montana Bylaws, and/or Constitution. The Interim State Director may not be a voting member on the Montana FCCLA Executive Council or the Montana FCCLA Board of Directors. Should such conflict arise, the voting member may temporarily relinquish voting rights until a new State Director is named/installed by the Montana FCCLA Board of Directors.

(June 2024)

STIPEND AGENTS/CONTRACTORS:

The Montana FCCLA Board of Directors, may, at their discretion create stipend positions to aid the State Director in Montana FCCLA goals, objectives, or special projects such as the State Conference. Such stipend positions may be hired by the Board of Directors at their discretion, and free from posting/public notification requirements. Such positions should be short term in nature, and shall accompany a clearly outlined contract and list of deliverables as outlined by the Montana FCCLA Board of Directors. Such stipend agents/contractors shall be covered under the Montana FCCLA liability insurance policy, but be required to provide proper tax and reporting documentation. The Board may at their discretion terminate, at any time, for any reason, the contract between Montana FCCLA and any stipend agent.

(June 2024)

GRIEVANCE PROCEDURE

If an employee has a problem or complaint regarding any aspect of employment with Montana FCCLA, the matter should first be discussed with their immediate supervisor.

If the issue is not resolved through discussion, the employee should submit a formal written submission to the state director or designated staff. If the state director is the grieving party, the submission shall be made to the board president and the executive committee. Every attempt will be made to resolve the issue by the employee at this level.

After thirty (30) days from the submission, if the matter is still unresolved, it may be submitted for review by the executive committee. The executive committee's decision will be final and will not be subject to further review or appeal within Montana FCCLA.

(July 2021)

MEDIATION

If a dispute arises out of or relates to an employee, or the breach, termination, validity or subject matter thereof, or as to any claim in tort, in equity or pursuant to any domestic or other law, the parties to this disagreement expressly agree to endeavor in good faith to settle the dispute by mediation administered by an impartial mediator before having recourse to be arbitration or litigation

PERFORMANCE REVIEW

All employees shall be evaluated on a regular basis. Formal performance reviews will be held on an annual basis.

Performance reviews and planning sessions are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, address any performance deficiencies, and discuss positive, purposeful approaches for meeting work-related goals.

Performance Evaluation forms shall be kept in the employee's personnel file.

(July 2021)

CORRECTIVE ACTION

Corrective action at Montana FCCLA is progressive. The usual sequence of corrective actions includes an oral warning, a

written warning, probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record. (July 2021)

CONFIDENTIALITY OF COMPENSATION AND CONSULTANT AGREEMENTS

It is the policy of Montana FCCLA to treat compensation as confidential information, and employees are prohibited from discussing wage and salary information accordingly. Violations of this policy may subject the employee to disciplinary action. (July 2021)

INDEPENDENT CONTRACTORS

It is the policy of Montana FCCLA to maintain a file on each individual it has classified as an independent contractor and to whom it has issued a Form 1099.

The file will include, but will not be limited to:

Montana Independent Contractors: Independent Contractors in the State of Montana will be required to submit a copy of their Letter of Exemption.

Individuals qualifying as independent contractors will sign an Independent Contractor Agreement and will be issued IRS Form 1099 if compensation is \$600 or more.

(July 2021)

VENDORS

An IRS Form 1099 for vendors receiving \$600 or more from the organization will be issued. (July 2021)

COMMUNICATIONS

SPOKESPERSON

It is the policy of Montana FCCLA that the state director is the official spokesperson for the organization, he/she may delegate this authority to board members, staff, or volunteers as required. If an individual is called by the media, they should always refer the reporter to the state director and decline to give any official or non-official comment. They should immediately contact the state director and notify them that the media is wanting to speak with them, and if known, the purpose/topic of the interview. (July 2021)

MEDIA RELATIONS

To ensure the quality and consistency of information disseminated to media sources, the following policy shall be enforced:

1. All media inquiries are to be handled by the state director regardless of who the media representative is, whom he or she represents, or how innocuous the request; and
2. All press releases or other promotional materials are to be approved by the state director prior to dissemination.

Failure to comply with the Montana FCCLA media policy shall be grounds for disciplinary action. (July 2021)

CRISIS COMMUNICATIONS

Montana FCCLA is committed to taking a preemptive approach to public relations crises, using disclosure whenever possible as the preferred strategy for preventing or minimizing public relations crises.

No one is authorized to speak to the news media in a crisis without clearance from the state director.

The state director will be responsible for developing a crisis communication strategy if the need arises.

(July 2021)

CRISIS PREVENTION

The state director will maintain regular contact with the board and staff, advising both when internal issues or developments appear likely to lead to public relations problems. (July 2021)

CRISIS RESPONSE

When crises erupt, the state director and executive committee will gather and verify information about the crisis, assess the severity of the crisis, and develop strategies concerning how information is to be released, who should speak for Montana FCCLA and who is to be notified.

The executive committee and Montana FCCLA staff will distribute verified information as quickly as possible to internal and external audiences. (July 2021)

ELECTRONIC MEDIA

A website will be established to provide access to services and information to the general public. The website will be updated on a regular basis. Information and updates will be posted by the staff and/or contractors with staff approval. (July 2021)

LOBBYING AND POLITICAL ACTIVITY

Montana FCCLA does not engage in lobbying to advance its mission. All public policy efforts are aimed at educating the public and legislators on issues that are deemed important to Montana FCCLA. (July 2021)

DISTRICTS, CHAPTERS & MEMBERS

AFFILIATION

Chapters must affiliate members annually using the online National FCCLA membership system. Students and advisers will be recognized as affiliated members upon receipt of payment for national and Montana FCCLA dues paid directly to National FCCLA. (July 2021)

The Montana FCCLA portion of membership dues is \$9 for members and advisers; there is no chapter member minimum. (June 2016)

The State Chapter Fee is \$65 per chapter and will be paid at the time of affiliation in the National FCCLA Portal. The fee will be used to provide financial support to the State Executive Council members representing Montana FCCLA. This excludes National Officer Candidates. (June 2020)

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 2016)

To be eligible for attendance to District Meetings, chapters must have completed either “pending” or “affiliated” status in the national FCCLA membership portal two business days prior to the start of the District Meeting (December, 2025)

MEMBERSHIP FOR ELIGIBLE STUDENTS WITHOUT A CHAPTER AT THEIR SCHOOL

Montana FCCLA strives to provide membership to all students eligible for membership within the state. In some situations, a student has completed the requirement of completing a course in Family and Consumer Sciences but the school in which the student is currently enrolled does not offer a Family and Consumer Sciences program OR an FCCLA chapter.

In such a situation, the eligible student will be permitted to affiliate as a member with another Montana FCCLA chapter in good standing. This policy also applies to students who have completed course requirements virtually and/or

home school students who have completed a Family and Consumer Sciences course.

The student seeking membership and his/her family, in cooperation with the district in which the student is enrolled and the district agreeing to host the student as an FCCLA member will determine the terms and conditions of their agreement, while complying with all applicable Montana FCCLA policies and procedures.

All required parties will complete the [Eligible Students Without A Chapter Signature Sheet](#) and send to the State Director prior to affiliation of the student without a chapter in his/her school.

(December, 2023)

ALTERNATIVE MEMBERSHIP OPPORTUNITIES

The following policy statements apply to:

- Students who attend a school without an FCS program
- Students who have completed course requirements virtually and/or home school students who have completed a Family and Consumer Sciences course.
- Students who have previously completed an FCS course and wish to join FCCLA but currently attend a school without an FCS program

ONLINE/VIRTUAL FCS EDUCATION COURSE ENROLLMENT POLICY

The following policy statements apply to state-approved Family and Consumer Sciences (FCS) education programs with state-approved FCCLA chapters as defined by the Office of Public Instruction and the Montana FCCLA Association.

Membership requirements for participation in FCCLA specify members must complete or be currently enrolled in an FCS Course.

1. In schools with an approved FCS program, students enrolled in said school can take online/virtual FCS courses that are transcribed and approved by their school.
2. Online/virtual FCS courses are considered valid for terms of enrollment in FCCLA when the online/virtual course is not otherwise offered at the local school.
3. Students who are lacking completion of the course requirement can enroll in an FCS course approved and transcribed by their school and enroll in FCCLA provided the following conditions are met:
 - a. The [Eligible Members Without A Chapter](#) agreement between the two schools is in place and adopted by each school board and school administration.
 - i. See local school board policy or [OPI guidance](#)
 - b. The finalized agreement is on file with the State FCCLA Director
 - c. Student enrolls and completes at least one school-approved course of FCS.
4. If the school without an FCS program in the multi-district agreement, hires a licensed FCS teacher, the school has up to two years to charter their own FCCLA chapter.
 - a. The multi-district agreement is dissolved upon the charter date of the new FCCLA chapter.

HOMESCHOOL STUDENT MEMBERSHIP POLICY

Montana schools are compelled to accept homeschool students as per MCA §20-5-112. This includes enrolling students in FCCLA that desire membership. Homeschool students are required to meet the same standards for enrollment that public school students meet including completion of at least one transcribed term of an FCS course.

1. Acceptance of an online/virtual FCS course in lieu of an in-person course offered at the school is allowed only per Montana FCCLA Membership Policy.

VIRTUAL CHAPTER CHARTER POLICY

A virtual/online school can charter their own FCCLA chapter provided the following conditions are met: 1. The

online/virtual school is in good standing and in compliance with the Office of Public Instruction. 2. The online/virtual school offers a program of study in an FCS pathway as approved by the CTE division at the OPI. 3. The online/virtual school has a physical location for the purpose of operating the school within the borders of the state of Montana.

4. The online/virtual school employs a state-certified FCS teacher who possesses a valid Montana teaching license and these person(s) are the teachers of the online FCS courses.
5. Only a state-licensed FCS teacher, employed by the online/virtual school can serve as the chapter FCCLA advisor.
6. The online/virtual chapter advisor files for a chapter charter with the State FCCLA Director and the State Director designates an FCCLA district of residence for the chapter.

Upon successfully chartering a virtual/online chapter, the following policies must be followed for FCCLA members in the chapter:

1. The virtual/online chapter is responsible for payment of the same expenses as traditionally affiliated chapters including:
 - a. Montana FCCLA chapter fee
 - b. Affiliation expenses for all chapter members and advisers
 - c. Registration and attendance fees for all district, state, and national level meetings
2. Members can participate in District Officer elections in the district in which the online/virtual school designates as their permanent physical location.
3. The chapter advisor is responsible for registering students in all FCCLA district, state, and national level events and competitions.
 - a. No FCCLA member can register themselves or coordinate their own participation in a district or state FCCLA event.
4. The chapter advisor, or an adult named by the chapter advisor, must transport and supervise the FCCLA members from any online/virtual chapter at any FCCLA event above the local level.
5. Members of virtual/online chapters will be responsible for all travel and participation expenses for district/state/national meetings and events, including registration, travel expenses, and insurance.

6. All membership years begin July 1 and end June 30.

7. Information about affiliation processes and participation opportunities for virtual/online chapters will be made available via the Montana FCCLA website and updated annually, or as more information and resources become available.

(May 2024)

ACCOMMODATIONS When an individual with a disability requests accommodation(s), and when such accommodation(s) can be reasonably accommodated without creating undue hardship or causing a direct threat to the safety of Montana FCCLA activities, participants, or membership, Montana FCCLA shall make all necessary arrangements, efforts, and adjustments to provide for reasonable accommodation. Accommodations shall follow outlined policies and procedures pertinent to IEP standards.

(June 2024)

NON-DISCRIMINATION POLICY Montana FCCLA is committed to creating and maintaining a healthy and respectful environment for all of our emerging leaders and entrepreneurs. Our philosophy is to ensure all members, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or socio-economic status, are treated equally and respectfully. Any behavior in the form of discrimination, harassment or bullying will not be tolerated. It is the responsibility of all members to uphold and continue this climate.

(June 2024)

DISTRICT OFFICER ELECTIONS

Students pursuing election in a district office must do so in accordance with the Statewide Election Process. See the Statewide District Election Process for eligibility & election procedures. (June 2015)

STATE EXECUTIVE COUNCIL

Eligibility

Refer to the Statewide District Election process documents for officer candidate eligibility. (June 2016)

Removal from Office

If a State Executive Council member does adhere to policies per the Code of Conduct, it may be taken to the Board of Directors for review and could result in removal of office. (July 2021)

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. (June 2016)

ADVISER INVOLVEMENT IN OFFICER ELECTIONS

Any chapter adviser who advises a student running for a Montana FCCLA State Officer position or as a National Officer Candidate shall recuse themselves from all processes related to the determination, evaluation, or selection of current Montana FCCLA State Officer positions, and Montana FCCLA members seeking National Officer Candidate consideration.

Recusal Procedure

Advisers must provide written notice of recusal by email to either:

The State Director, or the President of the Montana FCCLA Board of Directors.

This notification must be submitted no later than thirty (30) days prior to the start of the Montana FCCLA State Leadership Conference.

The written notification should clearly disclose the adviser's relationship to the candidate (e.g., "I am the chapter adviser of [Candidate Name], who is seeking election to [Position/Nomination].").

Enforcement

Once an adviser has declared recusal, they shall not participate in discussions, scoring, interviews, or decision-making processes related to state or national officer candidate determination.

If recusal is not properly disclosed, the State Director and Montana FCCLA Board of Directors reserve the right to take corrective action to protect the integrity of the election process.

Effective Date

This policy is effective immediately upon approval by the Montana FCCLA Board of Directors and shall be included in the official election policies and procedures of Montana FCCLA. (Adopted October, 2025)

NATIONAL OFFICER CANDIDATES

Eligibility

Montana is eligible to nominate national officer candidates. The number of candidates nominated as well as qualifications will adhere to the National FCCLA guidelines.

Eligible candidates will apply to represent Montana FCCLA as a National Officer candidate. Committee approval will occur per the National FCCLA guidelines and Montana FCCLA selection procedures. (July 2021)

Should a Montana FCCLA District experience a vacancy to the position of Vice-President, and the District President is unable to fulfill his/her duties as the District President (including serving as a candidate for national FCCLA office), the remaining members of that district's Executive Council will appoint one of the elected officers to serve as the District President. In the event that there are no elected officers who can/will assume that office, the position will be vacant for the remaining term (December, 2025).

MONTANA FCCLA MEETINGS AND CONFERENCES

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 2015)

ADVISER ATTENDANCE

If an adviser cannot attend, the school must assign another school-appointed representative and notify the State Director in advance. (July 2021)

CANCELLATION POLICY

Once conference registration closes there will be no refunds. (June 2015)

DRESS CODE

Members attending conferences will follow the Montana FCCLA dress code policy. (June 2015)

Chapter Advisors will ensure that their students are prepared for conference and function activities, as outlined in the Montana FCCLA Dress Code and Code of Conduct. When evaluating adherence to the dress code, FCCLA asks that advisors, teachers and chaperones use observation as the tool for assessing compliance. FCCLA does not support or condone the touching of students, or their clothing, as a means of determining whether or not a student is following the dress code guidelines.

(June 2024)

DISTRICT MEETINGS

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 2015)

To be eligible for attendance to District Meetings, chapters must have completed either "pending" or "affiliated" status in the national FCCLA membership portal two business days prior to the start of the District Meeting (December, 2025)

LEADERSHIP RALLY

Student attendance at the Leadership Rally will be limited each year. Specific details will be announced annually in the registration packet. (July 2021)

MEETING REGISTRATION DEADLINES

- General event information, location and dates will be posted on the website a minimum of 120 days prior to the event.
- Detailed event registration information will be posted on the website a minimum of 90 days prior to the event.
- Regular (\$75) registration will open 75 days prior to the event and close 60 days prior to the event
- Final (\$100) registration will close 45 days prior to the event. No registrations will be accepted after this date.
- Meeting balances must be paid in full 30 days prior to the event (Adopted October, 2025)

STATE LEADERSHIP CONFERENCE

CHAPERONES

State Leadership Conference

Individually, chapters must provide adult chaperones based on the number of chapter members attending the State Leadership Conference:

- 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.

“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 State Leadership Conference. 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 listed as a chaperone must be available to drive their bus for off-site events or help with other duties at the State Leadership Conference to be considered a chaperone.

(June 2015)

MEMBER ATTENDANCE

All SLC student attendees must be registered for an assigned position or event (June 2014)

COMPETITIVE EVENTS

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 2015)

TRAVEL

Chapter Advisors, in conjunction with the State Director and local school district administration and parental/legal guardians, shall determine the most appropriate, efficient, and safe travel arrangements to and from official Montana FCCLA functions. Attendees and participants are expected to follow the FCCLA Code of Conduct, as well as all federal, state, and local laws/regulations. Chapter Advisors are required to travel with appropriate student medical releases, attendance permission forms, social media releases, and other documentation as deemed appropriate by the State Directors office or local school administration.

(June 2024)

LODGING

Chapter Advisors are required to ensure compliance with conference curfew and hotel rules/regulations. Chapter Advisors are required to verify hotel room occupancy each night, prior to curfew. Mixed genders are not permitted in lodging rooms. Chapter Advisors should refrain from entering student lodging rooms, unless required by emergency. Lodging room doors should not be taped, blocked, or otherwise tampered with. Local chapters are responsible for damage caused to the lodging room during their stay, as well as any incidental room charges accrued. (June 2024)

NATIONAL LEADERSHIP MEETINGS

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 2002)

AWARDS AND SCHOLARSHIPS

The selection process is delineated in the body of all scholarship and award applications. (January 2017)

AWARDS

Awards to be offered will be determined annually by the Board of Directors. (January 2017)

SCHOLARSHIPS

A scholarship will be offered each encumbered within the State Leadership Conference budget. (June 2017)

CHANGES/AMENDMENTS

This policy and procedures manual, revised June 2024, is the most current and applicable manual, and trumps all previous policies, procedures, or manuals. The Montana FCCLA Bylaws and Constitution respectfully supersede all outlined Montana FCCLA Policies and Procedures. Montana FCCLA reserves the right to modify requirements of membership, to amend any regulation affecting the membership at large, and to dismiss a(n) person(s) from the Montana FCCLA Association if it is deemed by the Association to be in its best interest or the best interest of the person(s) to do so. Changes, amendments, additions, or removal of Montana FCCLA Policies and Procedures may be made by approval of the Montana FCCLA Board of Directors, without notice or consultation of the Montana FCCLA membership.

(June 2024)