

KENTUCKY ASSOCIATION
STATE OFFICERS' CODE OF CONDUCT & PLEDGE

Please read this document carefully, get parent/guardian signature, and bring it to the post-conference State Executive Council meeting if elected to state office. You and your adviser will sign the document during that meeting.

PERFORMANCE CODE FOR STATE OFFICERS and State Officer Adviser

Expectations As a state officer you are representing one of the finest youth leadership organizations in the country. The eyes of many people will be on you. What you do and how you do it will impact the reputation of FCCLA and should leave a favorable impression. Watch your conduct and avoid anything that might be questioned. Be courteous at all times. State officer advisers have primary responsibility for monitoring the conduct of his or her officer and are expected to enforce state policies regarding procedures, dress, and behavior.

CODE OF CONDUCT

1. Behavior at all times should be such that it reflects credit to you, your family, your school, your state, and the FCCLA organization.
2. State officers are expected to exhibit trustworthiness, respect, responsibility, fairness, caring, and citizenship.
3. State officers' conduct is the responsibility of the local chapter adviser. Officers shall keep their adviser informed of their activities and whereabouts at all times.
4. Use of tobacco and vapor products is prohibited.
5. State officers are expected to attend all general sessions, assigned workshops, and activities at meetings in accordance with the conference agenda.
6. Any accidents, injuries, illnesses or medical conditions should be reported to the local adviser and the state staff immediately.
7. Public display of affection and intimate physical contact is not acceptable in your role as a state officer.
8. Officers will be informed of curfew at each meeting and expected to observe the designated curfew (Curfew is described as being in your own assigned room by the designated hour) Curfew times are listed in the conference programs.
9. Visitation of male and female members of the opposite sex in hotel guest rooms is strongly discouraged. Permission from advisers of both parties and adult supervision must be obtained before visitation can take place. It is the responsibility of the chapter adviser to provide proper supervision between visitations of the opposite sex.
10. If an officer is found responsible for stealing or vandalism, the officer and his/her parents or guardian will be expected to pay all damages. This includes the removal of items from hotels. You are expected to respect hotel property and contest facilities and equipment. The individual(s) and/or parents/guardians must pay any damages to the property or furnishings in the hotel rooms or building.
11. Students shall not participate in any activity that might cause personal injury to himself or herself or the person. Any participant found in violation of hotel safety codes or criminal laws may be sent home at the students'/parents'/guardians' expense. The chapter adviser will contact the parents/guardian and the school principal.

12. State officers may not purchase, possess, consume, or be under the influence of alcohol, illegal drugs, or any form of artificial stimulant while traveling to, during or returning from the conference/contest site at any time. (Drugs prescribed by doctors are permissible in original container.) Violators will be expelled from the conference and turned over to the proper authorities. Chapter advisers will notify parents/guardians and school principals of the action taken.
13. Participants shall sleep in the rooms for which they are registered.
14. Participants shall be considerate and respect the rights of their roommates and other hotel guests by refraining from behavior that may disturb others. Do not make excessive noise or have the radio or TV at a high volume.
15. Participants shall refrain from using profane language, making obscene gestures, or performing acts that would mar the image of the organization.
16. When leaving the hotel or conference site, students are to stay in groups of at least 3.
17. The state Career and Technical Staff person has the right to take immediate action when violations occur, including sending individuals home at their own expense. In the event this occurs, the local adviser or the assigned chaperone will contact the parents/guardian and the school personnel.

CODE OF CONDUCT Disciplinary Process Defined:

1. The officer who has committed the offense will be notified immediately that the disciplinary process has begun, and then in written form via certified mail within ten working days following the verbal notification. This information will also be sent to the officer's parent/guardian, local adviser and principal.
2. Upon review of the officer's actions, the Kentucky FCCLA may then:
 - a. send letter of reprimand to officer and place letter in officer's file
 - b. place officer on a period of probation
 - c. place officer on suspension
 - d. remove officer from office
3. The state officer, local adviser, principal, parent/guardian shall be notified via certified mail within 10 working days of the decision.

A violation of rules may subject an officer to disciplinary action. The disciplinary process described below will be followed. A violation of rules 9 through 12 may subject an officer to immediate suspension, therefore, the officer may be sent home from the FCCLA meeting/activity. Transportation home will be arranged at the officer's expense. The disciplinary process will be followed after the activity is over and the officer has arrived at home.

DRESS CODE

State officers are expected to follow the Kentucky FCCLA Dress Code and the uniform schedule provided for each meeting/activity. Because FCCLA is a career-technical student organization with career preparation as an integral part of its mission, state officers are expected to set high standards of appearance. The following additional standards must be followed when state officers are participating in FCCLA events and/or representing the state association.

1. Hair must be neat and clean and must be styled in a manner to prevent covering the eyes and face. Hair ornamentation is limited to simple bands or clasps used to prevent hair from being in the eyes or face.
2. Visible body piercing is limited to one per ear. Earrings must be simple in style and limited in

size to less than 1 inch.

3. Visible tattoos are prohibited.
4. Nails must be short in length. Polish must be of neutral color, un-chipped, and plain in design.
5. Tight-fitting clothing (jeans, shorts, tank tops, etc.) is prohibited.
6. Pants/skirts/shorts must be worn so that the navel does not show.
7. Shirts, blouses, or tops must have straps that are at least one inch wide and may not be cut lower in front than the top of the armpit.
8. Skirts (and skirt slits) may be no shorter than two inches above the knee. Shorts must be no shorter than mid-thigh.
9. Flip-flops and casual sandals may not be worn with the officer uniform or as young professional attire.
10. Evening gown guidelines: straps must be at least one inch wide; may not be cut lower in front than the top of the armpit or lower in the back than the waistline; a bra must be worn and undergarments must not show; slits and/or skirt length must not be more than two inches above the knee.

Failure to follow the Kentucky FCCLA Dress Code and the standards above may result in the officer being prohibited from participating in the FCCLA meeting/activity or sent to change clothing.

OFFICER'S

PLEDGE _____, _____
(name) (office)

pledge to the Kentucky Association of Family, Career and Community Leaders of America the following:

- To fulfill the duties of my specific office and the general duties of state officers, as described in the handbook,
- To come prepared to all council meetings and other functions,
- To make the office to which elected first priority this year,
- To comply with the state officers' Code of Conduct and Dress Code, as well as all policies of the association,
- To maintain my overall scholastic average of 2.5 or above,
- To fulfill all responsibilities under the direction of my local adviser,
- To conduct myself as a leader and in a manner befitting a state officer, realizing that I am an example at all times for members statewide. If I should fail to do so, I understand that I may be relieved of the office.
 - Be dedicated and committed to FCCLA and the total program of Family and Consumer Sciences.
 - Attend all executive council meetings in their entirety.
 - Attend National Leadership Meeting and take part in all activities including those assigned while at the meeting. (excluding GSP Honorees)
 - Attend National events hosted by the State FCCLA Association (Cluster Meetings, etc.)
 - Attend State Officer and Leadership Training Conferences
 - Attend State Meeting.

- Attend all scheduled sessions at regional, state and national meetings.
- Exhibit behavior that reflects the positive image of FCCLA at all times (e.g. Appropriate language, dress, behavior, manners, etc.)
- Wear official uniform when representing the Kentucky Association (while attending meetings and traveling to and from meetings)
- Carry out duties as stated in the bylaws.
- Cooperate and consult with local adviser and state adviser.
- Keep an up-to-date file to be given to the new state officer.
- Abide by the Code of Conduct put forth for All Career and Technical Student Organization members and officers (Kentucky Career and Technical Student Organizations Policies and Procedures Guide, 1994)
- Participate in other duties as assigned.

I accept this pledge and consider it an honor and a privilege to serve the Kentucky Association of Family, Career and Community Leaders of America for the coming year.

Officer's signature

Adviser's signature as Witness

Parent/Guardian

Date

The **expectations of state FCCLA officers** as listed above and in the state FCCLA officer commitment form must be read and the form signed by all state officer candidates and their advisers. **State FCCLA Officer Commitment Form.** (To be signed by each state FCCLA Officer candidate with the understanding that a state officer may be removed from office if he/she does not satisfactory follow these expectations.)

If elected a state FCCLA Officer, during my year of service I pledge that I will:

- Be dedicated and committed to FCCLA and the total program of Family and Consumer Sciences.
- Attend all executive council meetings in their entirety.
- Attend National Leadership Meeting and take part in all activities including those assigned while at the meeting.(excluding GSP Honorees)
- Attend National events hosted by the State FCCLA Association (e.g. Cluster Meetings, etc.)
- Attend State Officer and Leadership Training Conferences
- Attend State Meeting.
- Attend all scheduled sessions at regional, state and national meetings.
- Exhibit behavior that reflects the positive image of FCCLA at all times (e.g. Appropriate language, dress, behavior, manners)
- Wear official uniform when representing the Kentucky Association (while attending meetings and traveling to and from meetings)
- Carry out duties as stated in the bylaws.
- Cooperate and consult with local adviser and state adviser.
- Keep an up-to-date file to be given to the new state officer.
- Abide by the Code of Conduct put forth for All Career and Technical Student Organization members and officers (Kentucky Career and Technical Student Organizations Policies and Procedures Guide, 1994)
- Participate in other duties as assigned.

The state adviser will monitor all of these expectations and determine extreme circumstances. Violations will be referred to a committee and appropriate action will be taken with the state adviser making the final decision.

KY FCCLA National Executive Council Social Media Code of Conduct

State Officer agrees to follow all the guidelines of Kentucky Family, Career and Community Leaders of America (KY FCCLA) with regard to social media use. This includes, but is not limited to, Facebook, Twitter, Pinterest, Vine, SnapChat and Instagram. As a member of the KY FCCLA Executive Council, I agree to the following:

- ☐ I will not post any content on my social media pages that reveals myself or anyone else participating in any illegal activity or other questionable activities.
- ☐ I will not post anything that shows any political or religious beliefs which may alienate individual members or misrepresent the views of KY FCCLA as a whole.
- ☐ I will not post any pictures or statuses that reveal public displays of affection (PDA).
- ☐ I will not post any content with vulgar language.
- ☐ I will support the other state officers on social media with regard to FCCLA and personal activities.
- ☐ I will always be respectful on social media.

if I am found in violation of any of these areas, state staff in consultation with the Associate Commissioner of Career and Technical Education in the Kentucky Department of Education will decide upon a consequence that fits the transgression.

Proposed / Tentative Dates to be expected to attend:

Executive Council Meeting- tentative April 20,2022

Leadership Camp- June 6-9, 2022 Hardinsburg, KY

National Meeting – June 28-July 3, 2022 San Diego, California

Fall Executive Council Meeting- tentative September/October

Winter Executive Council Meeting- To Be Announced (tentative Jan)

State Meeting- TBD

2 Regional Meetings – to be announced.

Below are dates of opportunity for State Officers to attend but not required.

Student Leadership Day – Frankfort, KY February 6-7, 2023

National Capital Leadership – Washington DC October 10-12, 2022

Fall Leadership Meeting- November 11-13, 2022 Columbus, OH

I have read the expectations of State FCCLA Officers, code of conduct, commitment form, social media code of conduct and dates required to attend and understand them. I will abide by them if elected to a state office.

Signature of Student _____ Date: _____

I have read the expectations of State FCCLA Officers, code of conduct, commitment form and dates required to attend and understand them. I will abide by them and assist my student by chaperoning if elected to a state office.

Signature of Adviser _____ Date: _____

I have read the expectations of State FCCLA Officers, code of conduct, commitment form and dates required to attend and understand them. I will abide by them and support my child if elected to a state office.

Signature of Parent _____ Date: _____

I have read the expectations of State FCCLA Officers, code of conduct, commitment form and dates required to attend and understand them. I will abide by them and assist my student by in honoring their responsibility by giving my support and cooperation if elected to a state office.

Signature of Principal _____ Date: _____