



NORTH CAROLINA FCCLA
EXECUTIVE
COUNCIL

STATE & NATIONAL OFFICER HANDBOOK

FCCLA[®]
NORTH CAROLINA

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HANDBOOK

FCCLA BASICS

PUPOSES

1. To provide opportunities for personal development and preparation for adult life.
2. To strengthen the function of the family as a basic unity of society.
3. To encourage democracy through cooperative action in the home and community.
4. To encourage individual and group involvement in helping achieve global cooperation and harmony.
5. To promote greater understanding between youth and adults.
6. To provide opportunities for making decisions and for assuming responsibilities
7. To prepare for the multiple roles of men and women in today's society
8. To promote family and consumer sciences and related occupations.

MISSION

The mission of Family, Career and Community Leaders of America is to promote personal growth and leadership development through family and consumer sciences. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

MOTTO

TOWARD NEW HORIZONS

This motto serves as a challenge to all members, officers, and advisers. It reminds us that our contributions to home life today will influence the kinds of homes we have tomorrow; and that the family life we have will influence the community and the world.

TAGLINE

THE ULTIMATE LEADERSHIP EXPERIENCE

CREED

We are the Family, Career and Community Leaders of America. We face the future with warm courage and high hope. For we have the clear consciousness of seeking old and precious values. For we are the builders of homes, homes for America's future, homes where living will be the expression of everything that is good and fair, homes where truth and love and security and faith will be realities, not dreams. We are the Family, Career and Community Leaders of America. We face the future with warm courage and high hope.

ROLES & RESPONSIBILITIES

ADVANTAGES OF SERVING AS A NORTH CAROLINA FCCLA STATE OFFICER

Serving as a NC FCCLA State Officer provides meaningful experiences that extend far beyond the year of service. Officers gain personal, professional, and leadership skills that support success in college, careers, and life.

Key advantages include:

- Growth in leadership skills, including knowing when to lead and when to support others as part of a team.
- Recognition and credibility at the local, regional, and state levels.
- Increased confidence and effectiveness in public speaking and presentation settings.
- Opportunities to network with peers, educators, state leaders, and business and industry partners.
- Development of strong communication skills, both written and verbal.
- Experience in public relations, advocacy, and representing an organization professionally.
- Improved ability to manage responsibilities, expectation, and accountability.
- Strengthened time management and organizational skills through balancing academics, FCCLA and personal commitments.
- Development of professionalism, poise, and work ethic essential for future careers.
- Lasting friendships, mentorships, and connections within FCCLA and beyond.

Serving as a state officer is both a responsibility and a privilege, offering experiences that shape confident leaders and engaged citizens long after the term concludes.

GENERAL RESPONSIBILITIES OF STATE OFFICERS

Serving as a North Carolina State Officer is a prestigious honor and a serious commitment. State officers represent more than 10,000 FCCLA members across North Carolina and are entrusted with advancing the mission, programs, and image of NC FCCLA throughout their term of service. This role requires dedication, professionalism, teamwork, and a genuine commitment to putting the organization and its members first.

Commitment to the Organization

NC FCCLA State Officers are expected to make FCCLA a top priority for the duration of their term. This includes fully committing to required meetings, conferences, training, travel, and assignments. State officers must be dependable, meet deadlines, follow through on responsibilities, and communicate proactively with the State Adviser and State Officer Adviser if challenges arise. If an officer becomes unable to fulfill the responsibility of the position, they may be asked to step down to ensure the integrity and effectiveness of the officer team.

State officers must have a strong working knowledge of FCCLA, including the organization's mission, purposes, bylaws, creed, tagline, programs, and current initiatives at both the state and national levels. Officers should always be prepared to speak on behalf of FCCLA and represent the organization accurately and confidently in both formal and informal settings.

Representation & Professionalism

As a state officer, you are often the face of NC FCCLA. The impression you make, through your appearance, attitude, communication and conduct, directly impacts how others view the entire organization. State officers are expected to present themselves professionally at all times, whether interacting with members, advisers, business and industry partners, educators, or the public.

State officers must adhere to the NC FCCLA Code of Conduct and Dress Code and conduct themselves with integrity, respect, and maturity. Personal opinions on political or controversial topics should not be expressed when representing NC FCCLA.

Leadership & Service to Members

NC FCCLA State Officers serve as role models, leaders, and ambassadors for FCCLA Members across the state. Officers are responsible for providing guidance, encouragement, and inspiration to members and advisers while promoting participation in FCCLA and Family and Consumer Sciences (FCS) education.

State officers are expected to respond in a timely, respectful, and appropriate manner to member and adviser inquiries, requests, and communications. Their leadership and example should foster enthusiasm, inclusivity, and engagement within the organization.

Teamwork & Collaboration

State officers serve as members of the NC FCCLA State Executive Council and work collaboratively to plan, implement, and support state-level programs, conferences, and initiatives. Respect, courtesy, and open communication among officers are essential to the success of the team.

Officers may not always agree, but they are expected to listen respectfully, accept constructive feedback, and work toward decisions that reflect the best interests of NC FCCLA as a whole. A cooperative attitude and willingness to follow direction from the State Adviser and State Officer Adviser are crucial expectations of all officers.

Communication & Accountability

State Officers are responsible for completing assignments such as correspondence, reports, presentations, and outreach in a timely and professional manner. Officers must meet all established deadlines and communicate immediately if circumstances prevent them from fulfilling an assignment.

Constructive criticism and evaluation are part of leadership growth. State officers are expected to accept feedback with maturity and use it as an opportunity for personal and professional development.

Relationships & Support Systems

State officers are expected to maintain a positive, respectful relationship with FCCLA members, advisers, state staff, board members, and partners who support FCCLA and FCS education.

Officers should also recognize and appreciate the role of their chapter adviser, whose support and guidance make state officer service possible. Maintaining open communication and expressing gratitude to chapter advisers is an important part of serving as a state officer.

SPECIFIC RESPONSIBILITIES OF STATE OFFICERS

In addition to the general responsibilities of leadership and representation, NC FCCLA State Officers are expected to actively carry out specific duties that support members, chapters, and the overall success of the state association. These responsibilities are designed to strengthen member engagement, build partnerships, and ensure effective operation of NC FCCLA throughout the year.

CHAPTER & MEMBER ENGAGEMENT

NC FCCLA State Officers play a vital role in connecting with members across the state and supporting chapter growth. State officers are expected to:

- Support membership recruitment and chapter development by attending at least four (4) chapter meetings. Visits must be with chapters other than their own.
- Actively participate in and engage with members during state-sponsored Fall Leadership Meetings, conferences, and events.
- Collaboratively plan and implement a statewide service project that aligns with NC FCCLA priorities.
- Plan and support activities that promote NC FCCLA membership, networking, and meaningful engagement for student members statewide.

FINANCIAL SPONSORSHIPS & PARTNERSHIPS

State officers assist in strengthening NC FCCLA through outreach, advocacy, and partnership development. State officers are expected to:

- Secure financial sponsors or in-kind support to help offset State Executive Council (SEC) expenses and costs associated with NC FCCLA meetings, competitions, and conferences. State officers will have a minimum goal of \$1,000 for their yearly sponsorship. This goal is subject to change based on the travel requirements for the year the state officer serves. If it is different from the goal posted herein, it will be communicated through the State Adviser and/or State Officer Adviser.
- Deliver at least one (1) presentation about FCCLA to a local organization, civic group, school board, or community audience to promote the mission and impact of FCCLA.

SEC MEETINGS & GOVERNANCE

State officers serve as members of the NC FCCLA State Executive Council (SEC) and are responsible for supporting governance and leadership functions. State officers are expected to:

- Attend and actively participate in all SEC meetings, Board of Director (BOD) meetings (if you are an ex-officio member based on your office), and BOD committee meetings (as required based on position).
- Prepare for and preside over assigned sessions, meetings, or conference segments.
- Review, practice, and demonstrate proficiency in opening and closing ceremonies, the FCCLA creed, parliamentary procedure, and meeting facilitation.
- Participate in National FCCLA network meetings or calls and complete related assignments as directed, including communicating information to the SEC as needed.
- Communicate promptly with the State Adviser and State Officer Adviser if unable to attend a required meeting or training, which should only happen in emergency circumstances.

ADMINISTRATIVE & ONGOING RESPONSIBILITIES

State officers are expected to manage ongoing responsibilities with organization, accountability, and professionalism. State officers are expected to:

- Submit a monthly report and update required rubrics documenting activities and accomplishments by the 5th of each month from July through the end of their term, submitting their reports to the First Vice President.
- Work in collaboration with their chapter adviser, State Adviser, and State Officer Adviser on written correspondence, presentations, and officer-led initiatives, receiving required approvals prior to distribution or implementation.

- Complete all five (5) units of the National FCCLA Power of One Program, meeting established draft and submission deadlines.
- Maintain and organize required materials in the provided Google Drive, ensuring files are current and stored in designated locations.
- Meet all established deadlines and responsibilities associated with the office.

COMMUNICATION, CONDUCT & DIGITAL PRESENCE

State officers are expected to communicate professionally and maintain a positive presence in all settings. State officers are expected to:

- Remain active and responsive in official communication channels, including NC FCCLA email, group messaging platforms, and designated social media accounts.
- Maintain personal social media accounts that reflect the standards of a youth leader in NC FCCLA, using appropriate language and content that aligns with the values of the organization.
- Represent NC FCCLA with integrity, respect, and professionalism in all in-person, digital, and public interactions.

ELECTED OFFICES & SPECIFIC OFFICER DUTIES

- President
- First Vice President
- Vice President of Programs
- Vice President of Public Relations
- Vice President of Community Outreach
- Vice President of Parliamentary Procedure
- Vice President of Competitive Events
- Vice President of Membership
- Vice President of Middle Schools (For Candidates that will be in Middle School during their term)
- Vice President of Development (For National Officer Candidates who were not elected into NEC)

The NC FCCLA State President, First Vice President and Vice President of Parliamentary Procedure will be ex-officio members on the North Carolina FCCLA Board of Directors. These positions require additional responsibilities, please reference the Bylaws and Operating Policy for additional information.

PRESIDENT

The State President serves as the chief student leader and official spokesperson of North Carolina FCCLA.

GOVERNING BODIES & NATIONAL REPRESENTATION

The NC FCCLA State President serves in the following official roles:

- **State Level Governing Bodies**
 - NC FCCLA BOD
 - BOD Executive Committee
 - BOD Finance & Budget Committee
- **National FCCLA Representation**
 - State Presidents National Network

BYLAW-DEFINED RESPONSIBILITIES

- Preside over all business meetings of the NC FCCLA and the SEC.
- Serve as the official spokesperson for NC FCCLA.
- Provide leadership to the SEC, FCCLA members, advisers, and all state-level program activities.
- Present a financial status report of NC FCCLA, as forwarded by the NC FCCLA Board Treasurer.

LEADERSHIP & OVERSIGHT RESPONSIBILITIES

- Provide overall leadership/direction to the SEC, fostering collaboration, accountability, and professionalism.
- Preside over all SEC meetings and designated conference sessions.
- Enforce parliamentary procedure in meetings as needed.
- Send Google Meet invitations to all SEC members a minimum of 4 weeks prior to the scheduled meeting.
- Conduct regular check-ins with SEC to provide support, updates, and ensure progress toward goals.
- Assist the State Adviser and State Officer Coordinator in monitoring officer accountability and completion of assigned responsibilities.

PLANNING, COMMUNICATION & COORDINATION

- Collaborate with the State Adviser and the State Officer Coordinator to develop and distribute agendas for SEC meetings as least seven (7) days in advance.
- Serve as the primary student liaison between the SEC and the BOD.
- Provide SEC updates or reports at BOD meetings.
- Support clear, consistent communication among officers and state staff through approved platforms.
- Write thank you notes, as required, and with the support of the First Vice President.
- Develop a presentation focused on the officer's duties and assigned initiatives to deliver at the assigned FLM.

CONFERENCE & EVENT LEADERSHIP

- Represent NC FCCLA at meetings, conference, training, and special events as requested by the State Adviser or State Officer Coordinator.
- Deliver official remarks during the State Officer Installation Ceremony at the SLC.
- Coordinate and oversee the Officer Candidate Reception held in conjunction with the SLC.
- Ensure officers are prepared for conferences and events, including speeches, scripts, and assigned materials.

AWARDS, RECOGNITION & SPECIAL ASSIGNMENTS

- Manage and oversee the selection process for Adult and Adviser Awards presented at the SLC, in collaboration with state staff.
- Support the development of leadership resources or presentation for chapters, as assigned.

CONTINGENCY RESPONSIBILITIES

- If a leadership development-focused position is vacant, assist in supporting officer teams or leadership initiatives as directed by the State Adviser and/or State Officer Coordinator.

FIRST VICE PRESIDENT

The First Vice President supports the President and the SEC while ensuring accurate records, officer accountability, and leadership development across NC FCCLA.

GOVERNING BODIES & NATIONAL REPRESENTATION

The NC FCCLA First Vice President serves in the following official roles:

- **State Level Governing Bodies**
 - NC FCCLA BOD
 - BOD Finance & Budget Committee
 - BOD Operating Policy Committee
- **National FCCLA Representation**
 - Connections National Network

BYLAW-DEFINED RESPONSIBILITIES

- Assume the duties of the President in their absence.
- Keep a written record of SEC and NC FCCLA meetings, submitting minutes within seven (7) days.
- Collect all records from SEC committees and attach to the meeting minutes for permanent records.
- Lead roll call at each SEC meeting.
- Serve as a voting delegate at the NLC.
- Present a report on SEC activities during the Business Session at the SLC.

LEADERSHIP & OVERSIGHT RESPONSIBILITIES

- Develop and distribute an Accountability Chart for SEC meetings to track progress on assigned tasks.
- Preside over SEC meetings in the President's absence, ensuring facilitation and adherence to agendas.
- Enforce parli pro in meetings as needed.
- Mentor potential future state officers and encourage leadership involvement among members.
- Collaborate with the President and SA/State Officer Coordinator to support leadership development.

PLANNING, COMMUNICATION & COORDINATION

- Support drafting and presentation of proposed bylaw changes to improve organizational governance.
- Collate with SA/State Officer Coordinator to prepare SEC updates and reports for BOD meetings.
- Facilitate team-building activities during SEC meetings to strengthen officer collaboration.
- Lead promotion of state and national scholarship opportunities to members and advisers.
- Assist with date compilation for adviser recognition programs following major NC FCCLA events.
- Support the President in writing Thank You notes, as required.
- Develop a presentation focused on the officer's duties and assigned initiatives to deliver at the assigned FLM.

CONFERENCE & EVENT LEADERSHIP

- Represent NC FCCLA at meetings, conferences, training, and special events as requested by the State Adviser or State Officer Coordinator.
- Deliver official remarks during the Officer Installation Ceremony at the SLC.

CONTINGENCY RESPONSIBILITIES

- Support officers and leadership initiatives as directed by the State Adviser and State Officer Coordinator if additional guidance is needed in leadership development areas.

VICE PRESIDENT OF COMMUNITY OUTREACH

The Vice President of Community Outreach leads NC FCCLA's service initiatives, promotes state and national programs, and encourages active chapter participation in meaningful community projects.

GOVERNING BODIES & NATIONAL REPRESENTATION

The NC FCCLA VP of Community Outreach serves in the following official roles:

- **State Level Governing Bodies**
 - BOD Programs & Competitive Events Committee
- **National FCCLA Representation**
 - Connections National Network
 - Programs National Network

BYLAW-DEFINED RESPONSIBILITIES

- Implement and publicize state and national programs related to service learning, including Community Service, FACTS, and Stand Up.
- Coordinate recognition activities for chapter and member participation in these programs.

LEADERSHIP & OVERSIGHT RESPONSIBILITIES

- Oversee the following National Programs; Community Service, FACTS, and Stand Up.
- Develop and lead the SEC statewide service project, coordinating officer and chapter participation.
- Support officers to expand service initiatives at the chapter and regional levels.
- Facilitate community service training workshops and/or activities for the FLM's and SLC.
- Recognize and highlight exceptional chapter service projects through conference and social media recognition.
- Collaborate with the State Adviser and State Officer Coordinator to ensure consistent messaging, reporting, and accountability or service initiatives.

PLANNING, COMMUNICATION & COORDINATION

- Establish a yearlong service initiative and statewide service project that should be presented to the SEC for approval by August 1st of your term year. It should inspire continuous engagement among members.
- Launch monthly service challenges for chapters, coordinating with our VP of PR to share updates.
- Build partnerships with local and statewide organizations to create new service opportunities.
- Coordinate recognition efforts for chapter-led service projects at FLM and SLC.
- Create and maintain a Community Service Toolkit with project ideas, fundraising strategies, and best practices for chapters. Submit the initial toolkit to the State Adviser to be posted on the NC FCCLA website by September 1st.
- Develop a presentation focused on the officer's duties and assigned initiatives to deliver at the assigned FLM.

CONFERENCE & EVENT LEADERSHIP

- Plan and oversee community service projects at SLC and other major NC FCCLA events.
- Organize fundraising efforts to support designated causes as necessary (for example; hurricane relief).
- Represent NC FCCLA at service related events, workshops, and partner activities as requested by the State Adviser or State Officer Coordinator.

CONTINGENCY RESPONSIBILITIES

- Support SEC initiatives in leadership development or other program areas as directed by the State Adviser or State Officer Coordinator if additional assistance is needed.

VICE PRESIDENT OF COMPETITIVE EVENTS

The Vice President of Competitive Events leads efforts to support, promote, and manage competitive opportunities for NC FCCLA members.

GOVERNING BODIES & NATIONAL REPRESENTATION

The NC FCCLA VP of Competitive Events serves in the following official roles:

- **State Level Governing Bodies**
 - BOD Programs & Competitive Events Committee
- **National FCCLA Representation**
 - Programs National Network

BYLAW-DEFINED RESPONSIBILITIES

- Assist the State Adviser and CEAT in the organization and implementation of competitive events.
- Publicize and promote competitive events in conjunction with the VP of Public Relations.
- Oversee recognition activities related to competitive events at the SLC.

LEADERSHIP & OVERSIGHT RESPONSIBILITIES

- Maintain a comprehensive understanding of all FCCLA competitive events, including STAR events, state events, FLM competitions, Skill Demonstration events, Online Challenge Tests, and any other competitive event opportunity at a state or national level.
- Assist the State Adviser and State Officer Coordinator to ensure all officer responsibilities related to competitive events are completed.
- Serve as a resource and guide to members, advisers, and officers regarding competitive events.

PLANNING, COMMUNICATION & COORDINATION

- Prepare and distribute updates, reminders, and resources about upcoming competitions to chapters and advisers.
- Create and maintain a Competitive Events Resource Library with templates, winning examples, and best practices. Submit the initial resource library to the State Adviser to be posted on the NC FCCLA website by September 1st.
- Design participant certificates, using national templates when available, promotional campaigns (example; “Why Compete?”), and graphics for competitions.
- Facilitate workshops or training sessions for members to improve competitive readiness.
- Develop a presentation focused on the officer’s duties and assigned initiatives to deliver at the assigned FLM.

CONFERENCE & EVENT LEADERSHIP

- Coordinate event logistics for FLM and SLC competitions.
- Manage recognition for competitive event winners at conferences.
- Oversee and manage special competitions, such as the National Anthem competition or Knowledge Bowl, to encourage participation.

AWARDS, RECOGNITION & RESOURCES

- Compile and promote NLC winners.
- Support chapters in understanding competitive events rules, deadlines, and preparation strategies.
- Provide guidance for members to participate successfully in national competitions.

VICE PRESIDENT OF MEMBERSHIP

The Vice President of Membership leads efforts to recruit, engage, and recognize members across NC FCCA.

GOVERNING BODIES & NATIONAL REPRESENTATION

The NC FCCLA VP of Membership serves in the following official roles:

- **State Level Governing Bodies**
 - BOD Membership & Communications Committee
- **National FCCLA Representation**
 - Membership National Network

BYLAW-DEFINED RESPONSIBILITIES

- Promote membership in FCCLA and NC FCCLA.
- Coordinate recognition activities related to membership.

LEADERSHIP & OVERSIGHT RESPONSIBILITIES

- Maintain an understanding of national and state membership programs, campaigns, and recognition initiatives.
- Support the President, State Adviser and State Officer Coordinator in monitoring accountability and completion of assigned responsibilities.
- Serve as a resource and guide to chapters, advisers, and officers regarding membership engagement and growth.
- Plan and implement the Parade of Chapters at the SLC. Develop a sign up form and submit to the State Adviser and State Officer Coordinator by December 1st.

PLANNING, COMMUNICATION & COORDINATION

- Develop and launch a statewide membership campaign that encourages chapter engagement and recognizes individual and chapter accomplishments.
- Coordinate communication with chapter advisers and members, sharing monthly reminders, tips, and resources for recruitment, retention, and affiliation deadlines in coordination with the VP of PR.
- Create tools and resources for chapter leaders, including recruitment tools, social media graphics, and how-to guides. Submit the tools and resources to the State Adviser to be posted on the NC FCCLA website by September 1st.
- Connect with non-affiliated chapters to share membership benefits and assist with affiliation.
- Develop a presentation focused on the officer's duties and assigned initiatives to deliver at the assigned FLM.

CONFERENCE & EVENT LEADERSHIP

- Promote chapter participation in FCCLA Week, recognizing outstanding engagement.
- Oversee state membership recognition activities during the SLC, including awards for chapters with the largest membership growth or highest membership totals.
- Collaborate with state staff to highlight membership achievements at conferences, meetings, and in communications.

AWARDS, RECOGNITION & RESOURCES

- Recognize individual members and chapters for membership growth, engagement, and participation in campaigns.
- Provide ongoing guidance, examples, and best practices to advisers and chapters to support successful membership initiatives.

VICE PRESIDENT OF PARLIAMENTARY LAW

The Vice President of Parliamentary Law ensures that all meetings and official proceedings of NC FCCLA follow proper parliamentary procedure and that officer elections and installations are conducted accurately and fairly.

GOVERNING BODIES & NATIONAL REPRESENTATION

The NC FCCLA VP of Parliamentary Law serves in the following official roles:

- **State Level Governing Bodies**
 - BOD Operating Policy Committee
- **National FCCLA Representation**
 - Connections National Network
 - Finance National Network

BYLAW-DEFINED RESPONSIBILITIES

- Sustain parliamentary procedure throughout all SEC meetings and SLC sessions.
- Provide training in parli pro to the SEC and, when requested, to local chapters.
- Coordinate the process for acquiring, electing, and installing incoming student leaders.
- Coordinate the State Selection Committee, including recruitment of members.
- Lead the process for casting NC's votes for National FCCLA officers and national bylaws/policy changes.

LEADERSHIP & OVERSIGHT RESPONSIBILITIES

- Maintain a thorough knowledge of Robert's Rules of Order to ensure proper procedure during meetings.
- Act as a procedural adviser to the SEC, officers, and staff during official business sessions.
- Support the President, State Adviser and State Officer Coordinator in monitoring officer accountability and the completion of assigned responsibilities.

PLANNING, COMMUNICATION & COORDINATION

- Prepare necessary materials, templates, and guides for officer and chapter use in understanding parliamentary procedure. Submit the resources to the State Adviser to be posted on the NC FCCLA website by September 1st.
- Coordinate communication regarding officer elections, installations, and procedural updates with the SEC and state staff during the Winter training session.
- Develop a presentation focused on the officer's duties and assigned initiatives to deliver at the assigned FLM.

CONFERENCE & EVENT LEADERSHIP

- Ensure proper adherence to parli pro during all official sessions at the SLC.
- Oversee officer installation ceremonies and provide guidance for order of business.
- Support the execution of State Selection Committee duties and assist with orientation for incoming state officers.

TRAINING, RESOURCES & SUPPORT

- Provide resources, workshops, or mini-training sessions for officers and chapter leaders on parli pro and proper meeting conduct as requested.
- Serve as a go-to resource for questions related to rules of order, motions, and proper meeting protocol.
- Encourage understanding of parli pro as a tool for effective leadership and collaboration.

VICE PRESIDENT OF PROGRAMS

The Vice President of Programs leads the implementation, promotion, and recognition of NC FCCLA state and national programs.

GOVERNING BODIES & NATIONAL REPRESENTATION

The NC FCCLA VP of Programs serves in the following official roles:

- **State Level Governing Bodies**
 - BOD Programs & Competitive Events Committee
- **National FCCLA Representation**
 - Programs National Network

BYLAW-DEFINED RESPONSIBILITIES

- Implement and publicize NC FCCLA state and National FCCLA programs.
- Oversee the following National Programs: Career Connection, Families First, Financial Fitness, Power of One, and Student Body.
- Coordinate recognition activities related to state and national programs.
- Assist the SEC in developing written plans and correspondence for obtaining National Program partners.

LEADERSHIP & OVERSIGHT RESPONSIBILITIES

- Become an expert on all National and State programs, ensuring alignment with FCCLA's mission and goals.
- Monitor participation in programs and provide guidance to chapters for successful engagement.
- Support the SEC and state staff in planning and implementing program-related activities and initiatives.
- Ensure all SEC members complete the Power of One National Program, monitoring progress throughout the year and providing guidance and support as needed. Create a tracker and maintain a record of officer completion to report updates on your monthly reports.

PLANNING, COMMUNICATION & COORDINATION

- Create a National and State Program Implementation Plan with monthly highlights and suggested activities.
- Develop and share a National Program resource guide with details, project ideas, and success stories for chapters. Submit the resources to the State Adviser to be posted on the NC FCCLA website by September 1st.
- Communicate program updates, monthly spotlights, and participation reminders to chapters and advisers in coordination with the VP of PR.
- Promote participation in National FCCLA partner contests and state-level program competitions.
- Provide guidance to chapters on completing National Program Award Applications, offering tips and best practices.
- Develop a presentation focused on the officer's duties and assigned initiatives to deliver at the assigned FLM.

CONFERENCE & EVENT LEADERSHIP

- Plan and implement a National Program-related project for the SLC (excluding Community Service).
- Highlight past program award winners to inspire engagement and showcase best practices.
- Create certificates for chapter participation in National and State programs to be distributed at the SLC and possibly other state-level events.
- Promote unique opportunities to ensure chapters are informed and encouraged to participate.

VICE PRESIDENT OF PUBLIC RELATIONS

The Vice President of Public Relations serves as the chief communicator and public voice for NC FCCLA. This officer is responsible for promoting the association, raising awareness of events and programs, and fostering strong connections with members, chapters, and external partners.

GOVERNING BODIES & NATIONAL REPRESENTATION

The NC FCCLA VP of Public Relations serves in the following official roles:

- **State Level Governing Bodies**
 - BOD Membership & Communications Committee
- **National FCCLA Representation**
 - Connections National Network

BYLAW-DEFINED RESPONSIBILITIES

- Develop a statewide public relations plan.
- Be responsible for the publicity of the association.
- Coordinate educational partnerships for NC FCCLA.

LEADERSHIP & OVERSIGHT RESPONSIBILITIES

- Serve as the lead officer for managing and maintaining NC FCCLA social media accounts and messaging.
- Support the development of public relations efforts outside of social media to promote meetings, events, recognitions, and opportunities for involvement.
- Coordinate social media responsibilities among State Officers to ensure consistent, professional, and high-quality content.
- Assist the State Officer Coordinator in monitoring SEC officers' social media accounts for professionalism and FCCLA values.
- Convert the past years photos into a digital format scrapbook to ensure accessibility and preservation. Submit the scrap book to the State Adviser and State Officer Coordinator by November 1st.
- Actively encourage chapters to submit their best FCCLA photos for the SLC Year-In-Review slideshow.

PLANNING, COMMUNICATION & COORDINATION

- Develop a year-long social media/content calendar with major events, campaigns, and key messages. Present this calendar at the SEC meeting in August.
- Coordinate chapter-focused campaigns, including newsletters, publications, and social media spotlights.
- Serve as the primary liaison for public-facing content and communication with advisers, chapters, and external partners, including inquiries on National Branding Guidelines.
- Develop a system for obtaining photos from chapters (Google form, 'tagging', emailing directly, etc.).
- Create and maintain a folder with all photos, organized clearly, within the assigned Google Drive.

CONFERENCE & EVENT LEADERSHIP

- Capture and share event highlights through posts, videos, and recap content for social media platforms.
- Create promotional campaigns and hashtags for major events, including FLM and SLC.
- Host Instagram Takeovers, live updates, and themed social media challenges to engage members and chapters.
- Develop a presentation focused on the officer's duties and assigned initiatives to deliver at the assigned FLM.

RECOGNITION & SPECIAL ASSIGNMENTS

- Recognize FCCLA Week participation with daily social media shoutouts and challenges.
- Ensure all graphics, posts, and messaging maintains FCCLA branding and professional standards.
- Develop and share resources to support chapters' local PR efforts.

VICE PRESIDENT OF MIDDLE GRADES

The Vice President of Middle Grades serves as the primary liaison and advocate for middle school members in NC FCCLA.

GOVERNING BODIES & NATIONAL REPRESENTATION

The NC FCCLA VP of Middle Grades serves in the following official roles:

- **State Level Governing Bodies**
 - BOD Membership & Communications Committee
- **National FCCLA Representation**
 - Connections National Network

BYLAW-DEFINED RESPONSIBILITIES

- Assist the VP of Membership in promoting NC FCCLA membership to middle school members.
- Assist the VP of Parliamentary Law with the coordination of officer elections and installations.
- Perform additional duties as assigned by the State President, in consultation with the State Adviser and State Officer Coordinator.

LEADERSHIP & MIDDLE SCHOOL ENGAGEMENT RESPONSIBILITIES

- Promote leadership opportunities for middle school members.
- Develop and facilitate leadership workshops or professional development sessions targeted at middle school members.
- Encourage middle school members to consider future officer candidacy at the state level.

PROGRAM & EVENT COORDINATION

- Assist with planning, organizing, and executing State Officer Elections to ensure fairness and transparency.
- Plan and implement foundation-related initiatives as the FLM and SLC, ensuring engagement and visibility.
- Promote and support fundraising campaigns throughout the year.
- Develop promotional materials, including graphics and informational content, highlighting middle grades initiatives and programming.

COMMUNICATION & ADVOCACY

- Advocate for FCCLA and middle school initiatives to community partners, schools, and legislators.
- Build relationships and partnerships with local schools, community organizations, and businesses to support middle grades programming.
- Serve as the liaison between middle school members, chapters, and the SEC.

PRESENTATION

- Prepare and deliver a presentation focused on middle school engagement, leadership, or foundation initiatives at the assigned FLM.

NATIONAL OFFICER | VICE PRESIDENT OF LEADERSHIP DEVELOPMENT

The Vice President of Leadership Development, AKA the Vice President of Development, will provide leadership and development support to the SEC and help to strengthen the organization's partnerships and funding initiatives. If elected into the National Officer role, they will serve as a bridge between NC FCCLA and the national association.

GOVERNING BODIES & NATIONAL REPRESENTATION

The NC FCCLA NEC/VP of Leadership Development serves in the following official roles:

- **State Level Governing Bodies**
 - BOD Membership & Communications Committee
- **National FCCLA Representation**
 - Connections National Network
 - Finance National Network

BYLAW-DEFINED RESPONSIBILITIES

- National officers act as liaisons between NC FCCLA and the National FCCLA Association.
- If not serving as a national officer, the VP of Development provide leadership support to the SEC.
- Collaborate with the State Adviser and State Officer Coordinator to develop partnerships, secure grants, and raise funds to support NC FCCLA initiatives.

LEADERSHIP & DEVELOPMENT RESPONSIBILITIES

- Provide leadership guidance to SEC members, assisting with goal-setting, planning, and accountability.
- Support officer development initiatives, including leadership training or workshops for state officers.
- Serve as a resource for other officers on leadership best practices and professional development opportunities.

PARTNERSHIPS & FUNDRAISING

- Collaborate with state staff to identify partnership opportunities with businesses, organizations, and community stakeholders.
- Assist in securing grants or funding to support NC FCCLA programs, conferences, and events.
- Promote NC FCCLA Programs and initiatives to potential sponsors and partners.

CONFERENCE & EVENT SUPPORT

- Represent NC FCCLA at state and national meetings, conferences, and special events as requested by the State Adviser or State Officer Coordinator.
- Support State Officer initiatives at FLM and SLC.

PRESENTATION

- Prepare and deliver a presentation focused on leadership, partnership building, or fundraising at the assigned FLM.

STATE EXECUTIVE COUNCIL ADVISERS (SECA)

The adviser to the SEC student leaders plays a critical role in supporting student success while preserving the youth-led nature of FCCLA. Advisers serve as mentors, supervisors, and advocates, guiding students as they grow as leaders while allowing them to assume primary responsibilities for their office.

SECA are expected to claim ownership of supervising their assigned student leader and ensuring they meet the expectations of their new role, while working collaboratively with the students and remaining appropriately hands-off in day-to-day officer operations.

GOVERNANCE & AUTHORITY

- The SA, State Officer Coordinator, and SECA serve as the official advisers to the SEC.
- An SECA must be the adviser of the local chapter of which the officer is a member during their serving term.

STUDENT SUPERVISION & SAFETY

SECA shall;

- Directly supervise all activities and assignments of their assigned student leader related to NC FCCLA.
- Be responsible for the student leaders while attending and participating in any function sponsored by NC FCCLA.
- Accompany and supervise the student leader on official trips, meetings, presentations, and events where the student represents NC FCCLA.
- Ensure appropriate adult supervision is arranged and approved by the State Adviser and the State Officer Coordinator if the SECA is unable to attend an official function.
- Provide and/or organize transportation to and from all events where the SEC member is being dropped off to the State Adviser or State Officer Coordinator. Ensure the pickup and drop off times are adhered to.

SUPPORT & GUIDANCE

SECA are expected to;

- Support student leaders as they balance the responsibilities of office with academics, extracurricular activities, and personal commitments.
- Assist student leaders in coordinating school absences related to SEC responsibilities, including communication with teachers, counselors, and administrators.
- Assist student leaders with class scheduling and academic planning as needed.
- Encourage professionalism, preparedness, punctuality, and accountability.
- Provide encouragement, guidance, and feedback while allowing students to take the lead in their work.

Advisers should remain in the background whenever possible, recognizing that leadership development occurs when students are allowed to plan, communicate, and problem-solve independently.

COMMUNICATION & ACCOUNTABILITY

SECA shall;

- Establish and maintain a supportive working relationship with the student leader and their parents/guardians.
- Ensure parents/guardians understand the expectations, time commitments, and responsibilities of the SEC position.
- Serve in a consultant capacity, offering advice and guidance rather than directing or completing officer work.
- Stay informed of SEC goals, programs, and activities by:
 - Reviewing monthly reports.
 - Reading SEC communication & documents.
 - Attending any required meetings.
 - Actively participating in designated communication channels.
- Monitor the student leader's social media presence to ensure appropriate, professional representation of NC FCCLA.

COLLABORATION WITH STATE STAFF

SECA are expected to;

- Maintain open and consistent communication with the State Adviser and the State Officer Coordinator.
- Notify state staff of any concerns that may affect a student leader's ability to serve, including;
 - Academic concerns
 - Attendance issues
 - Behavioral concerns
 - Disciplinary actions
- Read and respond to communications from the state office in a timely manner.
- Seek clarification or guidance from state staff when questions arise.

EVENT & PROGRAM SUPPORT

SECA may be asked to;

- Support student leaders in preparing for partnership presentations and accompany them to meetings as needed.
- Assist student leaders as they prepare and present webinars, training, or virtual events.
- Support student leaders in planning and implementing statewide initiatives, service projects, and leadership programs.
- Complete specific duties or assignments related to the planning and executive of state-sponsored events, including but not limited to;
 - FLM(s)
 - SEC Trainings
 - SLC
- Assist state staff during the SLC or other major events, as requested.

ADVISERS TO NATIONAL OFFICER CANDIDATE/NATIONAL OFFICERS

In addition to the responsibilities listed above, advisers to the NOC or NEC shall;

- Directly supervise all activities and assignments related to both NC FCCLA and National FCCLA.
- Be responsible for the student leader while attending and participating in NC FCCLA and National FCCLA functions.
- Communicate regularly with the State Adviser regarding the student's progress, responsibilities, and commitments at both the state and national levels.
- Follow all guidelines listed at the National level.

PHILOSOPHY OF ADVISING

NC FCCLA is a student-led organization, SECA play a vital role by;

- Letting go while staying connected
- Supporting without directing
- Supervising without controlling

When advisers strike this balance, student leaders are empowered to grow, lead, and represent NC FCCLA with confidence and professionalism.

GUIDELINES & EXPECTATIONS

CODE OF CONDUCT

Serving as a NC FCCLA SEC student leader is a position of honor and responsibility. As an elected officer, you are entrusted to represent your chapter, region, state association, and the national organization with integrity, professionalism, and respect.

State officers are expected to conduct themselves in a manner that reflects positively on NC FCCLA at all times. Official responsibilities begin when travel for an NC FCCLA activity begins and ends when the officer returns home.

Ultimate responsibility for finances, policies, and procedures remains with the State Adviser and the NC FCCLA governing bodies. Therefore, state officers may not;

- Enter into contracts or agreements on behalf of NC FCCLA
- Commit the association to policies, positions, or partnerships without explicit authorization from state staff

By accepting election and signing the Code of Conduct, student leaders agree to uphold the expectations outlined below and accept responsibility for their actions during their term of office.

PROFESSIONAL RESPONSIBILITIES & EXPECTATIONS

As a member of the SEC, I will;

- Conduct myself in a manner that reflects credit upon myself, my family, my school, and NC FCCLA at all times.
- Demonstrate trustworthiness, respect, responsibility, fairness, caring, and citizenship.
- Attend and actively participate in all required meetings, trainings, conferences, and official events unless excused in advance by the State Adviser.
- Be prompt, prepared, and fully engaged at all required activities.
- Complete all assigned duties, reports, presentation, and correspondence accurately and by established deadlines.
- Follow all travel policies, conference rules, curfews, dress codes, and behavior expectations.
- Wear appropriate and professional attire at all official NC FCCLA functions.
- Maintain open, respectful, and professional communication with fellow officers, advisers, state staff, members, and stakeholders.
- Keep my local chapter adviser informed of my activities, whereabouts, and official correspondence.
- Immediately report any accidents, injuries, illnesses, or medical concerns to my adviser, the State Adviser and the State Officer Coordinator.
- Follow all local school, district, state, and NC FCCLA policies, especially when they are more restrictive.
- Prioritize academic success and remain in good standing at my school.
- Represent NC FCCLA positively through personal conduct and leadership, both in person and online.

Failure to meet professional expectations may result in corrective action, probation, or suspension of duties.

CONDUCT UNBECOMING OF A STATE OFFICER

As a state officer, I will NOT;

- Violate any federal, state, or local laws.
- Purchase, possess consumer, or be under the influence of alcohol, illegal drugs, marijuana products, unauthorized prescription medications, tobacco products, vaping devices, or similar substances at any time.
- Engage in dishonesty, including lying, cheating, or misrepresenting work.
- Participate in harassment, bullying, discrimination, or disrespectful behavior toward any individual.
- Engage in inappropriate physical contact, sexual misconduct, or public displays of affection while representing NC FCCLA.

- Enter hotel or lodging sleeping rooms of other members, officers, or visitors unless assigned as a roommate or accompanied by an adviser.
- Deface or damage public or private property; I understand that I and my family may be held financially responsible for damages.
- Use profanity, vulgar language, or participate in behavior that compromises the professional image of NC FCCLA.
- Violate curfew or conference expectations.
- Date fellow NC FCCLA state officers during my term of office.
- Engage in excessive or inappropriate social media activity that reflects poorly on NC FCCLA.

Violations of this section may result in immediate suspension, removal from an event, probation, or removal from office, depending on severity.

SOCIAL MEDIA & DIGITAL CONDUCT

State officers are expected to maintain a clean, positive, and professional digital presence.

- All content on personal social media platforms must align with the mission, values, and image of FCCLA.
- This includes photos, videos, captions, comments, likes, shares, direct messages, screen names, and linked content.
- Social media accounts may be reviewed by state staff and the officer's adviser at any time.
- Officers are expected to remove themselves from situations that could compromise their professional image.

Violations related to social media may result in disciplinary action, including immediate suspension.

REPORTING & ACCOUNTABILITY

- I understand that I am responsible for reporting any violations of this Code of Conduct, whether committed by myself or another officer.
- If situations arise that are not specifically addressed in this Code, I will use sound judgement and act in a manner that reflects positively on NC FCCLA.
- I understand that violations may result in loss of privileges, removal from events at my own expense, probation, or removal from office.
- I acknowledge that disciplinary action may occur even if conduct does not take place during an official event.

ACKNOWLEDGMENT

By accepting office and/or serving as a member of the NC FCCLA SEC, I affirm that I understand and agree to abide by this Code of Conduct. I recognize that my actions impact the reputation of NC FCCLA and accept responsibility for upholding the standards expected of a state student leader.

PROFESSIONAL IMAGE & OFFICIAL DRESS

Serving as a NC FCCLA State Officer is a significant honor and responsibility. State officers are expected to consistently present a professional image in appearance, behavior, and conduct. As representatives of a career and technical student organization, officers must model professionalism and uphold the values, mission, and brand of NC FCCLA at all times.

PROFESSIONAL IMAGE EXPECTATIONS

State officers are expected to:

- Present themselves in an exemplary and professional manner during all official events, travel, meetings, presentations, and public appearances.
- Follow all NC FCCLA dress codes, uniform schedules, and appearance standards as provided for each event or activity.
- Maintain personal grooming and attire that reflects career readiness and leadership.
- Ensure that their appearance supports a positive and respectful image of NC FCCLA.

Failure to adhere to professional image standards may result in being asked to change attire, removal from an activity, or disciplinary action as outlined in the Code of Conduct.

APPEARANCE STANDARDS

When participating in NC FCCLA events or representing the state association, State Officers must adhere to the following standards:

- Hair must be neat, clean, and styled to prevent covering the eyes or face. Hair accessories should be simple or functional.
- Jewelry must be minimal or part of the official uniform.
- Pants, skirts, and shorts must be worn so the navel does not show.

OFFICIAL NC FCCLA STATE OFFICER UNIFORM

State officers are expected to wear the official uniform when making public appearances on behalf of NC FCCLA, unless otherwise approved by the State Adviser or State Officer Coordinator.

The official uniform will be confirmed after officers are placed into offices by the State Adviser and the State Officer Coordinator. It may include the following coordinated pieces:

- Official Red FCCLA Blazer
- White Oxford-style dress shirt or White Blouse
- Official FCCLA ascot or tie
- Official SEC polo
- Black slacks
- Black sheath dress or skirt
- Black closed-toe dress shoes or heels
- Gold FCCLA pin and guard
- Official Name Badge

The officer pin should be worn over the heart, with the guard to the left, and positioned slightly below the FCCLA emblem. The name tag should be worn on the right.

ALTERNATIVE & BUSINESS ATTIRE

For less formal occasions, officers may be instructed to wear approved business or business-casual attire, such as an official polo or collared shirt paired with black dress pants or an approved dress. All substitutions or variations must receive prior approval from the State Adviser or State Officer Coordinator.

UNIFORM ISSUANCE & CARE

Uniform pieces will be issued to State Officers based on size information submitted. With the exception of the official red blazer, officers may keep issued uniform pieces at the conclusion of their term. Officers may have the option to purchase their official blazer at the end of their term at a reduced rate, as determined by NC FCCLA.

Uniform pieces should be worn only for FCCLA-related activities and maintained in good condition throughout the officer's term. Officers who are removed from their position may be required to reimburse NC FCCLA for uniform costs.

EVENING & SPECIAL EVENT ATTIRE

Specific attire requirements may be established for special events such as recognition sessions, officer interviews, or formal ceremonies. Officers and candidates must follow all provided guidelines for these events. Guidelines for the special dress code event during the closing sessions at SLC will be communicated by the State Adviser and State Officer Coordinator during the SEC Winter Training.

Adherence to professional image and dress standards is essential to maintaining the credibility, respect and reputation of NC FCCLA.

TRAVEL POLICIES

Travel is an essential component of serving as a NC FCCLA State Officer. Officers are expected to attend required meetings, training, conferences, chapter visits, and official events as part of their leadership role. When traveling, State Officers represent NC FCCLA, their school, and their community and are expected to conduct themselves in a professional and responsible manner at all times.

COMMUNICATION & APPROVAL

- All official state officer travel, including meetings, conferences, chapter visits, speaking engagements, and training must be communicated and approved by the State Adviser and/or the State Officer Coordinator.
- State officers must communicate all travel plans, expectations, and schedules to their parent/guardian, chapter adviser, and school administration.
- All travel permission forms must be signed by all parties including SOCs, parent/guardians, chapter advisers, and school administrators.
- If travel requires missing school, approval must be obtained in accordance with local school and district policies.

TRANSPORTATION RESPONSIBILITIES

- State officers, in coordination with their parent/guardian, chapter adviser, and school administration, are responsible for arranging transportation to and from NC FCCLA events.
- It is preferred that state officers travel with their chapter adviser or another approved adult chaperone whenever possible.

Failure to attend required events due to lack of transportation is not considered an acceptable excuse and may result in disciplinary action, up to and including removal from office.

TRAVEL EXPENSES & REIMBURSEMENT

- NC FCCLA will cover approved expenses such as lodging, registration fees, meals, and event-related transportation when application and communicated in advance. You can find these specifications listed in the Calendar of Required Events section of this guidebook.
- NC FCCLA does not provide funds for gas or transportation expenses
- Advisers, parents, guardians, or other individuals providing transportation are responsible for their own lodging, meals, and personal expenses.

PROFESSIONALISM & CONDUCT DURING TRAVEL

- Travel begins when the officer departs for the event and concludes upon return home.
- Officers must adhere to all curfews, hotel rules, conference policies, and facility regulations.
- Officers may not enter hotel sleeping rooms of other individuals unless assigned as roommates or approved by the State Adviser or State Officer Coordinator.
- Official dress or assigned attire must be worn during travel and events unless otherwise directed.
- All behavior during travel must align with the NC FCCLA Code of Conduct.

ACADEMIC EXPECTATIONS & ABSENCES

- State officers are expected to plan ahead to balance academic responsibilities and leadership obligations.
- Assignments should be completed in advance when possible, and communication with teachers and school administrators is essential.
- Excessive unapproved absences or failure to maintain academic standards may result in disciplinary action.

Adherence to this Travel Policy ensures the safety, accountability, and professionalism of all NC FCCLA State Officers.

COMMUNICATION

Clear, consistent, and professional communication is essential to the success of the NC FCCLA SEC. State officers are expected to actively communicate with one another, their advisers, and state staff to ensure effective collaboration, timely completion of responsibilities, and a unified leadership team throughout the year.

SEC MEETINGS

The SEC will meet regularly throughout the year to provide leadership training, support, and planning for state programs and events. Attendance and active participation are expected at all required meetings unless prior approval is granted by the State Adviser or State Officer Coordinator.

PROFESSIONAL COMMUNICATION EXPECTATIONS

State officers are responsible for maintaining timely and professional communication with; State Adviser and state staff, State Officer Coordinator, Fellow SEC members and their Chapter adviser. Email is the primary method of official communication and should be checked daily. Officers are expected to respond to emails and official messages within 24 hours, unless otherwise noted. Messaging platforms (such as group chat or text) may be used for time-sensitive updates, particularly during conferences or events.

TECHNOLOGY & ACCESS

Each state officer must have reliable access to the internet and a Chromebook or laptop to complete assigned duties and responsibilities. If necessary, please ask your local library or school system to loan you a device during the summer months for official use.

REPORTS & DOCUMENTATION

State officers are required to complete and submit all assigned reports and documentation by established deadlines. Monthly officer reports must be submitted no later than the 5th of each month to the following individuals; State President, First Vice President, Chapter Adviser, State Adviser and the State Officer Adviser. Reports should be complete, accurate, and submitted using the designated format and platform.

DIGITAL TOOLS, FILES & ACCOUNT SECURITY

State officers may be granted access to official digital platforms, including shared drives, project management tools, and social media accounts. Officers are expected to;

- Use all official accounts and platforms for professional purposes only
- Keep login credentials secure and never share passwords
- Follow all guidelines for appropriate content and usage
- Save official documents in designated shared folders
- Refrain from deleting, altering, or moving files without authorization

All digital access must be properly transitioned at the conclusion of the officer's term.

COLLABORATION & ACCOUNTABILITY

Officers are responsible for staying organized, meeting deadlines, and communicating proactively if challenges arise.

ADVISER COMMUNICATION

State officers must keep their chapter adviser and State Officer Coordinator informed of major commitments, travel, correspondence, and responsibilities related to their role. While advisers serve in a supportive and supervisory role, officers are expected to take ownership of communication related to their office.

CALENDAR OF EVENTS

All state officers are required to attend all assigned events, including but not limited to the events listed below. Failure to attend an assigned event without prior approval will result in disciplinary action, up to and including dismissal from the state officer team.

Absence from an event due to an emergency or extenuating circumstance (such as serious illness or serious family emergency) will be handled on a case-by-case basis. Family trips, preschedule events, or other non-emergency travel will not be an approved absence excuse. If you know you have prior obligations during a mandatory date, we encourage you to run during a year that you do not have those obligations. State officers must notify the State Adviser & State Officer Coordinator as soon as possible when a conflict arises, but approval of an absence is not guaranteed.

(● - NC FCCLA will cover expense. Blacked out- no expense incurred. ✕ - SEC responsibility.)

EVENT	DATES	LOCATION	NOTES	FINANCIAL COMMITMENT		
				REGISTRATION	MEALS	LODGING
State-Wide CTSO Officer Training	FRI, MAY 15, 2026 - SUN, MAY 17, 2026	Koury Convention Center Greensboro, NC	SEC members will need to be dropped off and picked up from this training.	●	●	●
National Leadership Conference	MON, JULY 6, 2026 - FRI, JULY 10, 2026	Washington, DC	SEC will travel with and stay with their chapter for NLC, with the exception of one NC FCCLA SEC night out, which will be communicated ahead of time. Chapters are responsible for all costs associated with NLC for their SEC members and need to show proof of their registration and lodging to the State Adviser and State Officer Coordinator.	✕	✕ 1 dinner out with SEC	✕
SEC Training & Planning - Summer	SAT, JULY 11, 2026 - MON, JULY 13, 2026	Benton Convention Center Winston-Salem, NC	SEC may leave NLC with the State Adviser on Saturday, July 11th and go straight to the training or they may be dropped off at the training by noon on Sunday, July 12th. They will stay through the summer conference.		●	●
CTE Summer Conference	MON, JULY 13, 2026 - TUES, JULY 14, 2026	Benton Convention Center Winston-Salem, NC	NC FCCLA will register students and cover their meals and lodging. SEC members will need to be picked up after the required events on Tuesday.	●	●	●
Fall Leadership Meetings	VARIOUS	VARIOUS	Officers will need to arrive approximately 1.5 hours prior to their assigned meeting and depart approximately 1.5 hours after the conclusion of the meeting. Advisers will need to register their students as attendees and choose the 'state officer' selection for registration.	●	●	
SEC Training & Planning - Winter	TENTATIVELY JANUARY 2027	Koury Convention Center Greensboro, NC	SEC members will need to be dropped off and picked up from this training.		●	●
Culinary Competition	TENTATIVELY FEBRUARY 2027	Johnson & Wales Univ. Charlotte, NC	Advisers need to register SEC members for this event as state officers. The 4 officers that live closest to the competition will be required to attend unless otherwise communicated.	●	●	
State Leadership Meeting	TENTATIVELY MARCH 2027	Koury Convention Center Greensboro, NC	Advisers will need to register their SEC members as 'state officers'. Officers should plan to be dropped off the day before the conference starts and should plan to stay for at least 2-3 hours after the conclusion of the sessions on the closing day.	●	●	●
SEC Virtual Meetings	TBD	Virtual Google Meet				
Board of Director Meetings	MON, JULY 13, 2026 - IN PERSON FALL 2026 - VIRTUALLY DURING WINTER TRAINING - IN PERSON SPRING 2027 - VIRTUALLY	Winston-Salem, NC Raleigh, NC Greensboro, NC Greensboro, NC	Board members only. Members will need to be dropped off and picked up for each meeting. Advisers will not be able to attend the meetings with their officers.		●	
Committee Meetings	WILL BE COMMUNICATED BY COMMITTEE CHAIR	Virtual				
National Network Meetings	WILL BE COMMUNICATED BY THE NATIONAL NETWORK	Virtual				

SOCIAL MEDIA POLICIES

As representatives of NC FCCLA, SEC members are held to a high standard of professionalism in all forms of communication, including social media. Social media platforms are often reviewed by members, advisers, partners, and voting delegates and play a significant role in shaping public perception of FCCLA and its student leaders.

State officers are expected to maintain a clean, positive, and professional digital presence that reflects the mission, values, and image of North Carolina FCCLA at all times.

PERSONAL SOCIAL MEDIA EXPECTATIONS

State officers are responsible for the content they post, share, like, comment on, or are tagged in on all social media platforms. This includes content posted by others that appears on the officer's page or is publicly associated with the officer.

State officers must;

- Maintain social media accounts that reflect professionalism, leadership, and good judgement
- Immediately remove or address inappropriate content when identified
- Exercise caution when engaging with or resharing content created by others

Examples of unacceptable content, whether posted by the officer or others, including but not limited to;

- Inappropriate photos or videos
- Profanity or vulgar language
- Alcohol, tobacco, vaping, drug use, or illegal activities
- Sexual content
- Negative or disrespectful comments toward peers, advisers, schools, FCCLA or affiliated organizations
- Likes, shares, comments, or links to inappropriate or offensive content

State staff and advisers may review social media platforms throughout the officer's term. Failure to comply with social media expectations may result in disciplinary action, including probation, suspension, or removal from office.

OFFICIAL FCCLA ACCOUNTS

State officers may be granted access to official NC FCCLA social media accounts as part of their role. When using official accounts, officers must;

- Post only content that aligns with FCCLA's mission, branding, and messaging
- Refrain from sharing personal opinions, political views, or unauthorized statements
- Follow guidance from the VP of PR, State Officer Coordinator and state staff
- Protect account login information and never share credentials
- Ensure smooth transition of account access at the conclusion of their term

SOCIAL MEDIA CONDUCT AGREEMENT

By accepting office at the start of their term, officers acknowledge their understanding of and agreement to follow these expectations.

SOCIAL MEDIA & CAMPAIGNING DURING ELECTION

To ensure a fair, respectful, and values-based election process, the following guidelines apply to state officer candidates and their supporters;

CANDIDATES MAY:

- Publicly share that they are running for a state office
- Share posts, stories, and reflections about their FCCLA journey, leadership growth, and preparation for office

- Express enthusiasm for FCCLA and leadership opportunities

CANDIDATES MAY NOT:

- Explicitly ask for votes in any format (e.g. “Vote for me”, direct messages requesting support, or similar language)
- Distribute campaign materials, including flyers, merchandise, digital graphics, slogans, or campaign branding
- Use language, themes, or visuals that imply campaigning for votes
- Post or engage in negative comments about other candidates, the election process, or FCCLA

All campaign-related communication must reflect positivity, professionalism, and respect for the organization and fellow candidates.

REPORTING CONCERNS

Any concerns regarding social media conduct or potential violations of this policy should be reported to state staff for review. Violations may result in disciplinary action, including disqualification during the election process or removal from office.

FINANCIAL COMMITMENT

Serving as a NC FCCLA SEC member requires both time and financial commitment. While NC FCCLA works to minimize out-of-pocket expenses for student leaders whenever possible, officers and their families should be prepared for certain costs associated with fulfilling the responsibilities of the office.

EXPENSES COVERED BY NC FCCLA

NC FCCLA will cover or provide the following for state officers, unless otherwise noted;

- Student registration fees for the following events; FLM(s), Culinary Competition, and SLC.
- Lodging and meals for the following events;
 - Incoming CTSO Officer Training (May)
 - SEC Training & Planning (Summer, July)
 - CTE Summer Conference (July)
 - SEC Training & Planning (Winter, January)
 - SLC (March)
 - Board members will also be provided lunch during required board meetings
 - If a SEC member has a food allergy or intolerance we will give every effort to try and accommodate, but please be aware that they may need to provide their own food if it is not possible.
 - We will meet for one meal (dinner) during a NC FCCLA SEC night out during the NLC. This night will be communicated ahead of time for planning purposes.
- Official state officer items, which may include (if a duplicate is needed, the officer will be responsible for replacing);
 - State officer name badge
 - Officer lapel pin
 - Official ascot or tie
 - Official state officer polo or shirt
 - Additional uniform pieces as determined by NC FCCLA
 - FCCLA red blazer (will be loaned to the student for their term, they have the option to purchase or return at the end)

Specific items provided may vary by year and will be communicated to officers in advance.

EXPENSES THE STATE OFFICER IS RESPONSIBLE FOR

State officers and their families should anticipate responsibility for the following expenses;

- Transportation to and from meetings, conferences, and events, in accordance with local school district travel policies
- Lodging, meals and registration for the NLC
- Required professional attire not provided by NC FCCLA, which may include;
 - White oxford style shirt or white blouse
 - Black dress pants, skirt, or dress
 - Black belt
 - Black dress shoes or flats
- Appropriate formal attire for designated recognition sessions or ceremonies at the SLC
- Reliable access to email and internet for official and responsibilities
- Incidental costs associated with travel, such as meals during transit or personal expenses

ADDITIONAL FINANCIAL CONSIDERATIONS

- State officers may be responsible for select food, travel, or incidental expenses related to in-state or out-of-state activities not fully covered by NC FCCLA.
- NC FCCLA does not provide funding for advisers, parents/guardians, or chaperones to travel.

- For national conferences or out-of-state leadership opportunities, officers may be responsible for all or a portion of travel, lodging, and related expenses, depending on funding availability and the nature of the event.

FUNDRAISING

Each SEC member is required to fundraising a minimum of \$1,000 to be paid to NC FCCLA to help offset costs associated with their position.

ACKNOWLEDGEMENT OF FINANCIAL RESPONSIBILITY

By accepting a position on the SEC, state officers and their families acknowledge and accept the financial responsibilities associated with serving in this leadership role. Questions regarding covered expenses or financial expectations should be directed to the State Adviser or State Officer Coordinator prior to the start of the term.

TERMS, VACANCIES & DISMISSAL OF OFFICERS

TERMS OF OFFICE

All North Carolina FCCLA State Officers shall serve a term of one (1) year, beginning at the conclusion of the SLC at which they are elected and ending at the conclusion of the following year's SLC, or until successors are duly elected and installed. With the exception of a National Officer, officers may not serve two (2) consecutive terms in the same or a different state officer position.

National Officers from North Carolina shall serve according to the term outlined by National FCCLA and shall concurrently serve as a voting member of the North Carolina FCCLA State Executive Council during their national term.

VACANCIES

In the event of a vacancy in the office of President, the First Vice President shall assume the duties and responsibilities of the President for the remainder of the term.

If a vacancy occurs in any other state officer position, the SEC, in consultation with the State Adviser and State Officer Coordinator, may;

- Appoint a qualified replacement to serve the remainder of the term; or
- Reassign the duties of the vacant position among the remaining officers, as deemed appropriate.

Vacancies may occur due to, but not limited to, resignation, dismissal, ineligibility, or inability to fulfill the duties of office.

DISMISSAL OF AN OFFICER

State Officers are expected to fulfill all duties and responsibilities as outlined in the NC FCCLA Bylaws, Operating Policies, Officer Handbook, Officer Pledge, and Code of Conduct. Serving as a NC FCCLA State Officer is an honor and a privilege, and officers are entrusted with upholding the integrity, professionalism, and mission of the organization.

Failure to adhere to these expectations may result in disciplinary action. The severity of the infraction will determine the appropriate response, and disciplinary levels may be bypassed when warranted by the seriousness of the violation.

DISCIPLINARY LEVELS

The disciplinary process may include the following levels:

- **Level 1 - Reprimand:** A formal verbal discussion and written warning from the SA/State Officer Coordinator or designee outlining the violation and expectations for corrective action.
- **Level 2 - Probation:** The officer is placed on probation for a specific period of time, which may include additional assignments, corrective actions, or restrictions. The officer's chapter adviser and/or parent/guardian will be notified.
- **Level 3 - Suspension:** The officer may be prohibited from traveling or participating in FCCLA events and activities for a defined period of time. Failure to demonstrate improvement during the suspension may result in removal from office.
- **Level 4 - Removal from Office:** The officer is dismissed from their position and will no longer represent NC FCCLA. Removal may result in the loss of title, privileges, and any associated financial support provided by NC FCCLA. The officer may be responsible for repayment of expenses incurred on their behalf, as determined by NC FCCLA.

DISCIPLINARY PROCEDURES

When disciplinary action is initiated, the following procedure will be followed:

- The officer will be notified verbally or in writing as soon as possible that the disciplinary process has begun, if notified verbally it will be followed by written notification within (10) business days.
- Written notification will be provided to the officer, parent/guardian, chapter adviser, and school administration.
- The officer may be required to submit a written response regarding their intent and ability to continue serving as a state officer within a specified timeframe.
- NC FCCLA will review the circumstances and determine the appropriate level of disciplinary action.
- Final decisions and outcomes will be communicated in writing within ten (10) business days of the decision.

IMMEDIATE REMOVAL FROM OFFICE

The following violations may result in immediate removal from office, without progression through prior disciplinary levels.

- Possession, consumption, or distribution of alcohol, illegal drugs, marijuana products, unauthorized prescription medications, tobacco products, e-cigarettes, vape pens, or similar substances;
- Engagement in illegal activities, including but not limited to theft, harassment, violence, or vandalism;
- Bullying, harassment, discrimination, or sexual misconduct;
- Violation of venue safety codes or criminal laws;
- Suspension or expulsion from school;
- Any behavior determined by NC FCCLA leadership to pose a serious risk to individuals or the organization.

NC FCCLA reserves the right to take immediate action when necessary to protect the safety, integrity, and reputation of the organization.

STATE OFFICER CANDIDATE

STEPS OF THE ELECTION PROCESS

A complete overview of each step of the election process.

ALL APPLICANTS (PRIOR TO SLC)

- Step 1 - Gain Support
- Step 2 - The Application
- Step 3 - Knowledge Test
- Step 4 - Applicant Interviews
- Step 5 - Candidate Announcement

ALL SELECTED CANDIDATES (PRIOR TO SLC)

- Step 6 - Preparation
- Step 7 - Orientation
- Step 8 - State Selection Committee Interviews

ALL SELECTED CANDIDATES (DURING SLC - MONDAY)

- Step 9 - SOC Introductions

ALL SELECTED CANDIDATES (DURING SLC - TUESDAY)

- Step 10 - Networking & Candidate Display Board
- Step 11 - SOC Speeches & Situational Questions
- Step 12 - Elections

ELECTED CANDIDATES (DURING SLC - WEDNESDAY)

- Step 13 - Installation Ceremony & Photos

ELECTED OFFICERS (AFTER SLC)

- Step 14 - Incoming SEC Training

STEP 1 - GAIN SUPPORT

Becoming a member of the State Executive Council will affect the day-to-day lives of many more people than just the officer. Family members will have to provide support for tasks and responsibilities; teachers will likely have to prepare assignments ahead so that officers can be successful, even when they are not in the classroom. Chapter advisers will participate in tasks that support the officer and the state association. It can be difficult for an officer to be successful without a team of people encouraging them in their endeavors, so the process to be a State Executive Council member should begin with a solid foundation of support.

TIME COMMITMENTS

As an applicant, time will be needed to get approval and support signatures, complete the application, prepare for the FCCLA Knowledge Test, create a speech, study and prepare for the situational questions and voting delegate networking at the State Leadership Conference. If elected, candidates should ensure support is available to meet the demands of being an officer. During their term, officers are expected to spend at least 3-5 hours per week working on delegated tasks and responding to emails, 1-2 hours per month attending virtual SEC check-in calls (these will increase in frequency closer to events), and preparing for events. Advisers to an elected officer will also be required to spend time throughout the year providing support to their student in their delegated tasks, as well as assisting the state association with various tasks.

When seeking support, it is important that applicants share why they are interested in running for election, how they believe they will benefit from this experience, the election process, and their plan for maintaining good standing with their family, school, and community with the added responsibility that comes with being a state officer.

Applicants are highly encouraged to complete the State Officer Intent to Run Form. While this is not required, the state association will use information from the form to determine the needs for the upcoming year.

STEP 2 - THE APPLICATION

The application provides the required information needed to ensure applicants are eligible to run. The application will include;

Applicant Information Sheet - This sheet will request applicant information, adviser information and information about the applicant's FCCLA and FCS experiences.

Applicant Code of Conduct - This signed agreement confirms the applicant's understanding of the conduct expected as an applicant, candidate, and/or state officer.

Support Forms - These signed forms confirm that the applicant's adviser, School Administrator, CTE Director, and school Superintendent are aware of the applicant's intentions of running for office. Their signatures confirm that they are aware of the support needed if the applicant is elected as a state officer.

Photo & Website Consent - This signed agreement gives the state association the right to release the applicant's information (name, chapter, district, ect.) and/or image on the state associate's website regarding their candidacy.

Election Campaign Form - This signed agreement confirms the applicant's understanding of the campaign policy to be followed during the election process.

Two (2) Essay Questions - Applicants will demonstrate their written skills as they share more information about themselves. Essays may be provided to the state staff, State Selection Committee, and/or voting delegation.

Unofficial Transcript - A copy of the applicant's unofficial transcript ensures the applicant has met the academic requirements. If their FCS class took place in middle school and they are high school students, they must provide both their middle school and high school transcripts.

Headshot Photo - Images could be used on the state association website and/or materials sent to the delegation prior or during SLC. Headshots should be taken in a well-lit location with an uncluttered and non-distracting background with the applicant adhering to the following dress code;

- Officer Red Blazer
- White Professional Top
- Optional - The FCCLA ascot, FCCLA tie, black bow tie, FCCLA bow tie, or white pearls may be worn.

Letters of Recommendation - You will need to provide 3 letters of recommendation with your application.

Knowledge Test Proctor Form - The knowledge test will need to be completed based on the window of time provided. You must have a proctor for the knowledge test. The proctor must be 18 years or older, can not be a current or former teacher of yours, can not be related to you, and can not be an FCCLA adviser.

All items of the application will be submitted electronically via the links on the NC FCCLA website. Mailed, emailed, faxed, or texted material will not be accepted.

STEP 3 - KNOWLEDGE TEST

After the application and letters of recommendation have been submitted and the applicant's eligibility has been confirmed, the candidate will complete the Knowledge Test. Candidates will complete this test virtually through an on-line testing site. This test will allow candidates to demonstrate their knowledge of;

- State and national FCCLA programs, resources, and information;
- NC FCCLA governance documents;
- And parliamentary procedures.

As the SEC represents the organization to many groups of people, this requires comprehensive knowledge of the organization. Election voting delegates need to understand how much each candidate knows as they make decisions on who will serve on the upcoming SEC. Scores from the FCCLA Knowledge Test may be used as part of the initial qualification process, could be shared with the delegation, and could be shared with the State Selection Committee.

Applicants may prepare for this test by reviewing;

- FCCLA website
- NC FCCLA website
- FCCLA National Program materials
- FCCLA Membership Campaign materials
- FCCLA Branding & Promotion Guide
- NC FCCLA and National FCCLA governance documents

Specific information regarding the knowledge test will be emailed to applicants and their advisers after their application has been reviewed and eligibility has been confirmed.

STEP 4 - APPLICANT INTERVIEW

Once applicants have been verified as qualified and completed their Knowledge Test, the top applicants will be contacted to participate in the virtual applicant interview. More details regarding the interview process will be provided after the Knowledge Test is completed via email.

STEP 5 - CANDIDATE ANNOUNCEMENT

All applicants, whether they are chosen to move on to the next steps as a candidate will be notified by the posted date via email to both the applicant and their adviser. A date and time for the mandatory virtual orientation for both the candidate and their adviser will be confirmed on the candidate email. They will also receive a schedule for events during the SLC. Information will be shared to the candidates and their advisers using the provided email addresses on the application. It is the candidate's responsibility to provide an email address that can receive these emails, or ensure that the email address provided will be able to receive the emails without issue (school district privacy settings, junk folder vs. inbox, etc.).

STEP 6 - PREPARATION

Preparation is key for candidates to successfully complete the election process. Prior to the SLC, candidates should begin preparing for the speech and situational question(s). During the SLC, candidates will be required to adhere to a specific dress code. During the preparation time, candidates should work with their parents and/or adviser to ensure that they have the required dress code items.

- Red, Black, or White Polo (Sleeve length is based on student preference)
- Red, Black, or White Oxford-Style Collared Button-Up Shirt (Sleeve length is based on student preference)
- Black Dress Pants with Black Belt
- Black Closed-Toed Dress Shoes

The official Red Blazer is not required for state-level events. Candidates should not wear the blazer during official SOC events during SLC. Candidates may wear their blazers outside SOC events, including competitive event participation, if they choose.

Speech - Candidates will prepare a 3-minute speech related to the topic posted on the NC FCCLA website. Candidates are not required to have their speech memorized, but should be familiar enough with their speech to be able to effectively share their message to the delegation. Candidates are encouraged to prepare their speech ahead of time to obtain feedback from their chapter and other trusted individuals. The speech will be given during the Business & Recognition Session at the SLC.

Situation Question - In addition to the speech, candidates will get 60-seconds to answer a situational question(s) during the Business & Recognition Session at SLC. The question(s) will be the same for all candidates and will not be released until this segment of the session.

STEP 7 - VIRTUAL ORIENTATION

The SOC orientation is a required session for both the candidate and their adviser. The orientation will take place virtually after the candidate announcement and prior to SLC. Plans should be made for both the candidate and the adviser to be in attendance for the entire orientation session.

The orientation will provide candidates and their advisors an in-depth look at the candidate session and dress code schedules for the SLC while getting to see each other virtually for the first time. Candidates and advisers will also get to ask questions directly to the State Adviser. Specific information regarding the time and date of the orientation will be emailed to candidates and their advisors in the candidacy email if they are chosen to move forward in the selection process.

STEP 8 - STATE SELECTION COMMITTEE INTERVIEWS

Prior to SLC, the State Selection Committee will interview all candidates to assist in determining their designated position that they could hold during their term. These positions include;

- President
- 1st Vice President
- VP of Parliamentary Law
- VP of Public Relations
- VP of Membership
- VP of Programs
- VP of Community Outreach
- VP of Competitive Events
- VP of Middle Schools (if applicable)

The middle school candidate elected to serve on the SEC will automatically serve as the VP of Middle Schools. However, in the event that there is a vacant position, as listed above, the elected middle school candidate can be appointed in another vp position.

The State Selection Committee is composed of:

- Chair - Prior Year President
- One (1) Adviser to the current SEC, as appointed by the State Adviser
- One (1) Adviser from one of the eight FCS Educational Districts, to rotate annually.
- Three (3) current and/or former student members

It is the responsibility of the State Selection Committee to make the final determination of who will serve in each of the positions of the SEC.

STEP 9 - SOC INTRODUCTIONS

The SOC Introductions will be the first formal introductions of candidates to the delegation. Candidates will introduce themselves to the delegation on-stage during the Opening & Recognition Session by sharing their first and last name and their chapter name. Candidates will have a chance to rehearse their introductions after the orientation.

STEP 10 - NETWORKING & CANDIDATE DISPLAY BOARD

NETWORKING

A large part of the state officer's year is spent meeting new people, sharing their experiences, and talking about FCCLA. This session helps voting delegates to see candidates in this type of environment and allows them to personally get to know each candidate.

Prior to the networking session, voting delegates will receive a list of each candidate and sample questions to ask during the networking session. During the session, candidates will be positioned throughout the space, with delegates moving from candidate to candidate. Delegates will get to converse with each delegate and will move through each one.

Advisers to current state officers and candidates, State Selection Committee members, and other adviser volunteers will be located throughout the space to ensure questions and conversations are appropriate. They will also move through the room to converse with each candidate. Inappropriate questions or behaviors by voting delegates will not be tolerated and will result in the removal of the voting delegate or candidate from the session and may result in their removal as a voting delegate for their chapter or as a candidate for the SEC.

CANDIDATE DISPLAY BOARD

Each candidate will have the opportunity to network with Voting Delegates and members regarding their candidacy during the networking session. Candidates will have a space where they are to display their board display for the delegation to learn more about each candidate. There will be a designated time during the SLC for this process.

Your board should encompass how you have been connected through or with FCCLA, while demonstrating the skills that would qualify you to be a strong FCCLA State Officer, and embody your personality as a member as well!

Some things to keep in mind when creating your board;

- You will not have access to electrical outlets, so ensure that you will not need to depend on electricity for your board display.
- Boards should be created on a standard 28" x 40" Tri-Fold Display Board and MUST be able to fit on a standard 6 ft. long table.

- Candidates and/or supporters must not purchase, create, or distribute any physical paraphernalia supporting the candidate, including but not limited to: business cards, brochures, stickers, etc.

STEP 11 - SOC SPEECHES & SITUATIONAL QUESTION

Public Speaking is a critical skill that state officers should be able to demonstrate successfully to the delegation. Candidates will have the opportunity to display their public speaking skills as they present a speech on the topic posted on the NC FCCLA website. In addition, candidates will showcase their ability to think quickly and critically on issues or concerns to FCCLA and FCS Education with a situational question(s).

During this portion of the Business & Recognition Session, all candidates will remain in a separate location where they will not be able to hear other candidate speeches or the situational question. They will be ushered, individually, to and from the stage by a member of the SEC. After all candidates have presented their speech and answered the situational question, they will complete a final introduction of themselves.

STEP 12 - ELECTIONS

As stated in the NC FCCLA Bylaws, each chapter will be provided one (1) voting delegate to cast their vote for the officer candidate in each district and one (1) vote for one candidate as VP of Middle Schools, if applicable. Affiliated chapters will have access to all candidate material for review prior to elections. Following the Business & Recognition Session, voting delegates will cast their votes at the designated time frame in the designated location as per the conference agenda. When the time frame ends, ballots will be closed and no additional votes will be entered.

There are nine (9) positions on the SEC. Each position is held by an elected member from each of the 8 FCS Educational Districts, with the ninth (9th) position reserved for a middle school member to serve as the VP of Middle Schools. The following process will be used to fill these positions.

- The VP of Middle Schools candidate with the highest number of votes shall be elected.
- The candidate with the highest number of votes for each district shall be elected for that district.
- If a district is not represented with a candidate, the remaining candidate with the highest number of votes shall fill the remaining SEC positions.

After voting ends, votes will be calculated and candidates will be placed in SEC positions, as noted above. Candidates will be notified via email on the results of the election by midnight the same day the election was held. Elected candidates will follow the remaining steps of the election process. All members of the SEC will have the opportunity to vote. The state President's vote will be used as a tie-breaker vote if needed.

STEP 13 - INSTALLATION CEREMONY & PHOTOS

The installation ceremony provides a formal and public display to symbolize the change of the SEC. To demonstrate this change, the current SEC will present the incoming SEC with their official officer pin and blazer (candidates should bring a blazer for the ceremony).

The ceremony will take place during the Closing & Recognition Session at the SLC. Following the ceremony, the incoming SEC will exit the stage and remain seated through the remainder of the session, until the Closing Ceremony. Incoming SEC will be required to wear a white oxford style button-up collared shirt, black dress pants, black belt, black closed toe shoes, and (optional) official FCCLA neckwear.

STEP 14 - INCOMING SEC TRAINING

The Incoming SEC training is a required training for all incoming SEC. During this training, we will review in-depth details related to the expectations of the SEC during their term. Create the Program of Work for the year, and prepare

for meetings to be held at the NLC. Specific details about the date and location can be found under the calendar of events. The dress code and agenda will be provided to the candidates during the virtual orientation.

STATE OFFICER APPLICATION FORMS

The SOC application is a compilation of documents that will successfully highlight the applicant's eligibility and qualifications to serve on the SEC submitted through the online application system. Applicants are strongly encouraged to review each step of the SEC Election Guidebook prior to completing the application.

DEADLINE

The online form for the application must be completed and submitted by midnight on the date posted on the official NC FCCLA website. If all or any part of the applicant's application is received after the deadline, the entire application may be disqualified. Technical issues are not an acceptable excuse for late submissions. Please check the link and application requirements prior to the deadline to ensure the process runs smoothly.

STATE OFFICER APPLICANTS

Are required to;

- Be a student in good standing
 - High School Applicants (rising 10th, 11th & 12th graders): have an overall unweighted GPA of 3.0 on a 4.0 scale.
 - Middle School Applicants (rising 7th, 8th & 9th graders): have an overall unweighted scholastic average of 85 or above.
- Be an affiliated member with state and national dues paid in full. Applicants who are listed with a pending status, or without a status, after the deadline will be disqualified. Affiliation will be verified by state staff.
- Applicants must be willing and have the ability to fulfill all duties of the office which they have been elected to and have all applicable forms completed with the necessary support in place.

SHARING DOCUMENTS

Create a shareable link of the cloud-based folder, so that anyone with the link can access and view the materials. Send this link to several friends, family members, or teachers to verify that materials are viewable. We also recommend sharing with at least two people that can access the link of a personal device, not a school-issued device. This will help confirm the link is accessible outside of your school district.

You can also double-check your links by opening a "Private" (Safari), "InPrivate" (Edge), or "Incognito" (Chrome) window and entering your shared link. If you receive a "You do not have access" or a "Sign-in Required" landing page instead of the document, then the link does not have open access for viewing.

Resources:

- [Microsoft One Drive - How to Share Files and Folders](#)
- [Google Drive - How to Share Files](#)
- [Dropbox - How to Share a Link to a Dropbox File](#)

THE APPLICATION

This is what you can expect when you access the online application form. To access the official application system, please visit the NC FCCLA website and choose LEAD > STATE EXECUTIVE COUNCIL.

SECTION I: GENERAL INFORMATION (CANDIDATE INFORMATION SHEET)

- Legal Name
- Date of Birth
- Gender
- Preferred Name
- Mailing Address
- Personal Email
- School Email
- Cell Phone
- Grade level
- FCS Educational District
- Headshot in Official Dress

SECTION II: CHAPTER & ADVISER INFORMATION

- School Name
- Chapter Name
- Chapter ID
- Membership ID
- Adviser Name
- Adviser Email
- Adviser Cell Phone
- Years as a Member
- *If you are a rising 9th grader, you will need to provide this information for both your middle school and future high school chapter.*

SECTION III: OFFICER PREFERENCE FORM

- First, Second & Third Choice of Officer Position

SECTION IV: ACADEMIC & INVOLVEMENT

- GPA/Scholastic Average
- Unofficial Transcript
- What Family and Consumer Science classes have you taken?
- FCCLA Involvement
 - Activity Type
 - Chapter Officer
 - State Officer
 - National Officer
 - SLC - STAR Event Participant
 - NLC - STAR Event Participant
 - State-Level Competitive Event Participant
 - Competitive Event Judge
 - Competitive Event Timekeeper
 - National Program Participant
 - SLC Voting Delegate
 - NLC Voting Delegate
 - Other

- Position Held or Event name
- Activity Description
- Participation Grade Levels
- Prior Conference Participation
 - Fall Leadership Meetings
 - State Leadership Conference
 - National Leadership Conference
 - Other
- 2026 State Leadership Conference
 - Do you plan to compete?
 - What event?
 - What level?
- Extracurricular Activities
- Community Service Activities

SECTION V: LETTERS OF RECOMMENDATION

- Three (3) letters of recommendation;
 - Letter from Chapter Adviser or School Administrator (Principal, Assistant Principal, Superintendent, Dean of Students, etc.)
 - Letter from Teacher or Coach
 - Community Leader (Not a School Employee)
- Signature Pages
 - Code of Conduct Form
 - Adviser Support Form
 - Local Administration Support Form
 - Photo & Website Form
 - Proctor Form
 - Election Campaign Form

SECTION VI: ESSAY QUESTIONS

Two essay questions not to exceed 500 words each:

- Essay Question #1 - Recount a time you faced a challenge, setback, or failure. How did this experience affect you? What did you learn from this?
- Essay Questions #2 - Describe a situation in your life that sparked personal growth. How did it help you understand yourself and others more?

CODE OF CONDUCT & OFFICER AGREEMENT

PURPOSE

Serving as a North Carolina State Officer is an honor and a privilege. State officers represent all FCCLA members across North Carolina and are expected to model the highest standards of leadership, professionalism, and integrity at all times, during official FCCLA activities and in their personal conduct. This agreement established the expectations, responsibilities, and conditions of service for all NC FCCLA State Officer Applicant/Candidates and, if elected, State Officers.

CODE OF CONDUCT

As an NC FCCLA State Officer Applicants/Candidates, and if elected as a State Officer, I agree to:

1. Represent myself, my family, my school, my school district, and NC FCCLA in a manner that brings credit to the organization at all times.
2. Exhibit trustworthiness, respect, responsibility, fairness, and citizenship.
3. Conduct myself in a professional manner and refrain from inappropriate behavior, including public displays of affection or intimate physical contact while representing FCCLA.
4. Follow all curfews, meeting expectations, supervision requirements, and safety guidelines during FCCLA travel, meetings, and events.
5. Attend all required general sessions, meetings, training workshops, and activities as assigned.
6. Immediately report any accidents, injuries, illnesses, or medical concerns to my chapter adviser and/or the State Officer Coordinator.
7. Maintain personal social media accounts that align with the mission, values, and professional image of FCCLA, including posts, comments, messages, photos, videos, likes, and links.
8. Refrain from stealing, vandalism, bullying, harassment, discrimination, or any illegal activity.
9. Abstain from the possession, use, or distribution of alcohol, illegal drugs, unauthorized prescription medications, tobacco products, e-cigarettes, vape devices, or related substances while representing FCCLA.

HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received, read, and understand the NC FCCLA State Officer Handbook, including but not limited to policies related to:

- Code of Conduct and Ethics
- Discipline and dismissal procedures
- Travel expectations
- Professional image and official dress
- Communication expectations
- Financial commitments

I agree to comply with all policies and procedures outlined in the handbook. I understand that failure to do so may result in disciplinary action, up to and including removal from office.

AUTHORITY & CONSEQUENCES

I understand that:

- Violations of this agreement, the Officer Pledge, or the FCCLA State Officer Handbook may result in disciplinary action.
- Consequences may include reprimand, probation, suspension, dismissal from candidacy, or removal from office.
- The NC FCCLA State Adviser, in consultation with appropriate state staff and/or committees, has the authority to determine disciplinary actions.
- If I am dismissed or sent home due to a violation, I and/or my parent/guardian may be financially responsible for any expenses incurred.

COMMITMENT IF ELECTED

If elected as an NC FCCLA State Officer, I commit to:

1. Prioritizing FCCLA responsibilities over other extracurricular activities for the duration of my term.
2. Attending all required State Executive Council meetings, trainings, conferences, and events.
3. Actively participating as a cooperative, respectful, and accountable member of the State Executive Council.
4. Accepting constructive feedback and guidance from state staff and advisers.
5. Completing all assigned duties, projects, communications, and reports in a timely and professional manner.
6. Resigning from office if I am unable to fulfill the responsibilities of the position or if I move out of state.

FINANCIAL RESPONSIBILITIES

By signing below, I affirm that I understand and agree to abide by the expectations outlined in this Code of Conduct and Officer Agreement. I understand that serving as an NC FCCLA State Officer is a privilege and that failure to uphold these standards may result in disciplinary action or removal from office.

AGREEMENT & SIGNATURES

Applicant's Printed Name

By signing below, I affirm that I understand and agree to abide by the expectations outlined in this Code of Conduct and Officer Agreement. I understand that serving as an NC FCCLA State Officer is a privilege and that failure to uphold these standards may result in disciplinary action or removal from office as stated in the guidebook.

Applicant's Signature

 Date

As the adviser of the applicant/candidate listed above, I acknowledge that I have reviewed this agreement and understand the responsibilities and expectations associated with serving as an NC FCCLA State Officer.

Adviser's Signature

 Date

As the parent/guardian of the candidate listed above, I acknowledge that I have reviewed this agreement and understand the responsibilities, expectation, and potential financial obligations associated with serving as an NC FCCLA State Officer.

Parent/Guardian Signature

 Date

By signing below, I acknowledge that I am aware of this student's application for and potential service as an NC FCCLA State Officer. I understand that, if elected, this role requires time commitments including travel, meetings, conferences, and leadership responsibilities that may result in school absences for both the student and adviser. I acknowledge that the student is expected to remain in good standing and comply with all local, district, and state policies while serving in this role. This signature indicates administrative awareness and support of the student's and adviser's participation.

CTE Director**School Principal****School Superintendent**

 Name (Printed)

 Name (Printed)

 Name (Printed)

 Signature

 Signature

 Signature

 Date

 Date

 Date

ADVISER SUPPORT FORM

The success of the NC FCCLA State Executive Council depends on a strong partnership between student leaders, advisers, families, and the state association. By signing this agreement, the chapter adviser affirms their understanding of and commitment to supporting the student if elected as an NC FCCLA State Officer.

ADVISER RESPONSIBILITIES

If my student is elected to serve as an NC FCCLA State Officer (and during the election process as needed), I agree to support them by:

- Attending any and all required meetings and events with my student with which I am responsible for them per the Calendar of Events.
- Submitting all required paperwork and obtaining all necessary approvals through my school district for travel related to state officer responsibilities, including overnight travel.
- Serving as the designated chaperone and remaining at the same hotel or lodging facility as my student during overnight events where my presence is required, in accordance with NC FCCLA travel policies.
- Providing regular guidance, feedback, and support to assist my students in fulfilling their assigned duties and responsibilities.
- Monitoring my student's academic progress and serving as a liaison between the student, school administration, and the NC FCCLA state office as needed.
- Overseeing my student's conduct and assisting in the enforcement of the NC FCCLA State Officer Code of Conduct.
- Transporting my students to events where I am not needed, within the specified timeframes for drop off and pick up.
- Arriving early and staying late for events, as listed on the calendar of events, where my student may need to assist with setting up or breaking down and cleaning up materials.
- Assisting the State Executive Council and the NC FCCLA State Officer Coordinator with the implementation of the Program of Work, events, and initiatives as requested.
- Checking in with my officer to ensure they are on track for their personal officer goals for the year.

ADVISER ACKNOWLEDGEMENT

Applicant's Printed Name

Adviser's Printed Name

By signing below, I acknowledge that I understand the time, travel, and supervision commitments associated with my role as a chapter adviser to a state officer applicant/candidate/member. I accept these responsibilities and commit to providing the guidance and support necessary for my student to successfully serve in this leadership role. If I am to leave my role during my student's term in office, I will assist in finding a replacement adviser and inform the State Officer Coordinator immediately of my intent and who my replacement will be. I understand that I have a crucial part in my students' success in office and I take this responsibility seriously.

Applicant's Signature

Date

LOCAL ADMINISTRATION SUPPORT FORM

The success of an NC FCCLA State Officer is dependent upon strong collaboration between the student, chapter adviser, school administration, and the NC FCCLA state association. By signing this agreement, the local school administrator(s) affirm their understanding of and commitment to supporting the student and adviser should the student be elected to serve as an NC FCCLA State Officer.

DISTRICT & SCHOOL RESPONSIBILITIES

If this student is elected to serve as an NC FCCLA State Officer, I agree that our school/district will support the student and adviser by:

- Providing approval for the student and their chapter adviser to attend all required meetings, conferences, trainings, and events associated with the NC FCCLA State Executive Council, as outlined in the NC FCCLA Calendar of Events.
- Financially supporting participation in required state and national FCCLA events as outlined in the NC FCCLA Calendar of Events.
- Acknowledging that the chapter adviser serves as the primary supervisor and designated chaperone for the student during required events, in accordance with district policies and NC FCCLA travel and supervision guidelines.
- Offering guidance and administrative support to the adviser as needed, including assistance with navigating scheduling conflicts, travel approvals, or concerns related to the student's responsibilities or Code of Conduct.
- Supporting communication efforts by keeping appropriate school and district stakeholders informed of the student's leadership activities, travel, and achievements throughout their term of office.
- Recognizing and celebrating the accomplishments of student and chapter adviser within the school or district community through announcements, attendance at events when possible, or other appropriate acknowledgements.
- Assisting the adviser, when appropriate, in fostering positive connections with local community organizations, partners, and stakeholders that support student leadership development and FCCLA initiatives.

ACKNOWLEDGEMENT

Applicant's Printed Name

By signing below, I acknowledge my commitment to providing the support outlined above to both the student and chapter adviser if the student is elected to an NC FCCLA State Officer position and throughout the election process as necessary. I understand the time, travel, and financial obligations associated with this role and affirm that the school/district supports the student's participation and the adviser's required involvement. I recognize the importance of this leadership opportunity and commit to ensuring the student and adviser have the administrative backing necessary to fulfill their responsibilities successfully.

CTE Director**School Principal****School Superintendent**

 Name (Printed)

 Name (Printed)

 Name (Printed)

 Signature

 Signature

 Signature

 Date

 Date

 Date

PHOTO & CAMPAIGN FORM**PHOTOGRAPHY & WEBSITE CONSENT**

I, hereby give North Carolina Family, Career, and Community Leaders of America (NC FCCLA) Permission to photograph, video, and record me during any NC FCCLA-related activities, events, or programs. I grant NC FCCLA the right to reproduce, distribute, and publish such photographs, videos, and recordings, in whole or in part, in any media or format, for educational, promotional, or organizational purposes, including presentations, publications, social media, and the NC FCCLA website.

I understand that I will not receive compensation for the use of these images or recordings. I waive any rights to inspect, approve, or control the finished product or the manner in which my image or likeness is used, so long as such use is consistent with the mission and values of NC FCCLA.

I release NC FCCLA, its staff, agents, employees, licenses, and assignees from any claims arising from the use of these photographs, videos, or recordings, including claims of defamation, invasion of privacy, or other causes of action.

ELECTION CAMPAIGN POLICY

As an applicant/candidate for NC FCCLA State Officer:

1. I understand that I may not directly campaign for votes, including asking for votes verbally, in writing, or through social media. I will not distribute campaign materials, such as business cards, flyers, stickers, or other paraphernalia.
2. I will not make any disparaging remarks about other candidates, the election process, or NC FCCLA at any time.
3. Candidate information and announcements may only be shared publicly by NC FCCLA at the organization's discretion.
4. I acknowledge that violation of this policy by myself or my supporters may be reported in writing to the State Officer Coordinator prior to the close of voting.
5. Allegations will be reviewed by the State Adviser, State Officer Coordinator, and the State Selection Committee. If a violation is confirmed, I understand that I may be disqualified from election, and the decision of the review panel is final.

ACKNOWLEDGEMENT

Applicant's Printed Name

By signing below, I acknowledge that I have read, understand, and agree to follow the NC FCCLA Photography, Media, and Campaign policies as stated above and in the guidebook.

Applicant's Signature

Date

Parent/Guardian Signature

Date

PROCTOR FORM**NC FCCLA KNOWLEDGE TEST**

This form needs to be submitted with the application, it will be used in the event the applicant is fully qualified to move to the next steps and receives the confirmation email with the testing information. Please complete this form to verify your chosen proctor information.

IMPORTANT

Per the guidebook, the proctor cannot be the applicant's parent, guardian, teacher, school adviser, or anyone involved in the applicant's FCCLA selection process.

APPLICANT INFORMATION

 Applicant's Name

 Applicant's School

 Testing Location

Must be free of unauthorized materials, distractions, and other students or individuals who could assist the applicant.)

PROCTOR INFORMATION

 Proctor Name

 Proctor Title/Role

 Proctor Email/Phone

 Relationship to Candidate
PROCTOR RESPONSIBILITIES & GUIDELINES

By signing this form, the proctor agrees to the following:

1. Verify the identity of the applicant taking the NC FCCLA Knowledge Test.
2. Supervise the applicant for the entire duration of the test, ensuring no assistance is given.
3. Ensure the testing environment is free from unauthorized materials, including notes, textbooks, devices, and other resources that could be used to cheat.
4. Ensure the applicant does not open windows, tabs, or screens during the test.
5. Prevent the applicant from receiving help from any individual during testing.
6. Follow all NC FCCLA testing policies and report any irregularities to the State Officer Coordinator immediately.

ACKNOWLEDGEMENT

Applicant's Printed Name

I, the undersigned applicant, understand that my test will be proctored by the individual listed above and that I must follow all NC FCCLA knowledge test rules.

Applicant's Signature

 Date

I, the undersigned, verify that I meet all eligibility requirements to proctor this test and agree to follow the guidelines outlined above.

Proctor Signature

 Date

NATIONAL OFFICER CANDIDATE

GENERAL RESPONSIBILITIES OF NATIONAL OFFICERS

As a National Officer, you will be responsible for over 250,000 members of the organization, FCCLA must be one of your top priorities for the entire year. Being a National Officer involves a tremendous amount of time, commitment, and responsibility to the organization.

As a National Officer of FCCLA, the impression you make on other people will have a significant impact on how they judge the entire organization. You must always be mindful of the image you portray in appearance, in speaking, in writing and in manners. The growth of FCCLA depends on the performance of your duties and the impression you leave with people who are interested in FCCLA. You are responsible for responding timely and appropriately to any member requests for support or assistance.

NOC/NEC members are expected to abide by the North Carolina Code of Conduct for State Officers as well as adhere to the expectations of a North Carolina State Officer (both items can be found in the handbook). You will also be a member of a team of state leaders. It is the responsibility of this team to collectively work to meet the needs of the members of FCCLA. You must always show respect and courtesy to your fellow officers. Communication is key to the success of the National Officer team and the North Carolina FCCLA SEC.

ELIGIBILITY & QUALIFICATIONS

- Affiliated chapters are eligible to submit one application for an officer position. They can choose between submitting an application for a National Officer or for a State Officer. They can not submit both.
- National Officer Candidates must first have served a minimum of one year as a NC FCCLA state officer.
- National Officer Candidates must meet all State Officer Candidate qualification requirements.
- Participated in one of the FCCLA national programs with proof of submission.
- Cannot hold a district or state office in any other school-related organization or organization related to FCS
- NOC must be in 10th or 11th grade (rising 11th or 12th graders).

NOMINEE FOR NATIONAL OFFICER AND APPOINTMENT OF VP OF DEVELOPMENT

In years when there are two national officer candidates that move forward to the national election level, the defeated candidate at the national level will become the VP of Development. In the event that both candidates are defeated on the national level, they will then share the office of VP of Development. The VP of Development shall have a total of one vote for the SEC.

ELECTION PROCESS FOR A NOC

The election process for a North Carolina FCCLA NOC shall be the same as a SOC, with these exceptions;

- Those wishing to run for the NC FCCLA National Officer Candidate position must submit the same application as the state officers. All parts of the application must be complete, even if they have completed one in the prior year(s).
- Interested NOC will follow all deadlines set forth by NC FCCLA for the state application.
- National Officer Candidates will learn if they will proceed as the NC FCCLA National Officer Candidate after SLC. They must wait for approval prior to submitting any documentation or application materials to National FCCLA.
- The National Officer Candidates will receive a different speech topic and situational question(s).
- NOC will need a majority vote from the voting delegates to move forward at the SLC.
- If there are more than two (2) candidates, the two (2) candidates with the most votes proceed to be the NC FCCLA NOC for the NLC.
- If a NOC applicant does not receive any votes, they will not move forward to submit their application to National FCCLA.

GUIDELINES FOR NOCS & NEC MEMBERS

NOC, if elected, will serve as members of the NEC under the sole jurisdiction of the National FCCLA office. NC NOC must adhere to the guidelines outlined in the NC FCCLA SOC Handbook. Upon election, NEC members must comply with the policies established by the National FCCLA office.

CONFERENCES & MEETINGS

If elected to the NEC, the NC FCCLA State Office must formally request the National Officer's attendance at NC FCCLA events, including the Fall Leadership Meeting(s), Culinary Competition, and SLC.

If the NOC is not elected to the NEC and serves as the VP of Development, they must attend all conferences and meetings for the school year as outlined in the SOC Handbook under 'Conferences and Meetings'.

For events occurring between the SLC and NLC, approved NC FCCLA NOC will adhere to the following:

- NC CTSO Incoming Officer Training: Will not attend unless requested by the State Adviser or State Officer Coordinator.

FAQ

Do I need to be affiliated to run for state or national office?

YES! You must be in the process of completing an active membership in an affiliated chapter, for at least a year, prior to applying.

What classes qualify me to be in FCCLA and run for office?

Family and Consumer Science course(s) qualify a student for membership in FCCLA. FCS exploratory courses also qualify for middle school candidates.

What grade can I be in to run?

Classification as a rising 7th, 8th, 9th, 10th, 11th, or 12th grader are eligible to run.

Rising 7th & 8th grade students will run for the VP of Middle Grades position (with the ability to be placed in another position at the discretion of the State Selection Committee and the State Adviser).

Rising 9th, 10th, 11th, and 12th graders will run for all other positions.

Do I need to have good grades to run?

High School candidates need to be a student in good standing with an overall unweighted scholastic average of 3.0 on a 4.0 scale. You must submit your transcript with your application. Middle school candidates must also be a student in good standing with an overall unweighted scholastic average of 85 or above.

I am a rising 9th grader, do I run with my current chapter or the chapter I will be in when I get to high school?

Rising 9th graders should openly communicate with both their middle school chapter and high school chapter. 9th grade candidates will be under their current (middle school) chapter for the application, candidacy, election/SLC, incoming training and summer portion (including NLC, training, and CTE summer conference) of their term. Then they will be working under their high school chapter for the remainder of their term in reference to registering for events. When completing application documents please include the additional form included for rising 9th graders to ensure you are properly covered during your term in office. No other candidate from the middle school or high school chapter is allowed to run. This will count as the singular applicant allowed since they will represent both schools over their term. They can choose if their middle school or high school adviser will be their 'official' adviser for their term in office.

My chapter wants to submit more than one applicant, is that allowed?

Chapters can only submit ONE applicant for an officer position. This means that you must narrow down the applicants at the school level prior to submitting the application. Also, schools can not submit both a national officer applicant and a state officer applicant. They must only submit one for candidacy for the year.

My family goes on a trip every year in July, is it actually a big deal if I miss one meeting?

YES! It is important for you to attend ALL mandatory meetings and events. Each one is very important in your development as a leader and to keep us focused and ready for the year ahead. You must disclose any events or meetings that you are unable to attend prior to your application being considered if you already know you will not be able to make it. We urge those that have prior commitments to consider running a different term.

If I was a state officer last year, can I run again this year?

At this time, you can not serve two years in a row. So, no, you can not run.

Can I compete in an event if I am running for office?

YES! We encourage all our members, whether they are running for an office position or not, to take every opportunity available to them, including competing in events at the SLC and NLC.

My adviser left and they signed all my application papers. What should I do?

You should speak to your School Superintendent, Principal and/or CTE Director as soon as possible to see who they will serve as your adviser moving forward. In order to be successful throughout the year, you should have someone in

the adviser position to help you along the way. Once you know your new adviser's information, please provide that to the State Adviser and State Officer Coordinator for their records to be updated.

Is it mandatory that candidates must have competed in a STAR event to run?

It is not a requirement for the SOC to compete in a STAR Event. However, it is always beneficial to have personal experiences with FCCLA competitive events!

Am I still going to be able to have time with my chapter?

YES! You have plenty of time to spend with your chapter. You get to take all the new insight back to your chapter to make them stronger and more engaged!

Should I be scared to run for office?

NO! Get out of your comfort zone and just be yourself! Even if you don't get the position, you will have made friends and memories that will last a lifetime.

Are the interviews intimidating?

NOT ONE BIT! The online interview feels like a FaceTime with a new friend that you are trying to get to know better. Just be yourself and answer all the questions to the best of your ability.

ACRONYMS & TERMINOLOGY

- A&A** – Alumni & Associates
- AAFCS** – American Association of Family and Consumer Sciences
- ACTE** – Association for Career and Technical Education
- BOD** – Board of Directors
- CEAT** – Competitive Events Advisory Team
- CTE** – Career & Technical Education
- CTSO** – Career & Technical Student Organization
- DECA** – Association for marketing students; a CTSO
- DPI** – Department of Instruction
- FACTS** – Families Acting for Community Traffic Safety
- FBLA** – Future Business Leaders of America; association for students in business education programs; a CTSO
- FCCLA** – Family, Career, and Community Leaders of America
- FCS / FACS** – Family and Consumer Sciences
- FFA** – Association for students in agricultural education; a CTSO
- FLM** – Fall Leadership Meeting(s)
- LEADFCS** – Leading, Engaging, Advocating, Developing Family & Consumer Sciences; an affiliate within the FCS division of ACTE
- LTT** – National Leadership Training Team
- NC FCCLA** – North Carolina Association of Family, Career, and Community Leaders of America
- NC DPI** – North Carolina Department of Instruction
- NEC** – National Executive Council
- NECA** – National Executive Council Advisers
- NLC** – National Leadership Conference
- NOC** – National Officer Candidate
- Parli Pro** – Parliamentary Procedure
- PR** – Public Relations
- SA** – State Adviser
- SEAT** – STAR Events Advisory Team; team of members, advisers, and state staff that consults on STAR Events issues and changes at the national level
- SEC** – State Executive Council
- SECA** – State Executive Council Advisers
- SkillsUSA** – Association for technical, skilled, and service occupations; a CTSO
- SLC** – State Leadership Conference
- SOC** – State Officer Candidate
- STAR** – Students Taking Action with Recognition
- TSA** – Technology Student Association; a CTSO
- VP** – Vice President

Organizational Acronyms from the Past

- NHA** - New Homemakers of America
- FHA** - Future Homemakers of America
- HERO** - Home Economics Related Occupations
- Home Ec** - Home Economics; Now evolved to FCS in 1994

STATE CONTACTS

If you have questions or concerns with information in this resource or general questions or concerns regarding the Culinary Competition, please submit them to state staff or one of the listed volunteers below.

NC FCCLA STATE ADVISER

Dani Fisher | stateadviser@northcarolinafccla.org

FCS DISTRICT LEADERSHIP COUNCIL (DLC) | FCCLA COORDINATORS

- District 1 - Alison Rotenberry | alisonrotenberry@johnston.k12.nc.us
- District 2 - Sarah Casey | sarah.casey@lenoir.k12.nc.us
- District 3 - Akilah Cooper | afcooper@wcpss.net
- District 4 - Jean Heubach | jean.heubach@robeson.k12.nc.us
- District 5 - Lauren Norton | laurennorton@davidson.k12.nc.us
- District 6 - Noriko Burgess | noriko.burgess@cms.k12.nc.us
- District 7 - OPEN
- District 8 - Kaitlyn Austin | kaitlin.austin@bcsemail.org

NC FCCLA BOARD OF DIRECTORS, CHAIR

Christine Coren | ncfcclabod@gmail.com or cmcoren@hcpsnc.org