



## District Policies

### Family, Career and Community Leaders of America

**Note: (These policies are in addition to State By-Laws)**

#### I. Name and Organization Structure

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 FCS instructional program) in a school district shall have an FCCLA chapter which is affiliated with the state and national organization. Arkansas FCCLA is divided into six separate districts, according to county boundaries. (See Appendix A: District Map) Each chapter shall be a part of an assigned district, and within each district there shall be five divisions. Each chapter will be assigned to a division. (See Appendix B: District Division Lists) **Divisions will be updated as necessary by the state office as new school districts are added. Reorganization of divisions will only occur every five years.**

#### II. Affiliation

##### A. Chapter Affiliation

- Affiliation shall be completed through the national association website.
- Affiliation is defined as names in the national association website and invoice paid.
- All local chapters shall affiliate annually and follow the guidelines, goals, objectives, and participate in activities of the district, state, and national organization.
- An affiliated chapter shall consist of no fewer than 12 members.
- To compete in STAR Events, run for District Office, State Office, or to run as a National Officer Candidate, **members must be affiliated by October 1.**
- An annual fee of \$10.00 per chapter will be paid with membership dues.
- The official National and **Arkansas chapter affiliation deadline is October 1<sup>st</sup>.** After this deadline, chapters must be affiliated to be able to access the resources from the National FCCLA Portal.
- Chapters which are not affiliated by this date may NOT:
  - Hold a district, state, or national office (for the current or following year)
  - Attend district, state, or national meetings
- **All affiliation payment deadlines are April 30.** If affiliation payments have not been paid before this date, affiliation will not be credited for that school year.

This will cause your program to be put under a conditional approval status for the next school year.

### **B. Student Membership**

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 in an affiliated chapter. **No student eligible for membership should be withheld or restricted from joining the organization.**

## **III. Officers**

- \* Refer to Arkansas State By-Laws for eligibility:
- \* Chapter: see Article II, Section 3, D: Officer Requirements
- \* Student: see Article VI, Section 4: DISTRICT OFFICERS

### **A. Qualifications**

- Each candidate must be in grades 7-11 in the year elected and must be a member of a chapter affiliated with the state and national organization.
- Each candidate must complete the *Officer Application Form* and the *Qualification/Assurance Form* according to the instructions provided on the forms.

### **B. Duties and Responsibilities**

- Each officer shall assume the duties and responsibilities assigned to the position.
- Each officer shall attend all district meetings, including STAR Events.
- Each officer shall attend the state leadership meeting.
- District Presidents shall attend the FCCLA National Leadership Conference and State Executive Council Meetings.
- Each officer's travel expenses shall be the responsibility of the local chapter and school district.
- District officer team shall collaborate with state staff prior to determining district dates and activities.

### **C. The following district officers shall be elected:**

- President
- First Vice-President
- Vice-President of Public Relations
- Vice-President of Community Service
- Vice-President of Membership • Vice-President of Parliamentary Law

**No other officers shall be elected.**

#### **● President**

- Calls all district meetings
- Presides at planning/election and district meetings
- Serves as ex-officio member of all committees

- Attends the National Leadership Conference and State Executive Council meetings
  - Plans and schedules district officer meetings
  - Creates agendas for all district meetings
  - Secures locations of district meetings
  - Provides a presentation screen to make officer candidates' names visible to voting delegates
  - Delegates and supervises responsibilities of the other officers
  - Communicates district information (meeting dates, district projects, etc.) with each chapter and sends written correspondence to the FCCLA State Adviser
- **First Vice-President**
    - Presides in absence of president
    - Conducts officer election for First Vice President at the planning/election meeting
    - Keeps an accurate record of business transacted at all meetings and sends a copy to the FCCLA State Adviser
    - Gives secretary report at district meetings
    - Provides written minutes to those in attendance at district meetings
    - Written minutes shall be typed, and a copy given to the State Adviser within 2 weeks of the District Meeting.
    - Assumes responsibility for roll call at all district meetings
    - Types and prints programs for all district meetings.
    - Assists the president at district meetings
- **Vice-President of Public Relations**
    - Manage the district social media account(s) in accordance with the State Social Media Policies.
    - Prepares and distributes copies of a sample press release for use after district meetings
    - Conducts officer election for Vice President of Public Relations at the planning/election meeting
    - Reports on the district project and/or activities carried out by district and local chapters
    - Create and distribute the district newsletter
    - Submit information to the State Adviser to be added to the state FCCLA newsletter and social media accounts.
    - Assists the president at district meetings
- **Vice-President of Community Service**
    - Reports on the state and national projects at district meetings and encourages chapter participation
    - Reports on the district community service projects.
    - Facilitates chapter participation in the annual community service project.

- Conducts officer election for Vice President of Community Service at the planning/election meeting
- Assist the Vice President of Public Relations in documenting and sharing district successes
- Assists the President at district meetings
- **Vice-President of Membership**
  - Assists chapters in developing membership growth strategies
  - Distributes written copies of the financial status of the organization at the district meetings (The statement is prepared by the district bursar)
  - Gives oral financial reports at district meetings
  - Conducts officer election for Vice President of Membership at the planning/election meeting
  - Assists bursar with registration and writing of receipts at district meetings
  - Assists the president at district meetings
- **Vice-President of Parliamentary Law**
  - Ensures meetings run in accordance with parliamentary procedure
  - Knowledge of parliamentary authority, constitutions, and by-laws of FCCLA
  - Conducts officer election for Vice President of Parliamentary Law at the planning/election meeting.
  - Gives responses to welcome at district meetings
  - Counts votes at planning/election meeting
  - Assists the president at district meetings

#### **D. Election Guidelines**

1. Officers elected at the district planning/election meeting will serve in the following school year.
2. The current president's adviser shall supply folders for each elected office, ballots for all elections, and pencils sufficient for voting delegates.
3. A student cannot hold a divisional office for two years in succession.
4. **The election of a candidate shall not result in a chapter having a current district president two years in succession.**
5. No chapter shall hold more than two elected district offices during the same school year.
6. A member cannot serve as district officer and as a state officer during the same school year.
7. At the planning /election meetings the following officers shall be elected in the following order:
  - National officer candidate (open to all chapters)
  - State officer candidates (open to all chapters)
  - President (open to all chapters, except current president's chapter)
  - Designated officers from each division (See Appendix C: Division Rotation Plan)
    - First Vice-President

- Vice-President of Public Relations
  - Vice-President of Community Service
  - Vice-President of Membership
  - Vice-President of Parliamentary Law
8. District elections (national, state, and president) will be conducted by the president. Division elections will be conducted by the district officer serving from that division.
  9. All candidates shall be sequestered during the election process.
  10. **Cell phones are prohibited during the election process for both candidates and voting delegates.**
  11. All officer candidates (national officer, state officers, district president, and divisional officers) will present their speech to the entire group. All voting delegates shall vote for each office and division.
  12. Each candidate shall complete the *Application Form* and Qualification form and submit the completed forms to the district president's adviser at least two weeks prior to the planning/election meeting.
  13. The *Qualifications* page will be placed in the voting delegate's folder/binders and distributed before the election begins. These copies will be made by the District President and District President's adviser.
  14. Each candidate shall prepare and present an individual/unassisted speech, not to exceed 3 minutes. This means that only the candidate may appear before the voting delegates. No materials may be distributed before, during or after the speech. One of the District officer advisers shall serve as timekeeper. **Candidates may not use props or costumes during their speech in accordance with National Election Guidelines.**
  15. Candidates for state officer, national officer, and district president will answer a factual and situational question at the end of their speech. Questions will be provided by the state office.
  16. Each voting delegate shall vote by secret ballot. The votes shall be counted by the parliamentarian, the adviser to the parliamentarian, and the adviser to the president.
  17. The ballots and results shall be sorted, labeled, and submitted to the state office representative immediately following the completion of the planning/election meeting.
  18. Any candidate not elected to office will be eligible to run in subsequent elections if **there is NO candidate in that division.**
  19. If no eligible candidate is available, a division office will remain unfilled.
  20. The winner of an 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 for the two candidates receiving the highest number of votes. In the event of a tie, each run-off candidate shall answer the same situational question which shall be provided by the state office. Balloting shall continue until one candidate receives a simple majority.

### **E. Term of Office**

Duties of newly elected officers shall begin June 1 and shall extend through May 31 of the following year.

### **F. Filling Vacancies**

1. If the President cannot serve, the First Vice President automatically becomes president. A new First Vice President is selected from the former President's chapter.
2. If an officer moves to another school within the same FCCLA District, he or she will continue to serve in that same office.
3. If an officer moves to another school outside the FCCLA District or is unable to fulfill the responsibilities of that office, it will be the responsibility of that officer's chapter to fill the vacant position.

### **G. Dress**

Attire for the district officers shall be decided by the officers-elect at the close of the planning/elections meeting. Examples: 1) Official red FCCLA Blazer, white shirt (long sleeve button shirt), black pants or skirt. 2) Red polo shirts with black pants.

### **H. Installation**

The adviser to 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 President's adviser. The installation ceremony is found on the Arkansas FCCLA website.

## **IV. Finances**

- A.** A registration fee for district meetings may be charged. However, the registration fee shall be used to cover meeting expenses only. Registration fees shall not be used to raise funds for other district expenses. Meeting locations shall be free or low cost to reduce the fee necessary to cover meeting expenses.
- B.** The following expenses may be covered by the registration fee:
  - Candles and Candleholders
  - Flowers
  - Banner with current emblem (if needed)
  - Facility rental and stagehands (if applicable)
  - Guest speaker honorariums
  - Programs
  - Postage expense for president
  - State rate mileage for speaker
  - Stage decorations
  - Officers' record books (if needed)
  - Tokens of appreciation
- C.** Individual chapters that agree to take part in the district program shall be responsible for the expense of props used in making the presentation.

- D. If donations (financial or material) are requested to support a district project or activity, the donations will be considered voluntary. All donations shall lose their chapter identity and shall be submitted on behalf of the district.
- E. All District STAR Events participants will pay a \$10.00 entry fee. This will cover expenses incurred for STAR Events including recognition, facilities, judging, appreciation, and meals for evaluators.
- F. A maximum of \$500 shall be retained in the treasury after all expenses have been paid by June 30. All additional money shall be divided equally among the following delegates to the National Leadership Conference: 1) national officer candidate 2) state officers 3) district president 4) STAR Events participants. None of these students attending the National Leadership Conference shall receive from the district more than 50% of the total cost of the trip.

**V. District Advisers**

- A. District adviser team shall consist of the advisers to the current year's district officers, and the current president's adviser will serve as the chair of the team.
- B. District advisers are responsible for assisting district officers in carrying out their responsibilities on the district level. All district advisers shall assist the district president's adviser as requested.
- C. All district meeting dates and locations, including STAR Events, shall be scheduled, and submitted to the State Adviser by July 1.
- D. The district president's adviser and the district STAR Events coordinator shall conduct the district meeting sessions at the Family and Consumer Sciences summer in-service.

**VI. Local Advisers**

- A. Local advisers shall keep a copy of the current Arkansas FCCLA Bylaws and District Policies on file in the Family and Consumer Sciences Department. These can be found on the Arkansas FCCLA website, [www.arkansasfccla.org](http://www.arkansasfccla.org).
- B. The local adviser has the responsibility of preparing officer candidates and assisting officers in carrying out their responsibilities.

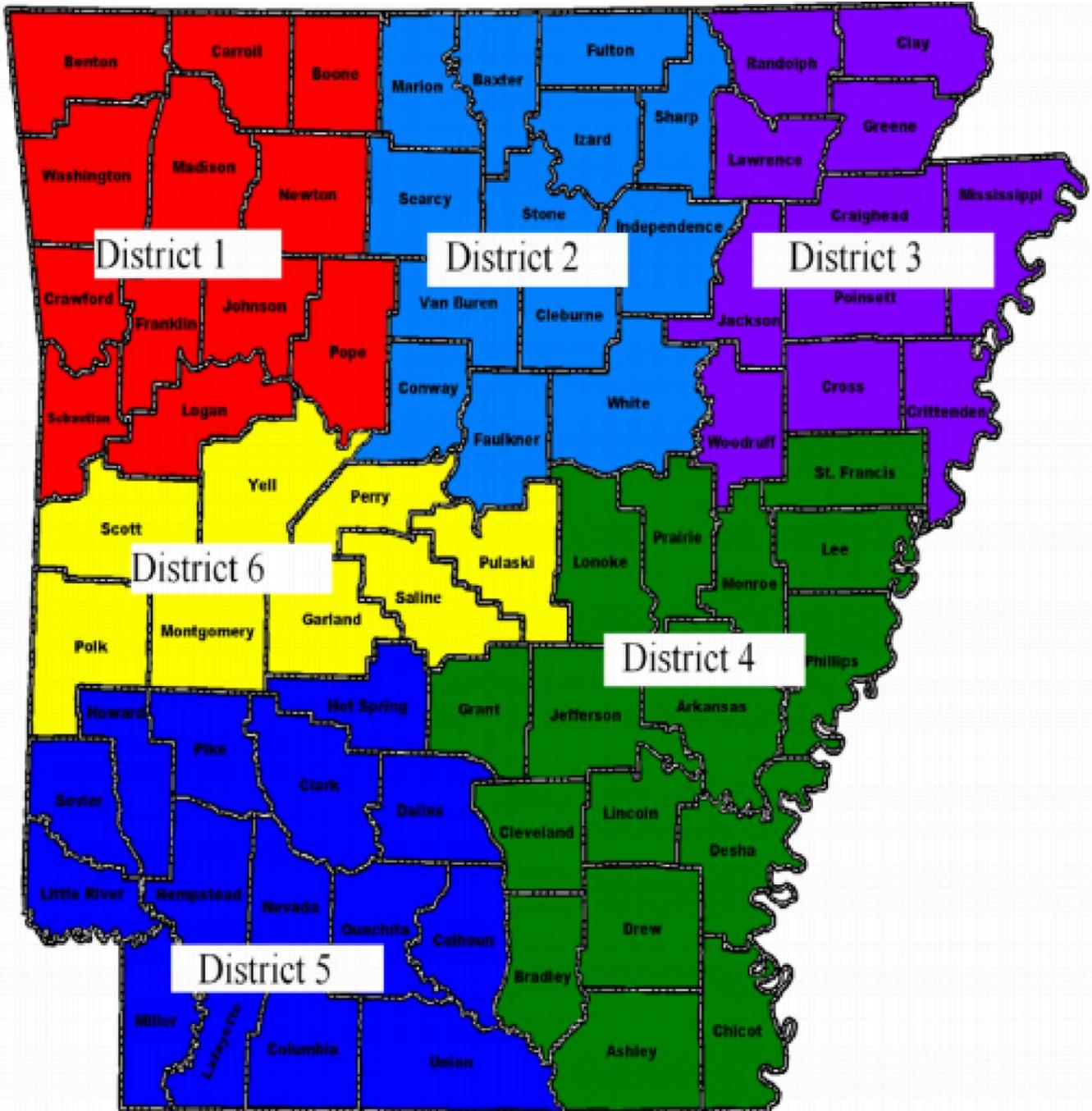
**VII. Planning and Election Meeting**

- A. Each district shall have a planning/election meeting. The election shall be conducted according to the guidelines and procedures herein (III, Section D); planning shall be conducted to determine the program format of the district meeting.
- B. The district meeting dates and locations shall be announced by the State Adviser at the Summer Professional Development Meeting.

# APPENDIX A ARKANSAS FCCLA

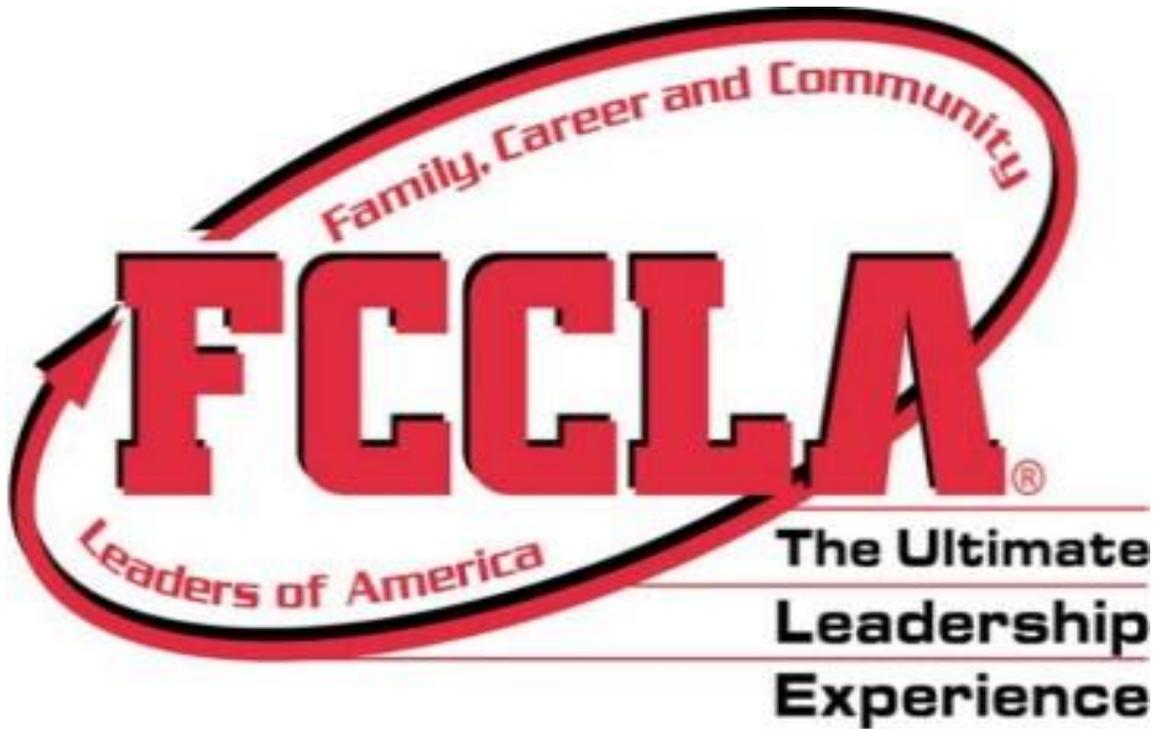
## DISTRICT MAP





# APPENDIX B

## DISTRICT DIVISION LISTS



## District 1 Divisions

Division 1	Division 2	Division 3	Division 4	Division 5
Alma HS	Alpena HS	Atkins HS	Bentonville Fulbright JH	Bentonville Grimsley JH
Bentonville Lincoln JH	Bentonville Washington JH	Bentonville HS	Bentonville West HS	Bergman MS
Bergman HS	Berryville HS	Booneville HS	Cedarville HS	Charleston HS
Clarksville JH	Clarksville HS	Decatur HS	Dover HS	Elkins HS
Farmington JH	Farmington HS	Fayetteville Ramay JH	Fayetteville Woodland JH	Fayetteville HS
Fort Smith Ramsey JH	Fort Smith Northside HS	Fort Smith Southside HS	Gentry HS	Gentry MS
Gravette HS	Gravette MS	Green Forest HS	Greenland HS	Greenwood HS
Hackett HS	Harrison JH	Harrison HS	Hector HS	Huntsville MS
Huntsville HS	Jasper HS	Kingston HS	Lamar HS	Lavaca HS
Mansfield HS	Mountainburg HS	Mulberry HS	Omaha HS	Ozark HS
Pea Ridge HS	Pottsville JH	Pottsville HS	Prairie Grove HS	Rogers Elmwood MS
Rogers Kirksey MS	Rogers Lingle MS	Rogers Oakdale MS	Rogers Heritage HS	Rogers HS
Russellville JH	Russellville HS	St. Paul HS	Scranton HS	Siloam Springs MS
Siloam Springs HS	Springdale Central JH	Springdale George JH	Springdale Lakeside JH	Springdale Southwest JH
Springdale Harbor HS	Springdale HS	<del>Van Buren Freshman Academy</del>	Van Buren HS	Valley Springs HS
West Fork HS	Westside – Johnson County	Arkansas Arts Academy	Don Tyson School of Innovation	Pea Ridge Junior

## District 2 Divisions

<b>Division 1</b>	<b>Division 2</b>	<b>Division 3</b>	<b>Division 4</b>	<b>Division 5</b>
Bald Knob HS	Bradford HS	Batesville JH	Batesville HS	Beebe JH
Beebe HS	Calico Rock HS	Cave City HS	Cedar Ridge HS	<del>Clinton JH</del>
Clinton HS	Concord HS	Conway JH	Conway HS	<del>Conway</del> St. Joseph HS
Cotter HS	Greenbrier JH	Greenbrier HS	Guy Perkins HS	Heber Springs MS
Heber Springs HS	Izard County HS	Mammoth Spring HS	Mayflower HS	Melbourne HS
Midland HS	Morrilton MS	Morrilton HS	Mt. Vernon/ Enola HS	Mountain Home Pinkston MS
Mountain Home JH	Mountain Home HS	Mountain View HS	Mountain View Rural Special HS	Mountain View Timbo HS
Nemo Vista HS	Norfolk HS	Pangburn HS	Quitman HS	Riverview HS
Rose Bud HS	Salem HS	Harding Academy Searcy	Searcy HS	Shirley HS
Southside HS Batesville	Southside HS Bee Branch	Vilonia HS	Viola HS	West Side HS Greers Ferry
White County Central HS	Wonderview HS	Yellville-Summit HS	Marshall HS	Hector HS

### District 3 Divisions

<b>Division 1</b>	<b>Division 2</b>	<b>Division 3</b>	<b>Division 4</b>	<b>Division 5</b>
Armored HS	Augusta HS	Bay HS	Blytheville HS	Brookland JH
Brookland HS	Buffalo Island Central JH	Buffalo Island Central HS	Corning HS	Cross County HS
Earle HS	East Poinsett County JH	East Poinsett County HS	Gosnell HS	Greene County Tech JH
Greene County Tech HS	Harrisburg HS	Jonesboro Annie Camp JH	Jonesboro MacArthur JH	Jonesboro NE Tech Center
Jonesboro Success Achievement	Jonesboro HS	Manila HS	Marion JH	Marion SH
Marked Tree	Marmaduke JH	Marmaduke HS	Maynard HS	McCrary HS
Nettleton HS	Newport HS	Piggott HS	Pocahontas HS	Rector HS
Rivercrest HS (So. Miss. Co.)	Riverside HS	Truman HS	Tuckerman HS	Valley View JH
Valley View HS	Walnut Ridge HS (Lawrence Co.)	West Memphis East JH	West Memphis West JH	The Academies of West Memphis HS
Wynne HS	Wonder JR	Marvell-Elaine HS		

## District 4 Divisions

<b>Division 1</b>	<b>Division 2</b>	<b>Division 3</b>	<b>Division 4</b>	<b>Division 5</b>
<del>Barton Lexa HS</del>	Cabot HS	Carlisle HS	Clarendon HS	Crossett MS
Crossett HS	Dermott HS	Des Arc HS	DeWitt MS	DeWitt HS
Dollarway HS	Drew Central HS	Dumas HS	<del>England HS</del>	Forrest City HS
Hamburg HS	Hazen HS	Central HS (Helena/W Helena)	<del>Lake Village JH</del>	Lake Village HS
Lonoke JH	Lonoke HS	<del>Marvell HS</del>	McGehee HS	Monticello JH
Monticello HS	Palestine- Wheatley HS	<del>Pine Bluff Robey MS</del>	Pine Bluff HS	Poyen HS
Rison HS (Cleveland Co.)	Sheridan HS	Star City HS	Warren HS	Watson Chapel JH
Watson Chapel HS	White Hall JH	White Hall HS	Woodlawn HS	

## District 5 Divisions

<b>Division 1</b>	<b>Division 2</b>	<b>Division 3</b>	<b>Division 4</b>	<b>Division 5</b>
Arkadelphia HS	Arkansas HS Texarkana	Bearden HS	Bismarck MS	Bismarck HS
Blevins HS	Bradley HS	Camden- Fairview HS	Centerpoint HS	DeQueen JH
DeQueen HS	Dierks HS	El Dorado HS	Emerson HS	Foreman HS
Fordyce HS	Fouke HS	Genoa Central HS	Glen Rose HS	Gurdon HS
Horatio HS	Hope HS	Junction City HS	Kirby HS	Lafayette Co. HS
Magnet Cove HS	Magnolia HS	Malvern HS	Mineral Springs HS	Murfreesboro HS
Nashville JH	Nashville HS	Ouachita HS	Prescott HS	Spring Hill HS
Taylor HS	Centerpoint MS	Smackover HS	Strong HS	

## District 6 Divisions

Division 1	Division 2	Division 3	Division 4	Division 5
Acorn HS	AR School Blind HS	AR School Deaf HS	Arkansas Virtual Academy	Bauxite HS
Benton JH	Benton HS	Bigelow HS	Bryant Bethel MS	<del>Bryant MS</del>
Bryant JH	Bryant HS	LR Central HS	Cossatot River HS	Cutter-Morning Star HS
Danville HS	<del>Dardanelle JH</del>	Dardanelle HS	Fountain Lake HS	LR Hall STEAM HS
Harmony Grove (Saline Co.)	Hot Springs Junior Academy	Hot Springs HS	Jacksonville MS	Jacksonville HS
Jessieville HS	oe T. Robinson MS PCSSD	oe T. Robinson HS PCSSD	Lake Hamilton JH	Lake Hamilton HS
<del>Lakeside JH</del>	Lakeside HS	LR Mabelvale MS	Maumelle MS PCSSD	Maumelle HS PCSSD
Mena HS	LR Metropolitan	Mills HS PCSSD	Mount Ida HS	Mountain Pine HS
NLR MS	NLR High HS	<del>Oden HS</del>	Perryville HS	LR Southwest HS
Sylvan Hills MS PCSSD	<del>Sylvan Hills Freshman Academy PCSSD</del>	Sylvan Hills HS PCSSD	Two Rivers HS	Umpire HS
Waldron HS	Caddo Hills HS	Mena MS		

APPENDIX C DIVISION  
ROTATION PLAN



Arkansas FCCLA Division Rotation Plan  
Updated July 2021

<b>Elected in</b>	<b>First Vice President</b>	<b>Vice President of Public Relations</b>	<b>Vice President of Community Service</b>	<b>Vice President of Membership</b>	<b>Vice President of Parliamentary Law</b>
21-22	Division 1	Division 2	Division 3	Division 4	Division 5
22-23	Division 2	Division 3	Division 4	Division 5	Division 1
23-24	Division 3	Division 4	Division 5	Division 1	Division 2
24-25	Division 4	Division 5	Division 1	Division 2	Division 3
25-26	Division 5	Division 1	Division 2	Division 3	Division 4
26-27	Division 1	Division 2	Division 3	Division 4	Division 5
27-28	Division 2	Division 3	Division 4	Division 5	Division 1
28-29	Division 3	Division 4	Division 5	Division 1	Division 2
29-30	Division 4	Division 5	Division 1	Division 2	Division 3