



## Regional Policies

### Family, Career and Community Leaders of America

**Please Note: The Regional Policies are in addition to the State Bylaws and are meant to provide further clarification on the processes that take place within each region.**

#### **I. Name and Organization Structure**

- A The organization shall be known as Family, Career and Community Leaders of America (FCCLA). This organization shall be an integral part of the Family and Consumer Sciences (FCS) instructional program. Each school (with an approved FCS instructional program) in a school district shall have an FCCLA chapter which is affiliated with both the state and national organization. Arkansas FCCLA is divided into six separate regions, according to county boundaries. *(See Appendix A: Region Map)* Each chapter shall be part of an assigned region, and within each region there shall be four sub-areas. *(See Appendix B: Region Sub-Areas Lists)*

#### **II. Affiliation**

##### **A Chapter Affiliation**

1. Affiliation shall be completed through the national association web portal ([FCCLA National Membership Administration \(registermychapter.com\)](https://www.fcclanational.org/registermychapter.com)).
2. Affiliation is defined as names in the national association portal and all outstanding invoices fully paid through the national organization.
3. All local chapters shall affiliate annually and follow the guidelines, goals, objectives, and participate in activities of the region, state, and national organization.
4. An affiliated chapter shall consist of at least 12 members.
5. The official **National and Arkansas chapter affiliation deadline is November 1<sup>st</sup>**. After this deadline, chapters must be affiliated to be able to access the resources from the National FCCLA web portal.
6. Chapters which are not affiliated by November 1<sup>st</sup> may not:
  - Hold a regional, state, or national office (for the current or following year)
  - Attend regional, state, or national meetings.
  - Participate in region, state, or national STAR Events.
7. **Final affiliation payment deadlines are April 30<sup>th</sup>**. If affiliation payments have not been paid by this date, affiliation will not be credited for the school year. This may result in a school's FCS program to be placed under conditional approval status for the next school year.

## **B Membership Dues**

1. Arkansas FCCLA offers the following membership options:
  - Traditional Membership – National dues of \$9.00 per adviser and members, plus State dues of \$4.00 per adviser and member, for a total of \$13.00 per person affiliated.
  - Unlimited Membership – affiliate an unlimited number of members and advisers for one flat fee. Includes both state and national perks.
  - Up to 25 Membership – designed to affiliate up to 25 members for one flat fee but allow for more students to be added at the traditional rate throughout the year. Includes both state and national perks.
  - 100% Middle Level – affiliate your entire middle or junior level chapter with one flat fee. Only available to chapters serving 7-9<sup>th</sup> grades.
2. An annual fee of \$10.00 per chapter will be paid in addition to membership dues.

## **C Student Membership**

1. Any student who is enrolled in or has taken a course in comprehensive or occupational Family and Consumer Sciences education through grade 12 is eligible for membership with an affiliated chapter.
  - No student eligible for membership should be withheld or restricted from joining the organization.
  - Local chapters are the deciding factor for the organization of their chapter, including chapter dues, chapter officers, ceremonies, and events.
    - Any student paying dues must be affiliated as a member within the FCCLA Portal upon payment.

## **D Postsecondary Membership**

1. Any individual presently enrolled in a college or university within the State of Arkansas and is pursuing a degree in the following occupational areas shall be eligible for membership in an affiliated postsecondary chapter within Arkansas FCCLA: Human Services, Hospitality and Tourism, Education and Training, or Visual Arts and Design.

## **III. Regional Officers**

*\*Refer to Arkansas State By-Laws for eligibility requirements*

### **A Qualifications**

1. Each candidate must be in grades 8-11 in the year elected and must be an affiliated member of a chapter that has been affiliated with the state and national organization.
2. Each candidate must complete the *Regional Officer Application Form* according to the instructions provided on the forms.

3. All required paperwork (*Regional Officer Application, Photo Release Form, and Social Media Policy*) must be turned into the Region President's Adviser no later than two weeks before regional elections. Failure to do so may result in the officer being disqualified from running for an office.
4. Copies of all paperwork must be submitted to the FCCLA State Adviser prior to regional elections.

## **B Regional Officer Positions**

1. The following regional officers shall be elected: President, First Vice President, Vice President of Public Relations, Vice President of Community Service, Vice President of Membership, and Vice President of Parliamentary Law. **No other officers shall be elected.**

## **C Regional Officer Responsibilities**

1. Each officer shall assume the duties and responsibilities assigned to their elected position.
2. Each officer is required to attend all regional meetings, including STAR Events.
3. Each officer is required to attend the Fall Leadership Conference and State Leadership Conference.
4. Each officer is encouraged to attend the National Leadership Conference and National Fall Conference.
5. Each officer's travel expenses shall be the responsibility of the local chapter and school district.
6. The regional officer team shall collaborate with state staff prior to determining regional dates and activities.
7. Should an student, their chapter, or their school district be unable to reliably adhere to the responsibilities and duties bestowed on a regional officer, this student should not be ran for an officer position.

## **D Regional Officer Duties**

1. **President**
  - Calls all regional meetings and events to order.
  - Presides over regional elections, regional meetings, and officer meetings.
  - Serves as ex-officio member of all committees.
  - Serves on the State Executive Council and attends all State Executive Council Meetings.
  - Plans and schedules regional officer meetings.
  - Creates agendas for all regional meetings.
  - Delegates and supervises the duties of the other officers.
  - Communicates regional information (meeting dates, regional projects, etc.) with each chapter and sends written correspondence to the FCCLA State Adviser.

## **2. First Vice President**

- Presides in absence of president.
- Keeps an accurate record of business (meeting minutes) transacted at all meetings and sends a copy to the FCCLA State Adviser.
- Presents previous meeting minutes at regional meetings.
- Provides minutes to those in attendance at all regional meetings.
  - A copy of the minutes shall be typed and given to the FCCLA State Adviser within 2 weeks of a regional meeting.
- Assumes responsibility for roll call at all regional meetings.
- Creates any programs needed for regional meetings.
- Assists the president at regional meetings.

## **3. Vice President of Public Relations**

- Manage the regional social media account(s) in accordance with the State social media Policy.
- Reports on the regional project and/or activities carried out by region and local chapters.
- Create and distribute the regional newsletter (minimum of 2 per year).
- Submit information to the FCCLA State Adviser to be added to the State FCCLA newsletter and social media accounts.
- Assists the president at regional meetings.

## **4. Vice President of Community Service**

- Reports on the state and national projects at regional meetings and encourages chapters to participate.
- Reports on the regional community service projects.
- Facilitates chapter participation in the annual community service project.
- Assist the Vice President of Public Relations in documenting and sharing regional successes as pertains to community service.
- Assists the president at regional meetings.

## **5. Vice President of Membership**

- Assist chapters in developing membership growth strategies.
- Reports on membership at regional meetings.
- Develops a regional membership campaign in coordination with the state campaign.
- Assists the Vice President of Public Relations in documenting and sharing regional successes as pertains to membership.
- Assists the president at regional meetings.

## **6. Vice President of Parliamentary Law**

- Ensure meetings are run in accordance with parliamentary procedure.
- Possesses knowledge of parliamentary authority, constitutions, and the FCCLA by-laws.
- Gives responses to welcome at regional meetings.
- Counts the votes at planning and election meetings.
- Assists the president at regional meetings.

## **E Election Guidelines**

*\*The entire election process for Region elections, and State/NOC elections can be found in detail in the Election Guidelines manual.*

1. Regional elections will be held by the regional officers to elect the following order: National Officer Candidate (1), State Officer Candidate (2), Region President (1), First Vice President, Vice President of Public Relations, Vice President of Community Service, Vice President of Membership, and Vice President of Parliamentary Law.
2. Candidates cannot hold the same elected position (including all vice president positions) two years in succession, and a chapter cannot have more than two students holding a regional office per school year.
3. Each candidate shall present an unassisted 3-minute speech; and answer a factual and situation question following their speech. During their speech candidates cannot use costumes, or props.
4. Candidates cannot campaign for their positions. No materials, digital or physical, can be distributed before, during or after their speech. All smart watches, phones and other smart devices are prohibited by both candidates and voting delegates for the duration of the election process.
5. Each voting delegate shall vote by secret ballot. The winner of the election shall be determined by a simple majority vote (one more than half the total number of votes cast). If no candidate receives a simple majority of votes cast, a run-off shall be held between the two candidates receiving the highest number of votes.

## **F Term of Office**

1. The duties of the newly elected officers shall begin May 1<sup>st</sup> and shall extend through April 30<sup>th</sup> of the following year.

## **G Filling Vacancies**

1. If the President cannot serve, the First Vice President automatically becomes president. A new First Vice President is selected from the remaining officer candidates. If no remaining candidates are available a replacement for First Vice President will be selected from the former President's chapter.
2. If an officer moves to another school within the same FCCLA region, they will continue to serve in their elected office.
3. If an officer moves to another school outside of the FCCLA region or is unable to fulfill the responsibilities of their office, it will be the responsibility of that officer's chapter to fill the vacant position.
4. All situations requiring the removal/replacement of an officer or the filling of a vacant position must be documented and approved by the FCCLA State Adviser prior to taking action.

## H Official Officer Dress

1. Attire for the regional officer team shall be decided by the officers-elect at the close of the regional elections. Attire must be consistent with a version of the Official Dress. Options include:
  - Official FCCLA Blazer, white button shirt, black pants/skirt, and black shoes.
  - Official FCCLA Blazer, black sheath dress, and black shoes.
  - Official FCCLA red polo, black pants, and black shoes.

## I Installation of Officers

1. The adviser of the Vice President of Public Relations will be responsible for the installation service. This will include arranging the table and directing the practice session. All arrangements will be made in conference with the Presidents' adviser. Materials for the installation ceremony should reside with the Region Coordinator.
2. The installation ceremony can be found on our website, under the Member – Run for Office section.

## IV. Finances

- A All funds that relate to Arkansas FCCLA shall be run through the main organization. Region Presidents' advisers will have the ability to requisition funds for meetings using the requisition process consisting of a requisition form with justification, and invoice submission. Regions will not have the ability to obtain, charge, and/or distribute funds. **All requisitions must be approved by the FCCLA Financial Advisor prior to purchase.**
- B All region STAR Events participants will pay a registration fee. This fee will cover any expenses incurred for STAR Events including supplies, facilities, judges, appreciation, materials and/or meals for evaluators.
- C A registration fee for Fall Leadership Conferences (former regional meetings) will be charged to cover meeting expenses such as location, materials, programs, guest speakers, awards, decorations, tokens of appreciation, and other conference fees.
- D Meeting locations for regional elections, leadership training, or regional community service projects shall be free.
- E Nametags for regional officers will be purchased by the State Office and disbursed at the Spring State Executive Council Meeting.

## V. Adviser Roles and Responsibilities

### A Regional Coordinators

1. **Regional Coordinator** – responsible for ensuring the region is running smoothly. Offers support to the region president's adviser as needed. Serves as a non-changing individual with knowledge of the region and regional practices. Expected to help in the planning and execution of the Fall Leadership Conferences and the State Leadership Conferences.

2. **STAR Events Coordinators** – responsible for the planning and execution of the regional STAR Events competition in conjunction with the FCCLA State Adviser. Expected to plan an integral part in the execution of the State STAR Events competition in the spring.

**B Regional Officer Advisers**

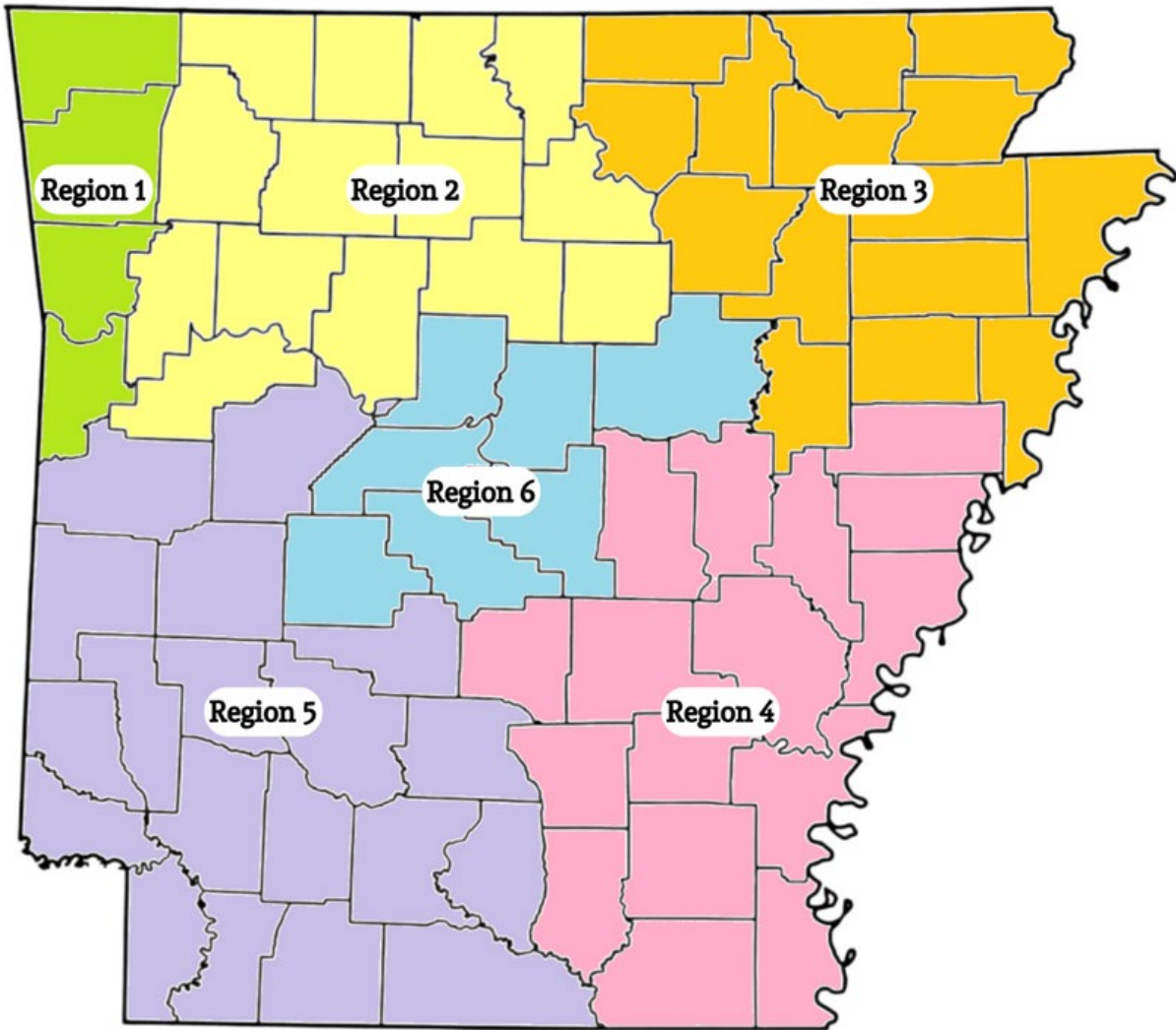
1. The region adviser team shall consist of the advisers to the current year’s region officers, and the current president’s adviser will serve as the chair of the team.
2. Region advisers are responsible for assisting regional officers in carrying out their responsibilities on the regional level. All region advisers shall assist the region president’s adviser as requested.
3. All regional meeting dates and locations, including STAR Events, shall be scheduled, and submitted to the FCCLA State Adviser by July 1. Dates submitted must be approved by the FCCLA State Adviser in efforts to keep from double booking events on the same day.

**C Local Advisers**

1. Local advisers shall keep a copy of the current Arkansas FCCLA by-laws and regional policies on file. These can be found on the Arkansas FCCLA website under their region.
2. Local advisers shall adhere to all school district and state guidelines while advising their chapter. When traveling with students, local advisers are responsible for the actions of their students and should be aware of any bullying, inappropriate clothing or behavior, littering, and their students’ locations.
3. The local adviser has the responsibility of preparing officer candidates for election, and assisting their students in carrying out their officer duties should they be elected.

# APPENDIX A

## Arkansas FCCLA Region Map

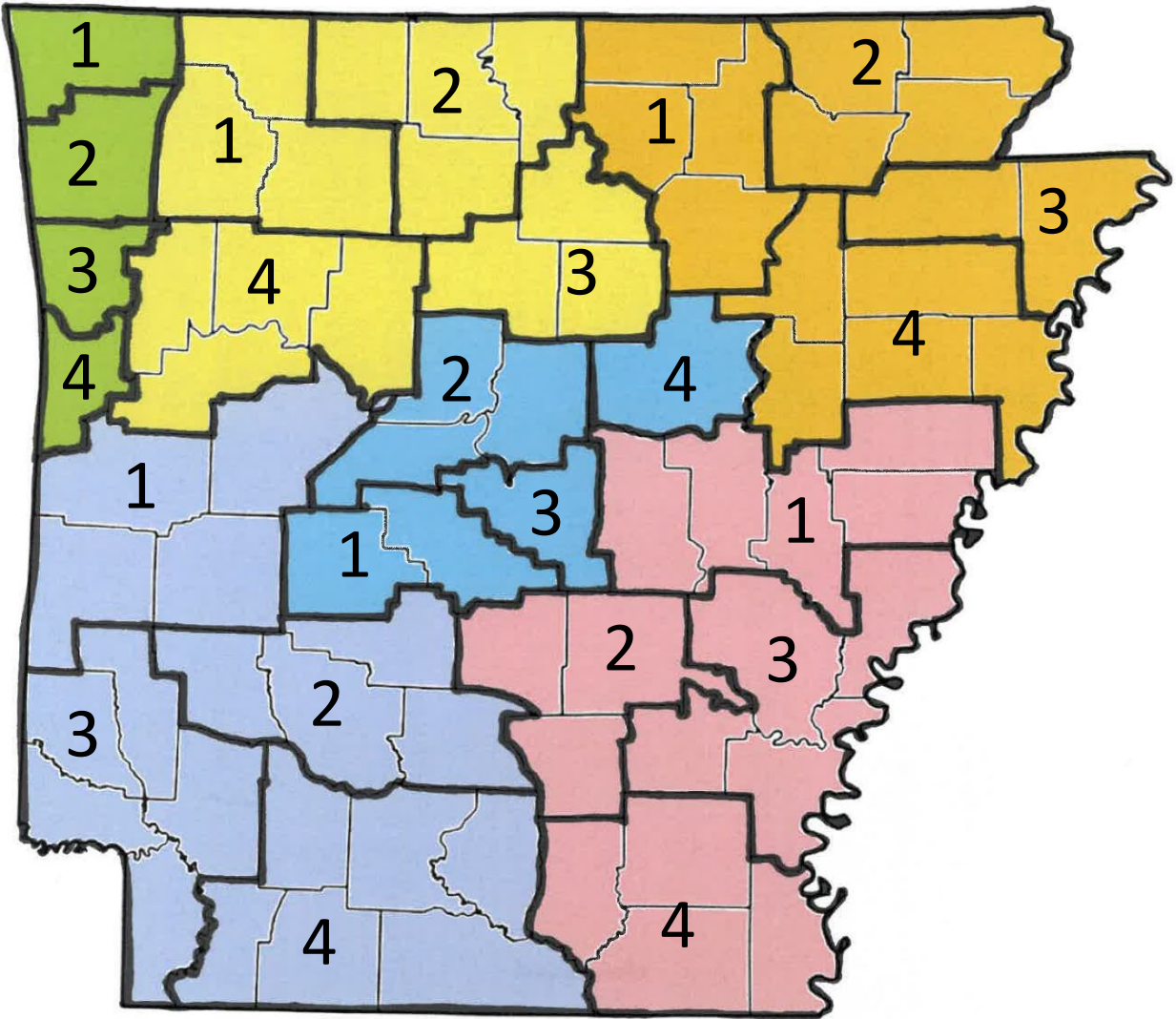


**FCCLA<sup>®</sup>**  
**ARKANSAS**



# APPENDIX B

## Region Sub-Area Map & List



**FCCLA<sup>®</sup>**  
**ARKANSAS**

# Region 1

<b>Sub Area 1</b>	<b>Sub Area 2</b>
<p><b><u>Benton County</u></b>  <i>Arkansas Arts Academy</i>  <i>Bentonville High</i>  <i>Bentonville West High</i>  <i>Decatur High</i>  <i>Elmwood Middle</i>  <i>Fulbright Junior</i>  <i>Gentry High</i>  <i>Gentry Middle</i>  <i>Gravette High</i>  <i>Grimsley Junior</i>  <i>Heritage High</i>  <i>Kirksey Middle</i>  <i>Lincoln Junior</i>  <i>Lingle Middle</i>  <i>Oakdale Middle</i>  <i>Pea Ridge High</i>  <i>Pea Ridge Junior</i>  <i>Rogers High</i>  <i>Siloam Springs High</i>  <i>Siloam Springs Middle</i>  <i>Washington Junior</i></p>	<p><b><u>Washington County</u></b>  <i>Central Junior – Springdale</i>  <i>Don Tyson School of Innovation</i>  <i>Elkins High</i>  <i>Farmington High</i>  <i>Farmington Junior</i>  <i>Fayetteville High</i>  <i>George Junior</i>  <i>Greenland High</i>  <i>Har-Ber High</i>  <i>Lakeside Junior – Springdale</i>  <i>Prairie Grove High</i>  <i>Ramay Junior</i>  <i>Southwest Junior</i>  <i>Springdale High</i>  <i>West Fork High</i>  <i>Woodland Junior</i>  <i>University of Arkansas</i></p>
<b>Sub Area 3</b>	<b>Sub Area 4</b>
<p><b><u>Crawford County</u></b>  <i>Alma High</i>  <i>Cedarville High</i>  <i>Mountainburg High</i>  <i>Mulberry High</i>  <i>Van Buren High</i></p>	<p><b><u>Sebastian County</u></b>  <i>Greenwood High</i>  <i>Hackett High</i>  <i>Lavaca High</i>  <i>Mansfield High</i>  <i>Northside High, Fort Smith</i>  <i>Southside High, Fort Smith</i></p>



## Region 2

Sub Area 1	Sub Area 2
<p><u>Carroll County</u>  <i>Berryville High</i>  <i>Green Forrest High</i></p> <p><u>Madison County</u>  <i>Huntsville High</i>  <i>Huntsville Middle</i>  <i>Kingston High</i>  <i>Saint Paul High</i></p> <p><u>Newton County</u>  <i>Jasper High</i></p>	<p><u>Boone County</u>  <i>Alpena High</i>  <i>Bergman High</i>  <i>Bergman Middle</i>  <i>Harrison High</i>  <i>Harrison Middle</i>  <i>Omaha High</i>  <i>Valley Springs High</i></p> <p><u>Marion County</u>  <i>Yellville-Summitt High</i></p> <p><u>Baxter County</u>  <i>Cotter High</i>  <i>Mountain Home High</i>  <i>Mountain Home Junior</i>  <i>Norfolk High</i>  <i>Pinkston High</i></p> <p><u>Searcy County</u>  <i>Marshall High</i></p>
Sub Area 3	Sub Area 4
<p><u>Stone County</u>  <i>Mountain View High</i>  <i>Rural Special High</i>  <i>Timbo High</i></p> <p><u>Cleburne County</u>  <i>Heber Springs High</i>  <i>Heber Springs Middle</i>  <i>Concord High</i>  <i>Westside High, Greers Ferry</i>  <i>Quitman High</i></p> <p><u>Van Buren County</u>  <i>Clinton High</i>  <i>Shirley High</i>  <i>Southside High, Bee Branch</i></p>	<p><u>Pope County</u>  <i>Atkins High</i>  <i>Dover High</i>  <i>Hector High</i>  <i>Pottsville High</i>  <i>Pottsville Junior</i>  <i>Russellville High</i>  <i>Russellville Junior</i></p> <p><u>Johnson County</u>  <i>Clarksville High</i>  <i>Clarksville Junior</i>  <i>Lamar High</i>  <i>Westside High, Johnson Co.</i></p> <p><u>Franklin County</u>  <i>Charleston High</i>  <i>Ozark High</i></p> <p><u>Logan County</u>  <i>Booneville High</i>  <i>Scranton High</i></p>



## Region 3

Sub Area 1	Sub Area 2
<p><u>Fulton County</u> Mammoth Spring High Salem High Viola High</p> <p><u>Izard County</u> Calico Rock High Izard County High Melbourne High</p> <p><u>Sharp County</u> Cave City High</p> <p><u>Independence County</u> Batesville High Batesville Junior Cedar Ridge High Midland High Southside High, Batesville</p>	<p><u>Randolph County</u> Maynard High Pocahontas High</p> <p><u>Clay County</u> Corning High Piggott High Rector High</p> <p><u>Lawrence County</u></p> <p><u>Greene County</u> Greene County Tech High Greene County Tech Junior Marmaduke High</p>
Sub Area 3	Sub Area 4
<p><u>Craighead County</u> Annie Camp Junior Bay High Brookland High Brookland Junior Buffalo Island Central High Jonesboro High MacArthur Junior Nettleton High Northeast Arkansas Career and Tech Riverside High Valley View High Valley View Junior</p> <p><u>Mississippi County</u> Blytheville High Gosnell High Manila High Rivercrest High</p>	<p><u>Jackson County</u> Newport High Tuckerman High</p> <p><u>Woodruff County</u> McCrary High</p> <p><u>Poinsett County</u> East Poinsett Co. High Harrisburg High Marked Tree High Trumann High</p> <p><u>Cross County</u> Cross County High Wynne High</p> <p><u>Crittenden County</u> Academies of West Memphis Earle High East/West Junior Marion High Marion Junior Wonder Junior</p>



## Region 4

Sub Area 1	Sub Area 2
<p><u>Lonoke County</u>  <i>Cabot High</i>  <i>Carlisle High</i>  <i>England High</i>  <i>Lonoke High</i>  <i>Lonoke Middle</i>  <u>Prairie County</u>  <i>Des Arc High</i>  <i>Hazen High</i>  <u>Monroe County</u>  <i>Clarendon High</i>  <u>Lee County</u></p> <p><u>St. Francis County</u>  <i>Forrest City High</i>  <i>Palestine-Wheatley High</i></p>	<p><u>Grant County</u>  <i>Poyen High</i>  <i>Sheridan High</i>  <u>Jefferson County</u>  <i>Dollarway High</i>  <i>Pine Bluff High</i>  <i>Watson Chapel High</i>  <i>Watson Chapel Junior</i>  <i>White Hall High</i>  <i>White Hall Middle</i>  <u>Cleveland County</u>  <i>Rison High</i>  <i>Woodlawn High</i></p>
Sub Area 3	Sub Area 4
<p><u>Arkansas County</u>  <i>DeWitt High</i>  <i>DeWitt Middle</i>  <u>Phillips County</u>  <i>Barton High</i>  <i>Central High, West Helena</i>  <i>Marvell-Elaine High</i>  <u>Desha County</u>  <i>Dumas High</i>  <i>McGhee High</i>  <u>Lincoln County</u>  <i>Star City High</i></p>	<p><u>Bradley County</u>  <i>Warren High</i>  <u>Drew County</u>  <i>Drew Central High</i>  <i>Monticello High</i>  <i>Monticello Middle</i>  <u>Ashley County</u>  <i>Crossett High</i>  <i>Crossett Middle</i>  <i>Hamburg High</i>  <u>Chicot County</u>  <i>Dermott High</i>  <i>Lakeside High – Lake Village</i></p>



## Region 5

Sub Area 1	Sub Area 2
<p><u>Scott County</u> Waldron High</p> <p><u>Yell County</u> Danville High Dardanelle High Two Rivers High</p> <p><u>Polk County</u> Acorn High Cossatot River High Mena High Mena Middle</p> <p><u>Montgomery County</u> Caddo Hills High Mount Ida High</p>	<p><u>Hot Spring County</u> Bismark High Bismark Middle Glen Rose High Magnet Cove High Malvern High Ouachita High</p> <p><u>Dallas County</u> Fordyce High</p> <p><u>Clark County</u> Arkadelphia High Gurdon High</p> <p><u>Pike County</u> Centerpoint High Centerpoint Middle Kirby High Murfreesboro High</p>
Sub Area 3	Sub Area 4
<p><u>Howard County</u> Dierks High Mineral Springs High Nashville High Nashville Junior Umpire High</p> <p><u>Sevier County</u> De Queen High De Queen Junior Horatio High</p> <p><u>Little River County</u> Foreman High</p> <p><u>Hempstead County</u> Blevins High Hope High Spring Hill High</p> <p><u>Miller High</u> Fouke High Genoa Central High Texarkana High</p>	<p><u>Nevada County</u> Prescott High</p> <p><u>Ouachita County</u> Bearden High Camden-Fairview High</p> <p><u>Calhoun County</u></p> <p><u>Union County</u> El Dorado High Junction City High Smackover High</p> <p><u>Columbia County</u> Emerson High Magnolia High Taylor High</p> <p><u>Lafayette County</u> Bradley High Lafayette County High</p>



## Region 6

Sub Area 1	Sub Area 2
<p><u>Garland County</u>  <i>Cutter Morning-Star High</i>  <i>Fountain Lake High</i>  <i>Hot Springs High</i>  <i>Hot Springs Junior Academy</i>  <i>Jessieville High</i>  <i>Lake Hamiton High</i>  <i>Lake Hamiton Junior</i>  <i>Lakeside High – Hot Springs</i>  <i>Mountain Pine High</i></p> <p><u>Saline County</u>  <i>Bauxite High</i>  <i>Benton High</i>  <i>Benton Junior</i>  <i>Bethel Middle</i>  <i>Bryant High</i>  <i>Bryant Junor</i>  <i>Harmony Grove High</i></p>	<p><u>Perry County</u>  <i>Bigelow High</i>  <i>Perryville High</i></p> <p><u>Conway County</u>  <i>Morrilton High</i>  <i>Morrilton Junior</i>  <i>Nemo Vista High</i>  <i>Wonderview High</i></p> <p><u>Faulkner County</u>  <i>Conway High</i>  <i>Conway Junior</i>  <i>Greenbrier High</i>  <i>Greenbrier Junior</i>  <i>Guy-Perkins High</i>  <i>Mayflower High</i>  <i>Mt. Vernon-Enola High</i>  <i>Vilonia High</i></p>
Sub Area 3	Sub Area 4
<p><u>Pulaski County</u>  <i>AR School for the Blind</i>  <i>AR School for the Deaf</i>  <i>Arkansas Virtual Academy</i>  <i>Hall High</i>  <i>Jacksonville High</i>  <i>Jacksonville Middle</i>  <i>Little Rock Central High</i>  <i>Southwest High, Little Rock</i>  <i>Mabelvale Middle</i>  <i>Maumelle High</i>  <i>Maumelle Middle</i>  <i>Metropolitan Career Center</i>  <i>North Little Rock High</i>  <i>North Little Rock Middle</i>  <i>Robinson High</i>  <i>Robinson Middle</i>  <i>Sylvan Hills High</i>  <i>Sylvan Hills Junior</i>  <i>Sylvan Hills Middle</i>  <i>Wilbur D. Mills High</i></p>	<p><u>White County</u>  <i>Bald Knob High</i>  <i>Beebe High</i>  <i>Beebe Junior</i>  <i>Bradford High</i>  <i>Harding Academy High</i>  <i>Pangburn High</i>  <i>Riverview High</i>  <i>Rose Bud High</i>  <i>Searcy High</i>  <i>White County Central High</i></p>



## APPENDIX C



# ARKANSAS STATE ASSOCIATION

# Election Process Guide

*Regional and State Elections*