



WASHINGTON  
STATE ASSOCIATION



# WASHINGTON FCCLA POLICY MANUAL

Revised 02-22-20

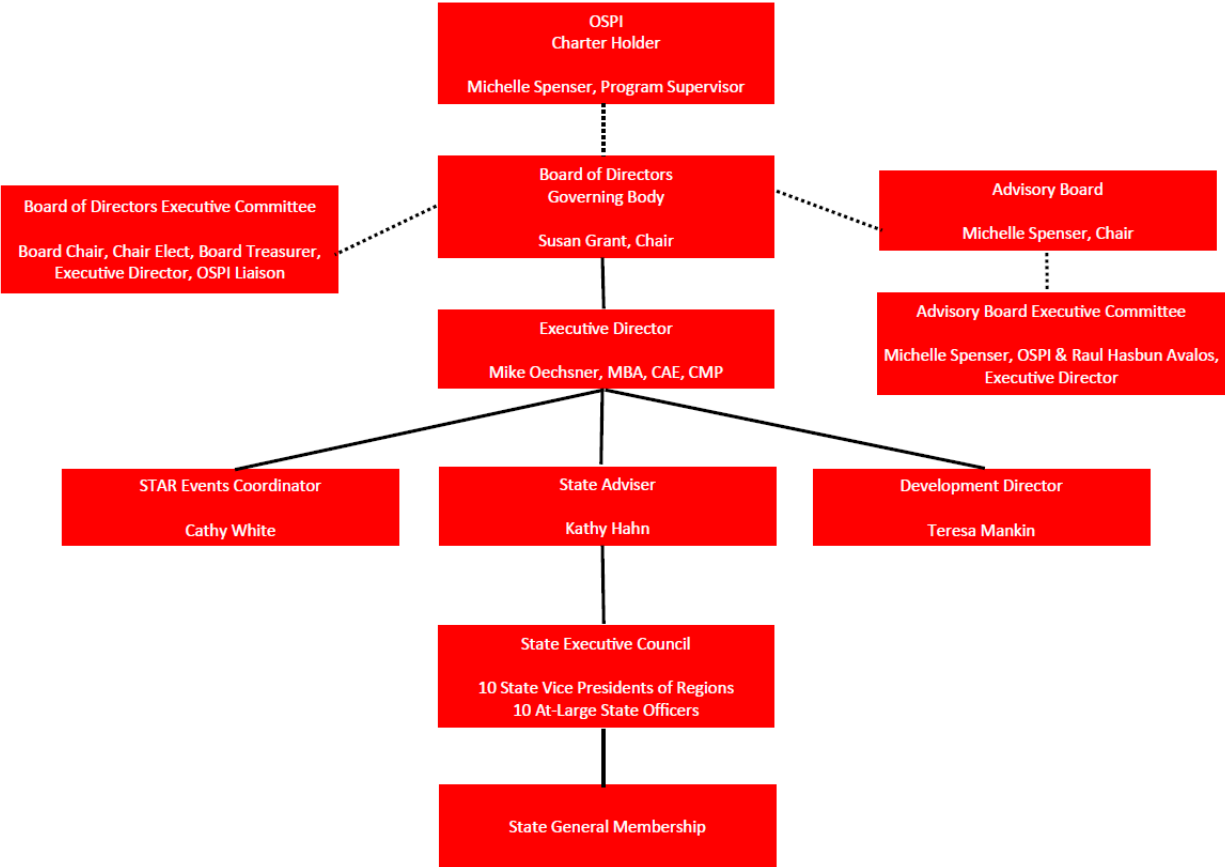
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### About the Association: Organizational Chart



**Advisory Board Policy**  
*Carried from the 2018 Policy Manual*

**Selection of Advisory Board Members**

Advisory board members are selected on the following basis:

- A person responsible for Family, Career, and Consumer Sciences education, Office of Superintendent of Public Instruction, who shall serve as chairperson. This person shall appoint one adviser from the state to serve as chair in the absence of the OSPI person.
- Local advisers serving as advisers to state officers in each of the state's regions.

**Responsibilities**

The advisory board provides adult support for the executive council in planning and carrying out activities of the Washington Association of Family, Career, and Community Leaders of America.

Advisory board members collaborate with the STAR Events Management Team and provide assistance to the STAR events coordinator.

**Events Calendar**

Check current website for specific dates.

**Board of Directors Conflict of Interest Policy**  
*Adopted by the Board of Directors on 02/22/20*

**Purpose**

The purpose of the conflict of interest policy is to protect Washington FCCLA's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of Washington FCCLA or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**Definitions**

- Interested Person: Any employee, volunteer, board member, or member with governing board delegated powers, who has a direct or indirect financial interest or potential for personal gain, as defined below, is an interested person.
- Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - An ownership or investment interest in any entity with which Washington FCCLA has a transaction or arrangement,
  - A compensation arrangement with Utopia or with any entity or individual with which Washington FCCLA has a transaction or arrangement, or
  - A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Washington FCCLA is negotiating a transaction or arrangement.
    - Compensation includes direct and indirect remuneration as well as gifts or favors that are greater than \$100.
    - A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the board of directors or committee decides that a conflict of interest exists.

**Procedures**

- Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
- Procedures for Addressing the Conflict of Interest:
  - An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  - The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

- After exercising due diligence, the governing board or committee shall determine whether Washington FCCLA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in Washington FCCLA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
- Violations of the Conflicts of Interest Policy: If the governing board or committee has reasonable cause to believe employees, volunteers, board members, or members have failed to disclose actual or possible conflicts of interest, it shall inform the employee, volunteer, board member, or member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

### **Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### **Compensation**

- A voting member of the governing board who receives compensation, directly or indirectly, from Washington FCCLA for services is precluded from voting on matters pertaining to that member's compensation.
- A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Washington FCCLA for services is precluded from voting on matters pertaining to that member's compensation.

### **Annual Statements**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- Has received a copy of the conflicts of interest policy,
- Has read and understands the policy,
- Has agreed to comply with the policy, and
- Understands Washington FCCLA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

### **Periodic Reviews**

To ensure Washington FCCLA operates in a manner consistent with charitable purposes and does not

engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- Whether partnerships, joint ventures, and arrangements with management organizations conform to Washington FCCLA written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

**Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, Washington FCCLA may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

**I have read the Washington FCCLA Conflict of Interest Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a Washington FCCLA Board of Directors member. If at any time following the submission of this form, I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the association leader.**

**Disclosure of Actual or Potential Conflicts of Interest:**

Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member Printed Name: \_\_\_\_\_

**Board of Directors Governance Policy**  
*Carried from 2019 Board Policy Manual*

The legal governing body of the Washington Family, Career and Community Leaders of America shall be the board of directors. The primary functions of the board of directors shall be to set policy relating to program and fiscal matters and to be responsible for sound management. The executive director, state adviser, and the family and consumer sciences program supervisor shall be the administrators of the organization (may hereafter be referred to as the Washington FCCLA State Executive Committee). The board of directors receives and acts upon the recommendations of the advisory board and state executive council relative to the management of program and fiscal matters.



**Board of Directors Indemnification Policy**  
*Carried from 2019 Board Policy Manual*

Any person made party to any action, suit, or proceeding by reason of the fact that the person is or was a member of the board of directors shall be indemnified by the Washington Association of Family, Career and Community Leaders of America against expenses actually incurred by the person in the defense of such action.

**Board of Directors Meetings Policy**  
*Carried from 2019 Board Policy Manual*

**Regular Meetings**

There shall be one regular meeting of the board of directors each year. All board of directors' meetings are open to interested persons.

**Special Meetings**

Special meetings may be called by the board chair or shall be called for upon the written request of five voting members of the board of directors. Written notices of any special meeting shall be sent to each member at least 15 days in advance, with a statement of time, place, and meeting agenda.

**Notice**

The board of directors shall establish a calendar of regular meetings at least six months in advance upon the recommendations of the state executive committee.

**Order and Nature of Business**

The selection and order of business during board of directors' meetings shall be determined by the board chair in consultation with the executive director. Items to be placed on the agenda should be sent to the board chair at least eight weeks before the meeting. The agenda should be sent to members six weeks prior to the meeting date.

**Quorum**

A majority of voting members of the board of directors shall constitute a quorum for the transaction of business. The same shall pertain to all committees of the board of directors. When possible, voting members who cannot attend in person may use electronic media to connect to the discussion and be counted as part of the quorum. Proxy voting is not allowed.

**Board Action in Absence of a Meeting**

In the event that the officers of the board determine that action of the full board of directors is necessary between regular meetings, information may be distributed and a vote may be taken via electronic communication.

**Arrangements**

The executive director shall determine regular meetings of the board. The board of directors or its officers shall designate special meetings.

**Attendance**

Meeting attendance should be sent to the executive director four weeks before the meeting.

**Absences**

Missing more than half of the scheduled board meetings in one's term may be cause for termination of membership from the board of directors.

**Executive Session**

The board of directors reserves the right to move into executive session at any time.

**Minutes of Executive Session**

When the board of directors or board executive committee goes into executive session, action taken will be noted and a summary of those will become a part of the minutes of the full meeting. There will be no minutes of executive sessions.

**Taping**

Members of the board of directors must be informed at the beginning of any meeting if that meeting is to be taped.

**Expenses**

Board of directors members will assume financial responsibility for attending meetings and conducting official business. Site fees, refreshments and meals during the meetings will be covered by the organization.

**State Conference**

The FCCLA State Executive Committee with consultation of the board of directors shall determine the time and place of the state leadership conference.

**Board of Directors Member Commitment of Service Policy**

*Adopted by the Board of Directors on 02/22/20*

In addition to state laws, the legal duties of nonprofit board members are defined as the duty of loyalty, the duty of care, and the duty of obedience.

By serving as a member of the Washington FCCLA Board of Directors, I agree to the following:

- I am fiscally responsible, with other board members, for this organization. I will know what our budget is and take an active part in reviewing, approving, and monitoring the budget and fundraising to meet it.
- I am legally responsible, along with other board members, for this organization. I am responsible to know and oversee the implementation of policies and programs.
- I accept the bylaws and policy and procedure manual and understand that I am morally responsible for the health and well-being of this organization.
- I will actively promote the practice of Washington FCCLA.
- I will serve as an advocate for the organization within my circles of influence.
- I will fulfill commitments within agreed-upon deadlines.
- I will maintain and promote high ethical standards including good-faith board decision making and avoiding an actual or perceived conflict of interest with other activities, interests, or organizations with which I may be involved.
- I will maintain the confidentiality of the private information of the organization and other board members.
- I will attend board meetings, be available for phone consultation, and serve on committees as needed. If I am not able to meet my obligations as a board member, I will relinquish my role on the board.

\_\_\_\_\_  
Board Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member Printed Name

**Board of Directors Membership Policy**  
*Carried from 2019 Board Policy Manual*

The Board of Directors shall consist of members elected by related organizations and groups, ex-officio members, youth members, and members elected by the Board, the total number of which shall be limited to no less than ten members and not to exceed 24. No Board member may succeed himself/herself for a third term of service without one or more years elapsing between terms

**Approved Members**

Members approved by related organizations and groups according to their approval procedures are as follows: two state executive council members; one alumni member; three business/industry representatives approved by the board of directors; one career-technical administrator to be approved by the board of directors; two local FCCLA advisers to be approved by the board of directors; one family and consumer sciences educator approved by the Washington Family and Consumer Sciences Educators; one parent of FCCLA members to be approved by the board of directors; and one school (building) administrator to be approved by the board of directors. Members may serve in more than one capacity.

**Ex-Officio Members**

There shall be ex-officio members of the board of directors as follows: an Office of the Superintendent of Public Instruction representative who is the family and consumer sciences (FCS) Program Supervisor and the State FCCLA Executive Director.

**State Executive Council Members**

There shall be two state executive council members as follows: the current Washington FCCLA State President and the Vice President of Finance.

**Terms of Directors**

Members shall serve terms as designated by operating policy. Directors may be reelected for a second two- or three-year term. At least 12 months must elapse before any such director having served two consecutive terms may be elected for another term. The board chair, chair-elect, and past-chair may serve on the board of directors until the office position is filled. The state FCCLA president and vice president of finance shall serve one year during their terms of office. Other members shall serve on the board of directors ex-officio until the time they vacate their respective offices. The terms of board of directors members begin and end immediately after the state leadership conference in the spring.

**Voting Privileges**

Each member of the board of directors, except ex-officio members, shall have the power to cast one vote on any issue to be determined by the board of directors.

**Vacancies**

The Nominating Committee shall contact each Board director eligible for reappointment prior to July 1 to determine if that individual will continue service on the Board. Between July 1 and August 1 the Nominating Committee will notify the Board of open positions. On or before, August 1 the Nominating Committee will also submit a list of open positions to the executive director to be posted on the state FCCLA website as a request for candidates. The Nominating Committee will accept nominations from August 1 through September 15. Board of directors applicants may be self-nominated or nominated by others. Additional materials such as a vitae and letters of support may be included with the nomination.

Beginning September 15, the Nominating Committee will contact candidates to determine their interest and ability to serve. The Nominating Committee will submit a list of candidates to the full board no earlier than 30 days and no later than 10 days prior to the date of the board meeting. The Nominating Committee will review all nominations and present the roster of qualified candidates and/or their recommendations at the board of directors meeting. The board of directors will vote at that time.

The board may fill vacancies at any meeting. Any director approved for the balance of an unexpired term shall, in addition, be eligible for the maximum number of complete consecutive terms as director as provided by this document.

**Assumption of Office**

Persons elected to the board of directors shall ordinarily assume their offices as directors immediately following the state leadership conference.

**Resignation of Director**

To resign from the board of directors, one must forward a letter of resignation to the board chair.

**Board of Directors Officer Policy**  
*Carried from 2019 Board Policy Manual*

The officers of the board shall consist of the chair, chair-elect, treasurer, secretary, and the immediate past-chair of the board.

**Election, Terms, and Vacancies of Officers**

The above officers shall be elected by the voting members of the board of directors. The chair-elect, chair, past-chair of the board of directors shall serve for a term of one year or until their successors have been elected and assume office. The treasurer and secretary shall serve for a term of two years or until their successors have been elected and assume office. Officers may be eligible for reelection. No director, however, shall serve in the same office for more than three consecutive terms. Any vacancy among the officers, due to resignation, shall be filled at any duly constituted meeting of the board of directors.

**Chair of the Board – Duties and Responsibilities**

Provides leadership to the Board. Appoints standing committees and special committees as defined by the latest version of Robert’s Rules of Order, in consultation with the board executive committee. Annually appoints ad-hoc committee chairs as needed. Presides at all board of directors meetings. Serves on the finance and budget committee. Serves ex-officio as a member of all committees of the board of directors. Helps orient new board members. Develops agendas for board of directors meetings in conjunction with the executive director. monitors the long-range plan with the executive director. Promotes and provides leadership for mission, goals, programs and activities of the organization. Attends state leadership conference and participates in programs. Contacts all retiring members with a letter thanking them for their service and notifying them of recognition; those members will be recognized at the state conference.

**Chair-Elect of the Board – Duties and Responsibilities**

In the absence of the board chair, the chair-elect shall perform all duties pertaining to the office of Chair of the Board of Directors. Chairs the program committee. Succeeds to the position of board chair at the conclusion of the chair’s term. Receives recommendations for potential new members. Cultivates relationships with appropriate groups and organizations.

**Secretary – Duties and Responsibilities**

Accurately records all motions and actions and ensures an accurate record is kept of all meetings. A copy of the secretary’s records shall be kept in the state FCCLA office and meeting minutes shall be distributed to all board members within six weeks of said meeting. The secretary has authority to sign any official documents duly prepared and requiring signature of the secretary of the board, with approval of the full board of directors. Serves as chair of the communications committee. The secretary shall maintain a brief historical timeline of important board of directors activities.

**Treasurer – Duties and Responsibilities**

Serves as chair of the finance and budget committee. Has authority to sign any official documents duly prepared and requiring signature of the board treasurer, with approval of the full board of directors. Presents the annual budget, as approved by the finance committee, to the board of directors. Provides annually, in consultation with the state FCCLA executive director, a written account to the board of directors of the financial condition of the organization. Reviews complete monthly financial statements

and compares them to budget and previous year. A copy of the treasurer's records shall be kept in the state FCCLA office.

**Immediate Past Chair of the Board – Duties and Responsibilities**

Orients new chair. Serves as chair of the nominating committee. Works with new board chair to provide continuity and help in orienting new board members as appropriate.



**Document Retention Policy**  
*Adopted by the Board of Directors 02/22/20*

This Document Retention and Destruction Policy of Washington FCCLA identifies the record retention responsibilities of employees, volunteers, board members, or members and outsiders for maintaining and documenting the storage and destruction of Washington FCCLA’s documents and records.

**Rules**

The Washington FCCLA employees, volunteers, board members, or members and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules:

- paper or electronic documents indicated under the terms for retention below will be transferred and maintained in the administrative office;
- all other paper documents will be destroyed after three years;
- all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and
- no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

**Terms for retention**

Type of Record	Retention Period, Years
Accounting and fiscal: <i>Tax Exemption Status records</i> – Tax exemption determination letter and related correspondence. <i>Tax records</i> – Annual tax returns, files related to tax audits, accounts receivable & payable ledgers and schedules  <i>Financial records</i> – Audited financial statements, attorney contingent liability letters  All Bank Records Past budgets Payroll	Permanently  7 years  Permanently  7 years 2 years 3 years from separation of employment
Corporate <i>Governance Records</i> – Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes  <i>Intellectual property records</i> – copyright and trademark registrations and samples of protected works	Permanently  Permanently



**Finances Policy**  
*Carried from the 2018 Policy Manual*

**Expenses**

State executive council and advisory board members' expenses will be paid directly by Washington FCCLA or reimbursed as outlined below if incurred while performing office duties as designated by the state adviser and executive director. Students and advisers are expected to travel together in groups.

**State Executive Council**

Travel, some meals and housing expenses of state executive council members will be reimbursed from or paid directly by the Washington FCCLA. All other expenses (i.e., meals, tips, phone calls, etc.) are the responsibility of the individual. Meeting information will specify organizational and personal expenses.

**State Executive Council and Advisory Board Meeting Rooms**

The cost of renting meeting rooms for state executive council and advisory board meetings shall be paid by Washington FCCLA.

**National Leadership Conference**

Expenses for officers and advisers attending the national meeting will be reimbursed as follows:

- Officers: The state association shall equally pay an amount of the cost for each of the state officers' expenses. The actual amount will depend on the financial resources of the state association.
- Advisers: Expenses for advisers will be determined by their local chapters and districts.
- STAR Events Competitors: The first-place competitors representing the state association shall have their national conference STAR Events registration fee paid by Washington FCCLA.

**Fiscal Management**

- Regional: Money from regional meeting funds may be used for educational purposes only. Any money collected as fees at any type of regional meeting shall be sent to the FCCLA state office to be deposited in an appropriate account of the state association.
- Insurance: Members of the state executive council and the advisory board shall be covered by accident insurance for official activities of the Washington Family, Career, and Community Leaders of America.

**Intern Position Policy**  
*Carried from the 2018 Policy Manual*

**Purpose**

To provide administrative career preparation opportunities for past national officer candidates and to increase management resources for conducting FCCLA regional, state, or national business. This individual will not serve on the Washington FCCLA State Executive Council nor supplant any designated elected officer duties.

**Qualifications**

- Administrative Interns must have completed the process of running for national office.
- Be endorsed by the state adviser and have submitted a program of work for their activities in the year they would serve as an intern.

**Duties**

Duties and tasks shall facilitate a variety of career options such as teaching, business administration, journalism, media, etc. They shall also address current concerns of Washington FCCLA. Possible duties are listed below but this is not an all-inclusive list.

- Act as an administrative intern to the state association.
- Assist regions that have only one state officer during a given year with planning/implementing regional activities such as regional meetings, STAR Events, etc. assuming travel time/costs are reasonable and approved by the state adviser.
- In conjunction with State Executive Committee, seek out opportunities for ongoing funding for the State Association.

**Process**

Position would be by application only. The decision would be that of the state adviser. Application will include a statement as to how this would contribute to the educational plan and career path of the applicant. Interns might receive work-study employment or college credit in a variety of ways. Work could serve as a project for various classes. Secondary students might also use this as a career path project leading toward the culminating project required for graduation. They might also receive independent study credits at the secondary level or articulated credit at post-secondary institutions. In addition to those listed above, intern assignments could range from creating and/or presenting workshops or workshop materials needed by others, conduct research, draft proposals, financial management, officer training, publications and PR and state meeting duties. Interns are expected to adhere to all rules and expectations that apply to state officers. Collegiate status interns may travel alone.

## **Meeting Emergency and Crisis Policy** *Adopted May 2015*

### **Introduction**

Though the likelihood and impact of crisis varies from event to event, we know that, in today's world, the risk is always present.

The FCCLA Board of Directors believe that the following policy and procedures will make our participants more safe and our staff better prepared so that everyone may have an enjoyable time at our national meetings and conferences.

Unfortunate events can occur quickly and without warning, so planning is a crucial first step toward a calm and effective response.

All meeting participants should use this document to be completely prepared should an emergency or crisis occur. Together, we'll continue to provide The Ultimate Leadership Experience.

### **Emergency Contact Plan**

All meeting attendees are required to should submit emergency contact information as part of the meeting registration process. Conference personnel should have immediate access to this information as needed while on site and during the entire event.

### **Primary and Secondary Chapter Emergency Contacts**

Conference personnel should have on record a list of all primary and secondary emergency contacts for all chapters of the state. This information should be requested and gathered from chapters as part of the meeting registration process. Conference personnel should have immediate access to this information as needed while on site and during the entire event.

### **Notifying Emergency Contacts**

Emergency contacts should be notified immediately – as soon as the situation is safe – should an emergency or crisis occur. As part of the registration process, all registrants should submit accurate emergency contact information. Conference personnel should have immediate access to contact information as needed while on site and during the entire event.

The Executive Director will guide the notification process, which could include phone calls, text messages, emails, information posted on the FCCLA website, or any other method of communication that he/she deems appropriate for the situation. All conference personnel should follow the directions of the Executive Director throughout the emergency notification process.

### **Conference Evacuation Plan**

#### *Default Evacuations (Fire/Smoke Alarms)*

If you see fire or smell smoke, follow these guidelines to report the situation and exit the building:

- Remain calm. Conference facilities have sophisticated and efficient fire alarms and suppression systems and many exit doors.
- Call 911 and report the exact location of the fire if known (room number, aisle number, area description, etc.).

- When reporting a fire and no telephone is available, notify the nearest security officer or event staffer.
- Proceed calmly to the nearest emergency exit, and exit the building immediately.
- If there is an actual fire, an audible alarm will sound.
- Do not attempt to use elevators.
- Try to assist disabled or elderly persons who may need assistance exiting the building.
- Do not re-enter the building until instructed to do so by fire department or conference personnel.

### *Discretionary Evacuations*

In the event of a crisis, you may need to evacuate the building. Should that become necessary, you would receive instructions about what to do and where to go by emergency and conference personnel. In such an instance, you should follow these instructions:

- Remain calm.
- Be attentive for instructions.
- Leave the facility through the nearest exit as instructed.
- Do not take time to retrieve personal property.
- If possible, assist elderly and disabled persons.
- Do not loiter or wait for others.
- Do not try to re-enter the building.
- Listen for the “all clear” signal before attempting to return to the building.

## **Emergency Procedures**

### *Medical Emergency*

If you see an ill or injured person, one of the most important things you should do is request assistance in getting medical help. Medical personnel may be stationed at a first aid station located in your event area and can assist you immediately. If no personnel are stationed there, look for conference personnel or a house phone or use your cell phone to call 911.

Should a medical emergency occur, you should follow the guidelines below:

- Remain calm.
- Check for injuries.
- Do not move him/her, unless they are in danger.
- Call for help to get medical assistance immediately.
- Reassure the victim that help is on the way.
- Do not attempt to perform first aid or CPR unless you are trained and certified to do so.
- Stay with the individual until emergency personnel arrive.

### *Bomb Threats*

Every bomb threat is treated as a serious matter. Most bomb threats are received by telephone. If you receive a bomb threat, keep the caller talking and get as many details as possible. This can provide important information that can help diffuse the situation and give clues to the location of a bomb.

In the event of a bomb threat, follow these instructions:

- Remain calm.
- Do not hang up on the caller. Attempt to keep the caller talking as long as possible so you can get as much information as you can.

- Listen for voice-identifying characteristics and background sounds.
- Try to remember the exact words used by the caller (e.g., location of device, explosion time, etc.).
- Try to write the conversation down.
- Have someone else call 911 and provide the dispatcher all important details.
- Follow the instructions of emergency responders.

### *Suspicious Packages*

Should you encounter a suspicious package, follow these security guidelines to report the package and keep yourself and others safe:

- Do not touch or move the package.
- Alert conference personnel of the package.
- Note and share the location and general description of the package, explaining why you found the package suspicious.
- Follow the instructions of conference personnel.

### *Severe Weather Events*

Weather can change quickly, and the best protection is to be aware of what's happening by paying attention to severe weather alerts and news/weather outlets. Follow these guidelines for severe weather events.

### *Earthquake*

If you are inside a building:

- Stay where you are until the shaking stops. Do not run outside. Do not get in a doorway, as this does not provide protection from falling or flying objects, and you may not be able to remain standing.
- Drop to the ground onto your hands and knees so the earthquake doesn't knock you down.
- Cover your head and neck with your arms to protect yourself from falling debris.
- If you are in danger from falling objects, and you can move safely, crawl for additional cover under a sturdy desk or table.
- If there is low furniture or an interior wall or corner nearby, and the path is clear, these may also provide some additional cover.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.
- Hold on to any sturdy covering so you can move with it until the shaking stops. Stay where you are until the shaking stops.

If you are outdoors when the shaking starts, move away from buildings, streetlights, and utility wires. Once in the open, drop to the ground, cover your head and neck, and remain as still as possible. Stay there until the shaking stops. This might not be possible in a city, so you may need to duck inside a building to avoid falling debris.

If you are in a moving vehicle, stop as quickly and safely as possible and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that the earthquake may have damaged.

### *Tornado*

- Go to the lowest building level. If there is no basement, go to the center of a small interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside.
- Get under a sturdy table and use your arms to protect your head and neck.
- Do not open windows.
- If you are not in a sturdy building, there is no single research-based recommendation for what last-resort action to take because many factors can affect your decision. Possible actions include:
  - Immediately get into a vehicle, buckle your seat belt, and try to drive to the closest sturdy shelter. If your vehicle is hit by flying debris while you are driving, pull over and park.
  - Take cover in a stationary vehicle. Put the seat belt on and cover your head with your arms and a blanket, coat, or other cushion if possible.
  - Lie in an area noticeably lower than the level of the roadway and cover your head with your arms and a blanket, coat, or other cushion if possible.

### *Winter Weather and Storms*

- Stay indoors during winter storms.
- Walk carefully on snowy, icy walkways.
- Dress properly for cold weather to prevent frostbite and hypothermia.
- Keep dry. Change wet clothing frequently to prevent a loss of body heat. Wet clothing loses all of its insulating value and transmits heat rapidly.
- Do not drive if the conditions are unsafe.

### *Thunderstorms and Lightning*

- Use a battery-operated weather radio for updates from local officials.
- If needed, use flashlights, not candles.
- Avoid contact with corded phones and devices, including those plugged into electricity for recharging. Cordless and wireless phones not connected to wall outlets are OK to use.
- Avoid contact with electrical equipment or cords.
- Avoid contact with plumbing. Do not wash your hands or take a shower. Plumbing and bathroom fixtures can conduct electricity.
- Stay away from windows and doors, and stay off porches or balconies.
- Do not lie on concrete floors, and do not lean against concrete walls.
- Avoid natural lightning rods such as a tall, isolated tree in an open area.
- Avoid hilltops, open fields, the beach, or a boat on the water.
- Take shelter in a sturdy building. Avoid isolated sheds or other small structures in open areas.
- Avoid contact with anything metal.
- If you are driving, try to safely exit the roadway and park. Stay in the vehicle, and turn on the emergency flashers.



### **Lockdown Procedures**

In some circumstances, it will be safer for those in a room or building to remain inside. Should conference personnel determine the need for you to go under a lockdown, you should follow these guidelines to stay informed and protect yourself:

- Remain calm.
- Follow the instructions of conference personnel.
- Be attentive for instructions.
- Go into an interior room with few windows, if possible.
- Close the door and remain quiet.
- Barricade the door if materials are available.
- Assist any elderly or disabled persons.
- Do not try to leave the room or building.
- Stay in your assigned area.
- Listen for the “all clear” sign given by conference personnel before attempting to leave the room or building.

### **Offsite Meeting Location**

Prior to any meeting or conference, staff should designate an offsite meeting location. This offsite meeting location should be publicized in the program of the event.

### **Offsite Staff Operation Center**

Prior to any meeting or conference, staff should designate an offsite staff operation center location. This offsite staff operation center location should be publicized in the program of the event.

### **Continuity of Leadership**

Should the Executive Director of FCCLA be unable to perform his/her duties under the guidelines of this plan, the following leadership succession is in place.

Persons are listed in the order of succession with the first position listed being first in line, the second position listed being second in line, etc.

- Senior Director
- State Adviser
- OSPI FCS Supervisor
- STAR Events Coordinator

### **Communicating the Plan**

Emergency contacts, evacuations plans, lockdown procedures, and the offsite meeting location should be included in the programs of all national events.

### **General Safety Tips**

*For Advisers:*

- Before traveling to the meeting, collect parental consent forms and emergency contact forms from students and bring these forms with to the event. Keep them handy by carrying them with you in a binder or folder.
- Take a digital photo of each student traveling with you to the meeting using your phone or camera. Have the photos readily available with you either on your phone or on a flash drive. In

the unlikely event that a student becomes lost, the photos will help convention staff and local authorities to locate him or her.

- Remind your students of the general safety tips and emergency procedures included in this document.

*For Students:*

#### Hotel Safety

- Read the emergency instructions on the back of your hotel room door. Familiarize yourself with the fire escape route.
- Count the number of doors between your room and the nearest exit.
- Do not leave your door open, and always use the dead bolt.
- Do not open your hotel door to anyone you don't know. Call the front desk to verify hotel staff, security guards, and others requesting entrance to your room.
- If you encounter questionable individuals, report them to the front desk.
- Do not say your room number in public.
- Do not leave valuables out in the open. Many hotels provide lock boxes for your security.
- Keep your room key with you at all times.

#### Parking Safety

- Always lock your car and/or bus doors.
- Do not leave valuables in view inside the car or bus.
- Do not store an extra key under the car/fender, etc.
- If you must lock valuables in your vehicle, hide them in the vehicle before you arrive at the parking lot/garage.

#### Public Transportation Safety

- Use call boxes or emergency intercoms that are available.
- Be aware of emergency exit and fire extinguisher locations.
- Keep your belongings with you at all times.
- Follow the instructions of drivers and conductors.

#### General Safety

- Go for the RED.
  - R = React: Take information around you seriously. Pay attention.
  - E = Evaluate: Judge the level of threat to your safety or the safety of others.
  - D = Decide: Decide if you need to take immediate action or seek help.
- Do not wear FCCLA badges or nametags outside of FCCLA events.
- Travel in groups.
- Refrain from visiting with strangers.
- Make sure your adviser knows where you are.
- Be aware of what's happening around you.
- Carry a cell phone. Make sure people closest to you know how to reach you. Make sure you know how to reach other members of your group, including chapter members, chaperones, and your adviser.
- Report emergencies immediately.
- Locate emergency exits and fire alarms.

**Meetings Policy**  
*Carried from the 2018 Policy Manual*

**Fall Regional Meetings**

Purposes

- To help members become acquainted with FCCLA.
- To facilitate the exchange of FCCLA suggestions for strengthening chapters' program of work.
- To provide opportunities for FCCLA members to become acquainted with each other.
- To conduct official business.

Officers and advisers responsible for meeting

State vice presidents of regions, with assistance from named state officers, and state officer advisers.

Who may attend

Number decided by regional meeting planners.

**Regional STAR Events**

Purposes

- To provide the opportunity for all affiliated FCCLA members in that region to participate in STAR Events at the regional level.
- To recognize the effort chapters have made to work toward the objectives in the program of work, particularly as presented in the STAR Events categories.
- Officers and advisers responsible for meeting: Named state officers, with assistance from state vice presidents of regions, and state officer advisers.

Who may attend

All members of the chapter delegation eligible to attend the meeting.

**Spring Regional Meetings (at SLC)**

Purposes

- To elect officers.
- To recognize the effort chapters have made to work toward the objectives in the program of work.

Officers and advisers responsible for meeting

State vice presidents of regions, with assistance from named state officers, and state officer advisers.

Who may attend

All members of the chapter delegation eligible to attend the State Leadership Conference. Voting delegates will vote following a caucus with chapter members.

**State Leadership Conference**

Purposes

- To hear reports of officers and committee chairpersons.
- To promote the program of work.
- To select state STAR event participants for national leadership conference.
- To give recognition to individuals and chapters.

- To transact business as may come before the delegates.
- To install new state officers.

#### Persons responsible for the meeting

State executive committee, state executive council, and state officer advisers.

#### Who may attend

A minimum of one delegate and one voting delegate from each chapter and other participants as determined by the executive council and advisory board. This specific information is published in the Chapter Advisers Manual.

### **National Leadership Conference**

#### Purposes

- To promote FCCLA and Family and Consumer Sciences.
- To promote national projects.
- To develop leadership skills.
- To gather ideas for chapter projects and to elect national officers.
- To transact business of the organization.

#### Officer and advisers responsible

National officers, national advisory board, national headquarters staff; state adviser, state executive council, and state officer advisers.

#### Who may attend

State officers and interested members of state chapters, including the state's representatives in STAR events, may attend as per national guidelines. All delegates will be asked to complete a delegate form and submit the form to the state adviser.

### **Capitol Leadership Conference**

The state president will be partially supported to attend the Capitol Leadership Conference annually.

- The Washington FCCLA annual budget includes funds to pay the conference registration/housing for the state president. The state president will make a good faith effort to share housing to reduce the costs to the state association.
  - In case there is no Capitol Leadership Conference during a particular year, these funds may be used to support the state president's attendance to a different national fall conference.
- The state president is responsible for arranging for his/her travel to the Capitol Leadership Conference.
- The state president and other officers attending Capitol Leadership Conference will be supervised by an approved adult leader.

**Recognition Awards Policy**  
*Carried from the 2018 Policy Manual*

**Scholarships**

Washington Family, Career, and Community Leaders of America offers two \$1,000 scholarships to active FCCLA members who have achieved academic excellence. There are three categories of scholarships offered:

- Study Family, Career, and Consumer Sciences Education, or related occupation in the Family and Consumer Sciences Department (or equivalent) at one of Washington's accredited four-year universities (Category I).
- Enter a one- or two-year training program for a Family, Career, and Consumer Sciences related occupation in a Washington community and technical college (Category II).
- Enter Family, Career, and Consumer Sciences Education as a major and be currently enrolled in a University in Washington. (Category III).

Appointed members of the board of directors will act as the selection committee.

In years where there are no qualifying applicants in one of the categories, then more than one scholarship may be awarded in another category.

The scholarships are awarded in the names of:

(2005)\* Anita Worth Berry – Teacher, Whatcom County, 1945  
Laura E. McAdams – Teacher Educator, U of W (50's & 60's)  
Dean Velma Phillips – Dean, Home Economics, WSU (50's & 60's)  
Ailsie M. Stevenson – Teacher Educator, WSU – 50's & 60's  
Grace G. Granberg – Teacher Educator – U of W (50's & 60's)

The scholarships are awarded each year at the annual state meeting. Each \$1,000 scholarship is paid over a two-year period to the recipient.

To be eligible for a FCCLA scholarship, an applicant must meet the following qualifications:

- Have a grade point average of 3.0 or above.
- Be an active member of a local chapter or have been an active member while in high school.
- Plan to:
  - Study Family, Career, and Consumer Sciences Education, or related occupation in the Family and Consumer Sciences Department (or equivalent) at one of Washington's accredited four year universities (Category I).
  - Enter a one- or two-year training program for a Family, Career, and Consumer Sciences related occupation in a Washington community and technical college (Category II).
  - Enter Family, Career, and Consumer Sciences Education as a major and be currently enrolled in a University in Washington. (Category III).

Note: If there are no applicants intending to attend school in Washington State the scholarship may be awarded to an applicant planning to attend a school out of state.

Scholarships are paid out over two years, \$500/year, paid to the appropriate university at the beginning of the academic year.

## **STAR Events Policy**

*Date of Adoption Unknown*

1. Washington follows the National Competitive Events Guide for STAR Events Competition at Regional and State competitions.
2. Regional STAR Events Competition
  - a. Chapters must attend a Regional STAR Events Competition. If they cannot attend a competition in their own Region, with state permission, they can register to attend a competition in a neighboring Region.
  - b. If school (or district transportation) is cancelled due to weather on the day of Regional STAR Events Competition, that chapter will have a state-determined amount of time in which to hold a non-biased, alternative evaluation with adults serving as evaluators. Adult Evaluators could be FACSE teachers from nearby schools, school board members, FACSE advisory board members, building administrators.
  - c. In cases of a Regional date change, when a school has an unresolvable conflict, the state can grant special permission for a chapter to hold a non-biased, alternative evaluation with adults serving as evaluators. Adult Evaluators could be FACSE teachers from nearby schools, school board members, FACSE advisory board members, building administrators.
  - d. Competitors will be evaluated in the event in which they were registered.
  - e. Only (Gold) Regional STAR Events ratings of 90 or above move on to State STAR Events.
3. State STAR Events Competition
  - a. Chapters must be fully registered for State Leadership Conference in order to participate in State STAR Events.
  - b. STAR Events Competition will be held on the State Leadership Conference designated day/s only. No make-up competitions after the official STAR Events competition allowed.
  - c. WA-FCCLA highly recommends that all online STAR Events participants attend the State Leadership Conference to be recognized and prepare for National Leadership Conference.
  - d. Only a (Gold) State STAR Events rating of 90 or above can be designated to move on to Nationals.
  - e. The top scoring individual or team in each category/event will be the State designated National Representative. Washington FCCLA will credit the STAR Event participant registration fee for the National Representative for National STAR Events.
  - f. The second place individual or team in each category/event will also be considered a National Competitor in that event, but will not receive financial assistance.
  - g. If the top scoring individual or team cannot attend Nationals, the second-place team will become the State Designated National Representative if rated Gold and scoring 90 or above and receive financial assistance. The third-place team would move into the second-place National Competitor slot if rated Gold and scoring 90 or above.
  - h. Chapters must verify with the STAR Events Coordinator their intent to attend and compete at National Leadership Conference within 1 week of State Leadership Conference.
  - i. Once a chapter has relinquished its right to compete at the National Leadership Conference, the next qualified team will be notified. Once that next team has been invited to represent WA-FCCLA at the National Leadership Conference, that opportunity cannot be rescinded.

**State Officer Policies**  
*Carried from the 2018 Policy Manual*

**Elections**

Nominations. Candidates for state office shall be nominated by the local chapters.

- Each region shall elect one undesignated state officer and one state vice president.
- Each chapter may submit no more than one candidate for each office.
- Nominations from chapters shall be emailed to the state adviser and the state vice president of the region by a specified date.
- In the event there is a middle school candidate, who if elected would move to the high school, that candidate needs signed permission to run from the high school primary FCCLA adviser and school administrator.

Election procedures shall be determined by the executive council and advisory board. The candidate receiving the highest number of yes votes for the office shall be elected and shall assume office at the close of the annual state meeting.

The chair of the regional meeting (normally the state vice president from that region) will vote only when a tie occurs during the election of the new state officers.

Qualifications of candidates:

- Active membership in an affiliated chapter for one school year prior to assuming official duties.
- Completion of one family and consumer sciences education course.
- Completion of two Power of One projects and STEP One.
- A cumulative grade point average of 2.5 at the time of application.

**Responsibilities**

Representation of state association at meetings.

Officers representing Washington FCCLA at non-official FCCLA functions may drive themselves if they have school district and parent approval; otherwise, they must be accompanied by an adult.

**Expenses**

Actual expenses of the officer representing Washington FCCLA at such meetings and the adult accompanying the officer shall be paid from the association or from funds available from the sponsoring agency when approved by the state adviser and the executive director. Officers invited to another region will have travel expenses paid for by the inviting region.

**Officer Duties**

- Maintain professional conduct.
- Obey civil and criminal laws.
- Comply with the code of conduct.
- Attend required meetings. Officers must attend required meetings and conferences or will be asked to relinquish their offices, unless the absence is mitigated by extenuating circumstances as determined by the state executive committee.
  - State Leadership Conference
    - Election of all state executive council members
    - Determination of offices held by at-large officers

- Orientation for newly elected state executive council members
  - All CTSO/Spring Leadership Meeting
    - All state executive council members attend
  - National Leadership Conference
    - All state executive council members encouraged to attend
  - Regional Leadership Meetings
    - All state executive council members attend designated meetings
  - Winter Executive Council Meeting
    - Named officers attend
  - Capitol Leadership
    - All state executive council members recommended to attend
    - President will be partially supported by Washington FCCLA to attend
  - Legislative Advocacy Day – Olympia
    - All state executive council members highly encouraged to attend
  - State Leadership Conference
    - All state executive council members arrive on evening two days prior to conference opening
- Honor system—The State Officer Honor Recognition Criteria will be used with state officers for purposes of recognition. The Honor Criteria identify specific duties required for completion of the FCCLA Leadership Academy and will be used to demonstrate an officer’s achievement of such criteria. (See The Ultimate Leader Handbook -- State Officer & Adviser Handbook for specific information.)

### **Special Circumstances**

- Disciplinary Process for State Officers
  - Code of Conduct Offense – 1<sup>st</sup> Offense: probation may be implemented at the state adviser’s discretion based on severity of offense.
  - Code of Conduct Offense – 2<sup>nd</sup> Offense: the state executive committee will determine if removal is necessary based on severity of offense and the negative impact to the organization.
- To replace an elected officer who was removed from office, refer to bylaws (Article IV, Section 4).
- If there are not enough officer candidates to elect two officers in each region:
  - The state vice-president will be responsible for re-contacting all chapters in the region with specific officer candidate information. These candidates must submit all materials to the state vice-president adviser by March 1 in order to be on the ballot.
  - If after the March 1 deadline, there is still no candidate for one position, but there are two candidates for the other position, then following elections the state adviser may ask the runner-up candidate if they would be willing to fill the unfilled position.
  - If there is still a vacancy for the second office in the region, the state officer adviser would select one or two students to serve as “officer-in-training”. The officer- in-training would not attend the May, November, or April executive council meetings. They will be recognized at the state meeting with a certificate of leadership.
  - The named officer will lead the planning and implementation of regional meetings and events when a region lacks a regional officer.
- When there are no candidates for either position in a region there are two choices:



- With permission of the local adviser, qualified member/s can volunteer to serve by completing the elections packet and being appointed by the state adviser and the advisory board chair.
- If no qualified member/s volunteer there will be no regional activities, unless the adults in that region assume the responsibilities of the officers at the regional level.

### **Officer Training**

All state officers participate in leadership and team development activities at the State Leadership Conference as well as throughout their term. All state officers are highly encouraged to participate in the FCCLA National Leadership Conference, where they can receive training through national leadership academies. Officers receive training on various leadership, professionalism, and organizational topics at the following annual events:

- State Vice Presidents of the Regions
  - Orientation to begin term at the State Leadership Conference
  - Spring Executive Council Meeting/joint CTSO training
  - Legislative Advocacy Day, (attendance highly recommended)
  - State Leadership Conference
- At-Large State Officers
  - Orientation to begin term at the State Leadership Conference
  - Spring Executive Council Meeting/joint CTSO training
  - Legislative Advocacy Day, (attendance highly recommended)
  - Winter Executive Council Meeting
  - State Leadership Conference

**Student Membership Transfer Policy**  
*Carried from the 2018 Policy Manual*

**Membership Transfer**

Members changing from one chapter to another, at any time during the school year, shall present their membership card to the new chapter as receipt for state and national dues.

Professional Members – Annual dues are \$35.00 paid directly to the state association.

Chapter transfer to another region. Special permission must be obtained from the state adviser.

## **Appendix A: Future Revisions**

- The STAR Events Policy will be referred to the WA FCCLA Advisory Board for recommendations on whether to continue following national guidelines for state competition or make adjustments at the state level; namely, whether all STAR events should be made available to all students at the state level irrespective of their grade level, and whether the threshold to achieve gold at Regional STAR Events and qualify for State STAR Events should remain at 90 or be lowered to 85.
- The Meeting Emergency and Crisis Policy will be referred to the WA FCCLA Advisory Board, as it has only been slightly modified from a national policy and may not be necessary.
- The Executive Director Review Policy must be constructed by a committee of the board of directors that will be appointed by the board chair and should include the chair, chair-elect, and/or past-chair, among other board members.
- The Amendment to Bylaws Policy must be constructed and adopted by the board of directors, stipulating that the board of directors will not exercise its power to amend the bylaws of the organization without a vote on the proposed amendments from the student membership, unless such amendments are necessary to comply with legal rules and regulations or to clarify confusions or contradictions within the bylaws.