



**STUDENT  
POLICY AND PROCEDURE HANDBOOK**

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## MEMBERSHIP PROCEDURES

- I. Any student who is taking or has taken a course in Family and Consumer Sciences and/or related occupations through 12th grade is eligible for membership in an affiliated chapter within the school.
- II. The initial membership roster will be completed online by November 1.
  - A. Additional membership will be completed on-line prior to District Conferences.
  - B. Final paid membership for state must be submitted by January 15<sup>th</sup>.
  - C. Members under the age of 13 will have an additional form to be completed through the national office.

## MEMBER CONDUCT

Family, Career and Community Leaders of America is an integral part of the instructional program and emphasizes respect for the dignity of work and high standards in workmanship, scholarship and ethics. Professionalism is to be promoted at all times. Individuals are expected to follow the Code of Ethics, as well as respective local school behavior policies.

The Code of Ethics states:

*Each individual assumes a number of obligations, one of which defines professional conduct. This Code of Conduct is an extension of the classroom situation. A professional code of conduct is required as would be proper for the classroom. This means that during Family, Career and Community Leaders of America, membership individuals are responsible for maintaining a high professional standard of conduct.*

- I. Delegate Conduct Guidelines
  - A. The term “delegate” shall mean any member of Family, Career and Community Leaders of America.
  - B. Delegates shall abide by the bylaws and/or constitution of NM FCCLA organization, all policies and directives issued by the organization and by the local school district policies during their membership.
  - C. All FCCLA delegates must meet the interscholastic requirements of the New Mexico Activities Association or their school eligibility requirements. Delegates shall give a copy of their progress reports and report cards to their adviser every grading period.
  - D. Delegates shall keep their adult advisers and/or sponsors informed of their activities.
  - E. Delegates must stay in housing designated by their chapter adviser during the conference.
  - F. Delegates shall use authorized transportation only.
  - G. Delegates are permitted to attend authorized activities only.
  - H. Delegates will use wholesome language in all speeches and informal conversations including but not limited to electronic communication. This means that, while a member, any content posted on any social media may be reviewed by an authorized adult such as an adult, parent or guardian. These websites will be monitored and a delegate may be requested to remove material. If a delegate fails to do so the post inappropriate or unapproved material, the delegate will be subject to consequences according to policy and procedures.
  - I. Delegates will avoid participating in and actively discourage any conversations, which belittle or downgrade fellow CTSO members, officers, and adults.
  - J. Delegates will avoid participating in and actively discourage any activity that may include illegal activity. i.e. drugs, alcohol or tobacco, sexual harassment etc.
  - K. Delegates shall respect and abide by the authority delegated to the presiding officer, chapter advisers, sponsors and state staff.
  - L. During a FCCLA members term of membership they will avoid public displays of affection with any person at any school activity or FCCLA function. This is not limited to hand holding, hugging, kissing and any other form of public displays of affection.
  - M. Delegates will maintain proper dress and good grooming on all occasions and follow the dress code.
  - N. Identification badges must be worn to all official functions and/or as directed.

- O. Delegates shall attend all general sessions and activities assigned, including workshops, competitive events, committee conferences, etc. for which they are pre-registered, unless, engaged in some other authorized assignments taking place at the same time.
  - P. Delegates will immediately separate from any situation in which a violation of this code of ethics has occurred and report the violation to an adult. This includes situations in which the delegate is not present, but has direct knowledge of.
  - Q. Boys will not be in girl's room and /or girls will not be in boy's rooms at any time unless an adult sponsor is present.
  - R. Curfew each night will be designated in the program or as established by the chapter adviser, and all delegates will be in their rooms by curfew.
  - S. Delegates shall respect the rights and safety of other hotel guests.
  - T. Delegates will observe all penalties for violations of this code of ethics imposed at the discretion of their adviser, school official, and Board of Directors for Family, Career and Community Leaders of America.
  - U. Delegates violating or ignoring the above conduct guidelines are subject to their chapter's entire delegation being unseated, its candidates being disqualified, and any honors or officers being cancelled and withdrawn from members of their delegation.
- II. The member, parent or guardian, school administrator, and chapter adviser will sign delegate conduct forms before the student member can participate in a local chapter and/or attending conferences designated by the FCCLA board. The forms will also contain a photo and video release and should be retained by the chapter adviser and will be in their possession at all conferences.
- III. Problems with member conduct will be handled first by the chapter adviser—then if necessary by the State Adviser or designee. If at the local school, the designee can be a school official and local adviser.
- IV. Failure to comply with above guidelines may result in termination of membership.

## DUES

- I. Local Dues - The local chapter shall determine the assessment and amount of local chapter dues.
- II. State Dues - New Mexico is a unified dues state. Students must affiliate with both the state and national organization.
  - A. Dues will be submitted as directed by the National organization.
  - B. Initial dues membership must arrive in the national office by November 1.
  - C. Final dues/membership rosters must be received in the state office before participation in any official activity of NM FCCLA.
  - D. State dues shall be \$10.00 per member for Secondary and Middle Level. Alumni and Associates dues are \$5.00.
- III. National dues are established by the national constitution.
- IV. Appeal Procedure. If an active member has paid dues prior to the established deadline(s), but through no fault of his/her own the dues were not received at the nationals, the following procedure will be followed to establish proof of payment:
  - A. Provide an official school receipt showing state and national dues paid, signature of person receiving dues, and the receipt number (all receipts must be shown as a part of a series with sequence documented), or a canceled check. Include a statement from persons related to the case explaining the situation in relation to the late receipt of dues.

## **OPERATIONAL PROCEDURES**

- I. Local operational procedures for local chapters are determined by the approved chapter constitution. These constitutions shall follow the State and National FCCLA constitutions and policies.
- II. Regional operational procedures are determined by the State Advisor and the Regional Advisers of each Region in compliance with State and National FCCLA constitutions and policies.
- III. The approved State Constitution and Policies determine the operational procedures for the state association and will be in compliance with the National FCCLA constitution.

## ADVISERS

- I. Local Advisers
  - A. Certified and currently employed Family and Consumer Sciences teachers shall serve as Chapter Advisers in the assigned schools.
  
- II. Regional Advisers
  - A. The state advisor shall designate Regional Advisers for the year following each state conference. The Regional Advisor shall have an active affiliated chapter in the year they serve. Please see appendix for Regional Advisor duties.
  
- III. All adult delegates planning on attending any FCCLA New Mexico activity will review and complete an Adult Delegate Code of Conduct and send a copy to the state officer prior to any FCCLA sponsored events for that school year. A copy of the Adult Delegate Code of Conduct can be found on the website or in the Appendix.



## FINANCES

- I. The conference registration fee will be set by the State adviser and approved by the Board of Directors. A budget for the year will be presented to the Board of Directors for approval.
- II. The following expenses shall be covered for State Officers during their term provided funds are available: Name badge, business cards, CTSO Officer Leadership Training Conferences, Fall Conference registration and rooms, State Conference registration, room and some meals, FCCLA Blazer and neck wear. The chapter adviser is responsible for appropriate transportation for their officer.
- III. All finances will be handled by through the state office. The Board of Directors will review and approve all finances.
- IV. Payment policy for chapters will be as follows: Chapters must pay in full the cost of any registration fees within 30 days of the conference end date. If a chapter does not meet these guidelines a hold will be put on the next conference and that chapter may not register until debt has been paid.
- V. Bad debt of any chapter who has an outstanding balance over four (4) years will have their debt cleared. If a debt has been cleared that chapter will be put on probation for a term of one (1) year to be monitored that their debts are being paid in a timely manner. In the case where the adviser who incurred the debt has left the chapter and a new adviser has taken over, the debt will be cleared immediately.
- VI. Finances will be reviewed and approved quarterly and a year-end review of finances will be conducted. Finances will be maintained in accordance with generally accepted accounting principles through NM FCCLA's fiscal agent. NM FCCLA finances will be audited yearly by an external auditor through their fiscal agent. In the event that NM FCCLA no longer has a fiscal agent, the responsibility of the maintenance and auditing of NM FCCLA's financial records fall to the organization.
- VII. NM FCCLA finances are available for review by all membership. Members wishing to review the finances should contact the board chair.

## REGIONAL STRUCTURE/CONFERENCES

- I. The state shall be divided into Regions as determined by the Board of Directors or designee.
- II. Each district or region will hold a STAR events conference on date(s) set by the District or Regional Adviser and State Adviser. All advisers in the region will assist in preparing for and conducting the conference.
- III. All participants must be affiliated by the Regional/District membership deadline or prior to the event in order to compete. Any student not affiliated prior to the event will be disqualified and forfeit their right to participate at the state level.
- IV. Duties of Regional Advisers are to organize annual regional conferences and establish regional deadlines when regional conferences are in lieu of a district meet.
- V. In the event of district conferences, the Regional Advisor will serve as the point of contact and advisor to designated District Coordinators. District Coordinators will contact appointed regional advisor to schedule, coordinate activities, and submit results. Regional Advisors are not obligated to attend all district conferences but should be available via phone or email to answer questions in a timely manner. The Regional Advisor will then compile the three district results within that region and submit results as soon as possible to the State STAR Event Coordinator.
- VI. Chapter advisers are responsible for "**thoroughly and carefully**" reading all competitive event guidelines (yearly updates) and are responsible for making sure that they have students entered in appropriate events (**check eligibility guidelines in the STAR Events manual**) and that they are affiliate/paid members of FCCLA.
- VII. Students must have competed at the district or regional level in order to compete at the State Leadership Conference. The Regional Adviser and the State Adviser will verify competitors at the district/regional level.
- VIII. All STAR Events will be conducted at district or regional conferences and STAR Events Manual guidelines will apply.
- IX. All questions regarding grading or judging **MUST** be resolved before leaving a District or Regional Conference. There is absolutely **NO APPEAL PROCESS** after a District or Regional Conference has closed.
- X. The number of students/teams advancing to the State Leadership Conference from each Region will be the top (3) three individuals/teams from each district for STAR events.

## STATE CONFERENCES

- I. The time and place of the state conferences shall be determined by the State Adviser or designee and upon consultation with the Board of Directors.
- II. The State Adviser will contract with a State Judge Coordinator, a Tabulation Coordinator and Competitive Events Coordinator to facilitate competitive events.
- III. Each chapter will have a ratio of adults/students that will ensure that students are properly supervised (recommendation is one adult for every ten students). Chapter advisers are responsible for orienting students and sponsors about the conduct expected at all times.
- IV. Chapter advisers will be assigned to work during the State Leadership Conference.
- V. Students must have competed at the district or regional level in order to compete at the State Leadership Conference. The Regional Adviser and the State Adviser will verify competitors at the district/regional level.
- VI. Chapter advisers are responsible for "**thoroughly and carefully**" reading all competitive event guidelines (yearly updates) and are responsible for making sure that they have students entered in appropriate events (**check eligibility guidelines in the STAR Events manual**) and that they are affiliate/paid members of FCCLA.
- VII. **Minimum Competency.** In order to compete at national level a student must have earned a minimum final score of 70% or higher (silver or gold requirement). If a student is the only competitor in their event they must still meet the 70% requirement in order to qualify to compete at the national level.
- VIII. Each local chapter in good standing is entitled to send one voting delegate per affiliated chapter
  - a. Voting delegates from three-fourths (3/4) of the chapters attending the State Leadership Conference shall constitute a quorum.
- IX. Insurance is carried by the state association in case of an accident that occurs during the conference. Members need to report the incident immediately to state staff.

## NATIONAL CONFERENCE

- I. Students eligible to compete in STAR Events at the National Leadership Conference are determined by the National Office and listed in the STAR Event Guidelines and have met the minimum competency at the state level.
- II. Local chapters and schools are responsible for establishing their own regulations for attending National Conferences.
- III. The number of National Officer Candidates eligible from New Mexico is set by the National Association. If more than the allowable number of National Officer Candidates run, the voting delegates at the State Leadership Conference will cast votes to determine the top candidates from New Mexico. Nominees for this office are to be filed with the State Adviser by the same deadline as applicants for state officer and undergo the same process with the exception the nomination committee will consist of advisors and board members or any former officer/candidates.
- IV. National Voting Delegate will be the VP of Parliamentary Law. If that officer is unavailable due to scheduling conflict, then it will be a high school officer selected by the State Executive Council.

## STATE OFFICERS

- I. The State Association shall have nine officers consisting of six (6) high school officers and three (3) Jr. officers. A student must be an affiliated member for one year before running for office. A National Officer candidate may choose to serve as a counselor on the council.
- II. The State Executive Council will consist of : a President, 1<sup>st</sup> Vice President/Parliamentary Law, Vice President of Community Service, Vice President of Public Relations, Vice President of Membership, Vice President of STAR events, and three Jr. officers – Jr. Vice President of Finance, Jr. Vice President of Membership and Jr. Vice President of Programs shall serve on the council.
- III. Chapter Advisers accompanying Council members to conferences shall assist Executive Council members in the performance of their duties and the adviser to the officer duties and shall serve as consultants to the State Executive Council and the State Adviser.

## STATE OFFICER TRAVEL

- I. State Officers shall travel with their chapters to conferences/activities in which their chapter is participating. Local schools and/or parents are responsible for transportation to conferences/activities in which the local chapter does not participate. In all cases, local schools/advisers/parent share responsibility for the transportation and supervision of their State Officers.
- II. State Officers will not travel to or participate in conferences/activities other that scheduled by New Mexico Family, Career and Community Leaders of America unless written permission is obtained from the State Advisor or designee.
- III. State Officers shall travel by means approved by their local school/adviser **but under no circumstances will drive their vehicle or vehicles of others**. Approved transportation shall be public transportation (bus) or vehicle driven by teacher/adviser; vehicle driven by adult sponsor (approved by school); or vehicle driven by parent/guardian of officer.

## BAD WEATHER POLICY-CRISIS MANAGEMENT

The following policies will apply when weather or transportation problems cause a school to miss or be late for a conference:

- I. If it is probable that a majority of schools in a Region/District will be unable to get to the conference site because of bad weather, the Regional/District Adviser will cancel the conference and reschedule as quickly as possible.
  - A. In the event a school is late to a Regional/District Conference because of bad weather or transportation problems, the Regional/District Adviser must be notified as soon as possible and will make a determination as to whether or not the school could still arrive at the conference in time for their students to compete (possibly judges could not be held over).
  - B. In the event a school is unable to attend a Regional/District Conference because of bad weather or transportation problems--the following procedure will be followed:
  - C. The local chapter adviser will immediately notify the Regional/District Adviser of the fact that their school will not be attending the conference.
  - D. The principal of the school affected will write a letter to the Board of Directors or designee verifying that the school did not allow the students to travel due to bad weather or transportation problems. The chapter affected may then take one student/team to the state conference in events they were entered in at the regional level. If more than one team is entered in an event, the chapter must conduct a mock competition and the top team will represent the school in that event.
- II. In the event of bad weather during a State Leadership Conference, the conference will proceed as scheduled.
  - A. Activities at the State Leadership Conference will be altered as possible to accommodate schools arriving late due to bad weather or transportation problems.
  - B. Through consultation with the Board of Directors, the State Advisor or designee will make the decisions regarding weather problems.
- III. Refunds will be made (in proportion possible) after all conference expenses have been paid.

## GRIEVANCE AND NMAA APPEALS PROCEDURE

- I. Grievances will be submitted in writing to the State Adviser in a timely manner. A timely manner is defined as within a 5-day period.
- I. The State Adviser will take the matter under consideration and will determine when and how the grievance will be addressed.
- II. Any grievance postmarked within five (5) days after the incident being questioned will be considered timely. Failure to appeal within the time specified is a waiver of any right of appeal.
- III. Right to appeal. Any decision of the NM FCCLA by which a student and/or school is aggrieved shall be appealed, to the Review Board of the New Mexico Activities Association, if appealed, and such appeals shall be heard de novo.
- IV. Appeal Procedure. If aggrieved by the determination of the NM FCCLA, the student and/or school shall have the right to appeal that decision to the Review Board of the New Mexico Activities Association. A simple letter from the school shall initiate such appeal. Such a letter shall request that the decision be reviewed by the Review Board, should be sent to the New Mexico Activities Executive Secretary within five (5) working days after notification is received from the member organization. If such letter of request is postmarked within five (5) days after receipt of notification, it shall be timely. Failure to appeal within the time specified is a waiver of any right to appeal.
- V. New Evidence. New evidence will not be allowed unless not in existence at the time of the decision by member organization or which, although in existence at the time, was not discovered, although due delinquency was exercised.



## SEXUAL HARASSMENT POLICY

- I. Objective:
  - A. To clearly state New Mexico FCCLA, Inc.'s (New Mexico FCCLA) policy with regard to sexual harassment whether such action results from the conduct of employees, volunteers, board members, members, or certain others associated with New Mexico FCCLA.
  - B. To provide for disciplinary action in the event the policy is not followed.
- II. Content:
  - A. It is the policy of New Mexico FCCLA that all employees, volunteers, board members, or members be able to work in a setting free from all forms of unlawful discrimination, including harassment, on the basis of race, color, religion, gender (sex), national origin, age or disability. New Mexico FCCLA will not tolerate work-related harassment of employees whether it occurs on or off the job.
  - B. "Sexual harassment" means unwelcome or unsolicited sexual behavior, including sexual advances, requests for sexual favors, dirty jokes, and other verbal or physical conduct of a sexual nature when:
    - 1. Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's continued involvement with New Mexico FCCLA.
    - 2. Submission to or rejection of such conduct by an individual is used as the basis for involvement affecting such individual, or
    - 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's participation or creating an intimidating, hostile, or offensive environment for the employees, volunteers, board members, or members, including, but not limited to jokes, calendars, posters, cartoons, magazines; derogatory or physically descriptive comments about or toward another employee; sexually suggestive comments; inappropriate use of New Mexico FCCLA communications facilities; unwelcome touching or physical contact; punishment or favoritism on the basis of an employee's sex; sexist slurs; negative stereotyping; and public displays of affection.
  - C. Activities described above are prohibited on the part of all employees, volunteers, board members, or members, whether or not in a position of power or authority. It is not necessary that there be a supervisory relationship between the involved persons for the activity to be a violation of this policy.
  - D. Any employee, volunteer, board member, or member who feels they have been subjected to any prohibited activity described above should report the incident immediately to their supervisor or the Board of Directors Chair. An employee, volunteer, board member, or member may report harassment without first contacting their supervisor. All resulting investigations will be initiated promptly and will be handled confidentially as possible consistent with New Mexico FCCLA's need to conduct an adequate investigation and take appropriate corrective action to rectify any harassment in violation of this policy that is found to have occurred.

- E. Retaliation against an employee, volunteer, board member, or member who makes a good faith report of harassment or who participates in good faith in an investigation is prohibited.
- F. The Board of Directors Chair or designee, will meet with employees, volunteers, board members, or members initially upon involvement and thereafter no less than annually, to explain the provisions of this policy **and** to restate New Mexico FCCLA's prohibition of harassment and retaliation, and to describe the possible disciplinary consequences of violating this policy.
- G. Any employee, volunteer, board member, or member violating this policy will be subject to disciplinary action up to and including termination of involvement.
- H. This policy is not intended to supersede school district policies.

III. Responsibility:

Supervisory personnel and the Board of Directors Chair shall be responsible for the enforcement of this policy.

## NON-DISCRIMINATION POLICY

- I. It is the policy of New Mexico FCCLA to select, develop, and promote board members, advisers, vendors, partners and student leaders based on individual ability, experience, and community relationships. New Mexico FCCLA does not and will not tolerate any discrimination based on race, religion, color, national origin, veteran status, creed, gender, age, marital/family status, physical ability/disability, sexual orientation, or genetic coding.
- II. Additionally, New Mexico assures equal opportunity in all opportunities afforded to board members, advisers, and student participants.
- III. Any person who believes that he or she has experienced discrimination in the above areas should report the facts to the Executive Director or the Board of Directors Chair. If a person is not satisfied, he or she may then report it to the State of New Mexico Equal Rights Commission or Office of Civil Rights, who will investigate the complaint.
- IV. This policy also prohibits reprisals or retaliation against any person because he or she has filed a complaint.

## WHISLE BLOWER PROTECTION POLICY

- I. Objective: To encourage and provide an avenue for employees, volunteers, board members, and members of New Mexico FCCLA, Inc. (New Mexico FCCLA) to make internal reports of suspected wrongdoing by New Mexico FCCLA employees, management, board members, and/or members; to explain the procedure for the handling of such reports; and to provide for protection against disciplinary or retaliatory action for such good faith reporting.
- II. Content:
  - A. New Mexico FCCLA encourages good faith reporting by employees of suspected wrongdoing by its employees, volunteers, board members, and members. It is the policy of New Mexico FCCLA that no retaliation shall occur against employees, volunteers, board members, and members when good faith reports of suspected wrongdoing are made.
  - B. Suspected wrongdoing may include any form of suspected illegal activity, accounting or auditing matters, violation of New Mexico FCCLA ethics policies, violation of other New Mexico FCCLA policies, or other wrongdoing against New Mexico FCCLA or its employees, volunteers, board members, and members. Examples of such conduct include, but are not limited to:
    1. Forgery or alteration of documents,
    2. Unauthorized alteration or manipulation of computer files,
    3. Fraudulent financial reporting,
    4. Misappropriation or misuse of New Mexico FCCLA resources such as funds, supplies, or other assets,
    5. Authorizing or receiving compensation for goods not received or services not performed, and
    6. Authorizing or receiving compensation for hours not worked.
    7. Employment-related concerns should continue to be reported through normal channels, such as to your immediate supervisor.
  - C. Reporting procedure:
    1. Employees, volunteers, board members, and members shall report suspected wrongdoing to their supervisor; provided that, if the immediate supervisor is involved in the activity, the suspected wrongdoing shall be reported to the next level of authority, including the Chair of the Board of Directors.
    2. Reports will be used as the starting point for investigations. For that reason, reports should contain as much information as the reporting employees, volunteers, board members, and members have available so that New Mexico FCCLA may investigate the allegations as thoroughly as possible. (Although the reporting employees, volunteers, board members, and members are not expected to prove the truth of reported concerns, reports must be made in good faith and without significant omissions.)

D. Investigation:

1. All good faith reports of suspected wrongdoing will be investigated with due diligence.
2. All New Mexico FCCLA employees, volunteers, board members, and members have a duty to cooperate with such investigation.
3. The Board of Directors Chair may designate one or more employees, volunteers, board members, or members to complete the investigation. If the Board of Directors Chair is involved in the alleged wrongdoing, then the Board of Directors Vice-Chair will select a committee from the board to complete the investigation.
4. The nature of the reported concern will affect the form of the investigation. Typically, the investigator shall interview the reporting employees, volunteers, board members, and members and any witnesses identified by the employees, volunteers, board members, and members, and shall review all documentary evidence identified by the reporting party or discovered through the investigation.
5. Further, the investigator typically shall also interview the alleged wrongdoer, unless the allegations are of such a nature that a report should be made immediately to law enforcement authorities.
6. An investigation may be concluded whenever appropriate. For example, if initial inquiries, interviews, and/or document review does not indicate that there is a reason to continue the investigation, it may be ended.
7. During the investigation, New Mexico FCCLA shall strive to the extent legally and reasonably possible to keep the identity of the reporting employee confidential.
8. Unless involved in the alleged wrongdoing, the Board of Directors Chair and the board shall be kept regularly informed of the investigation and any resolutions or conclusions there from.
9. The Board of Directors Chair, if not involved in the allegations, shall be responsible for the final determination of appropriate action upon receiving a full report of the investigation.
10. The investigator should communicate with the reporting employees, volunteers, board members, and members. Among other things, the investigator:
  - A. Should let the reporting employees, volunteers, board members, and members know that they may report any additional information;
  - B. Should provide an estimate of the timeframe for the investigation; and
  - C. Should let the reporter know when the investigation is concluded.
  - D. Whether or not the specific results of the investigation are revealed to the reporting employees, volunteers, board members, and members will depend on applicable legal constraints, including whether the matter is referred to law enforcement and whether employee confidentiality dictates that information should not be disclosed.

E. Prohibition against retaliatory action and harassment.

1. New Mexico FCCLA strictly prohibits and will not tolerate any form of retaliation or harassment against employees, volunteers, board members, and members who in good faith reports suspected wrongdoing. Retaliatory and harassing conduct prohibited may take many forms, including but not limited to derogatory comments, disciplinary action, demotion, suspension, discharge, and/or threatening comments or actions. Any employees, volunteers, board members, and members who engage in prohibited retaliation or harassment shall be subject to disciplinary consequences up to and including termination of employment.
2. Employees, volunteers, board members, and members who makes false or malicious reports shall be subject to disciplinary action up to termination and other legal action as appropriate.

III. Responsibility: The Board of Directors Chair shall be responsible for administering this policy.

## APPENDIX

Adult Delegate Code of Conduct

Dress Code

## ADULT DELEGATE CODE OF CONDUCT

As leaders and teachers of emerging leaders and young professionals, it is important that we prepare our students to have a safe, fulfilling experience at our conferences. New Mexico FCCLA recognizes the importance of all adult conference delegates upholding the highest standards of behavior and decorum to model a positive example for our students and ensure the continued success of our organization. It is expected of all conference delegates, and especially our adult leaders, to live out the FCCLA values of Competence, Integrity, Teamwork, and Innovation in all our formal and informal interactions at FCCLA events.

In order to ensure these standards, the New Mexico FCCLA Board of Directors has adopted the following Adult Delegate Code of Conduct. The rules stated below shall govern the conduct of all adult conference delegates throughout the duration of the time that the adult delegate could reasonably be expected to provide supervision or assistance to students during or en route to/from a New Mexico FCCLA event.

1. Adult delegates shall make a good faith effort to attend all conference general sessions from start to finish with their entire chapter delegation.
2. Adult delegates shall promote clean, powerful and positive usage of social media outlets utilized by their chapter members and themselves.
3. Adult delegates shall refrain from using inappropriate or profane language at all times.
4. Adult delegates shall refrain from verbal, physical or sexual harassment, hazing or name-calling during official conference dates.
5. Adult delegates shall fulfill conference assignments related to chaperoning duties and competitive event management roles (all advisors will receive event assignments for each conference they attend). This includes attending all official advisor meetings.
6. Adult delegates shall maintain the limits of professional, appropriate relationships with all student members.
7. There shall be no defacing of public property. Any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible. Adult delegates should ensure that their students clean up private and public spaces they have occupied and/or utilized.
8. Adult delegates shall not possess or consume alcoholic beverages or illicit substances in any form at any time.
9. Adult delegates shall not possess weapons or other dangerous items at any time.
10. Adult delegates shall adhere to a professional dress code in line with conference policies.
11. Advisors (with the assistance of other adult delegates) shall conduct daily meetings with participants to review schedules and ensure that students are prepared to participate in all appropriate conference activities.
12. Adult delegates should make their best effort to ensure that all student delegates remain in their own sleeping room with the door closed and maintaining a reasonable noise level throughout the duration of published conference curfew.



13. Adult delegates shall never extend curfew beyond the published conference curfew for any reason. Ensure that students are quiet and respectful at the hotel in the evening hours leading up to and after curfew. Adult delegates shall check rooms at curfew to be sure all students are where they need to be and stay up at least 30 minutes past curfew to be sure all is quiet and students remain in their rooms.
14. Adult delegates should ensure that their chapter's delegates (including all adult delegates) are on time for all coordinated conference transportation (including charter busses and flights). Delegates who are not present for conference transportation at announced departure times may be left behind and will need to arrange alternative transportation at their own expense.
15. Chapters shall maintain an adult-to-student delegate ratio in compliance with conference policies during the entire duration of the event, including overnight. Chapters who share chaperoning duties shall enforce curfew and conference policies for members of both chapters.

Any violation of the Adult Delegate Code of Conduct shall be addressed using any or all of the following disciplinary actions:

1. Any New Mexico FCCLA member, volunteer, or staff members may submit a formal written grievance detailing any violations by adult delegates with the New Mexico FCCLA Board of Directors, as well as any actions taken to address the behavior on-site, up to one week after the conclusion of the conference in which the violation occurred. Any grievances will be addressed in compliance with New Mexico FCCLA's Whistle Blower Policy. The subject of any grievance will be notified by the Board of Directors and given up to one week to respond in writing to the grievance. After reviewing the grievance and response, if deemed necessary, the Board of Directors may elect to send a formal written notice of violation to an adult delegate's school administrators detailing the violation. In severe circumstances, the Board may formally inform the school that the adult delegate is no longer allowed to attend New Mexico FCCLA events for a specific period of time, up to indefinitely.
2. In extreme circumstances, and in consultation with the Board of Directors, adult delegates may be instructed by conference staff to leave a conference activity or to leave the conference altogether. If an adult delegate is instructed to leave a conference, the chapter shall be responsible for arranging additional adult supervision for student delegates in coordination with school administration, as well as any transportation costs which may be incurred.

**All adult delegates shall review this form prior to each conference in order to be eligible to attend New Mexico FCCLA events. The chapter advisor shall sign and return this form to New Mexico FCCLA prior to the beginning of the conference. Please turn in a copy at registration.**

Chapter Name	Advisor Name
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By signing below, I certify that all adult delegates planning to attend the conference with my chapter have reviewed the Adult Delegate Code of Conduct and understand all of the rules and processes outlined in it.

Advisor Signature	School Year
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## **NOTES**

Updated and approved by Board July 8, 2018.

Updated and approved by Board September 13, 2019.