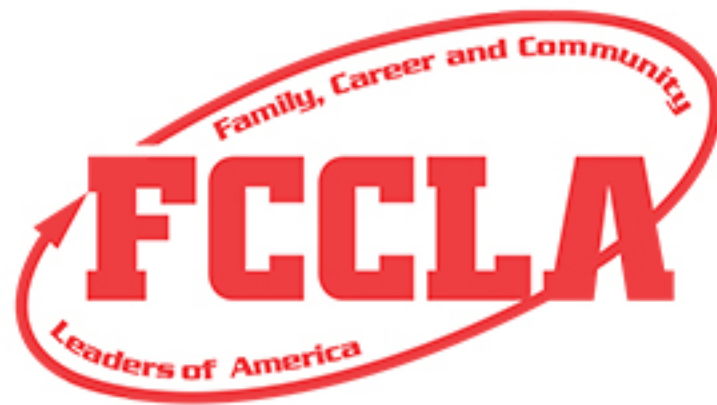


2025-2026



NEW MEXICO

**STATE EXECUTIVE COUNCIL
OFFICER HANDBOOK
& APPLICATION**



New Mexico FCCLA
1500 S Ave. K
ENMU-Station 61
Portales, NM 88130
www.nmctso.com/fccla

TO: New Mexico State and National Officer Candidates and Advisors
FROM: Jesus Melendez, State Executive Council Coordinator
CC: Christine Phipps, New Mexico FCCLA State Director
DATE: November 2024
SUBJECT: Executive Council Handbook and Paperwork

Congratulations on pursuing the challenge of running for an office with New Mexico FCCLA! Being an officer candidate is an accomplishment in itself and a fantastic opportunity to learn, and strengthen professional, communication, and leadership skills, as well as make new friends! Remember, stepping out of your comfort zone and trying new things is the best way to grow.

The following packet contains important information concerning New Mexico FCCLA State Executive Council candidacy. Ensure that you completely review the information in this Handbook pertaining to your duties in relation to being a Candidate.

Before you jump in with both feet, there are a few things you need to consider. Being an officer candidate involves a time commitment and responsibility to the organization. **FCCLA needs to be a top priority for an entire year next to your academics!** There will be times when other activities and interests may conflict with FCCLA. It is sometimes a sacrifice, but if you ask any past officer, they will agree that the benefits overshadow the sacrifices tenfold. Just keep in mind when evaluating your commitments for the coming year that **FCCLA must be a top priority.**

- Read as much about FCCLA as possible, including this entire document. Another important resource to review is information published on the national website www.fcclainc.org, www.nmctso.com/fccla, and other resources.
- Contact past officers and candidates for ideas, helpful hints, and words of wisdom to help you become more relaxed and prepared for the responsibilities ahead.
- Before the election process, sit down with your school administrators, chapter advisor, and parents to discuss the commitments and activities of officers. It is important to have their support from the beginning.
- Ask your advisor or family to help you practice thinking quickly, answering questions, and expressing your thoughts and ideas effectively.
- Check your wardrobe and grooming. A neat, professional appearance is important.
- Practice, practice, practice, and ask questions!

During the upcoming State Leadership Conference, you will hit the ground running! Refer to this packet for a list of responsibilities and paperwork that is due.



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GENERAL OFFICER INFORMATION

Purpose

This handbook seeks to provide all important information and answer questions concerning eligibility, campaigning, and election procedures which govern the State Officer Candidate Election for prospective candidates at the State Leadership Conference (SLC). Electronic copies are provided to local chapters to distribute to state officer candidates, national officer candidates, voting delegates, and advisors.

Definition and Role

State officers are known collectively as the “State Executive Council.” They are the student representatives for the entire New Mexico membership. They represent the state organization at various conferences and meetings throughout the state and nation during their term of office and may make recommendations to the Board of Directors. They are in charge of all meetings at the State Leadership Conference.

Composition

According to the Policy and Procedures of NM FCCLA, The State Association can have up to eight officers consisting of six high school officers and two junior officers. A student must be an affiliated member for one year before running for office. Officers must maintain a GPA of 3.0 to run and throughout the school year.

The officers shall be President, 1st Vice President, Vice President of Community Service, Vice President of Public Relations, Vice President of Membership, Vice President of Programs, and two Jr. Officers – Jr. Vice President of Membership and Jr. Vice President of Programs.

Designated Officer Positions

Please note the following officer positions are generalizations of the roles and responsibilities you will be fulfilling during your term. Depending upon the year, some responsibilities may change or not be applicable.

Duties

The elected officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these bylaws, by the State Executive Council, or in the adopted parliamentary authority.

State officers will be responsible for duties normally associated with their specific offices. They will be responsible to carry out assignments given by the Executive Officer Coordinator, Board of Directors, or designees.



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Examples of duties are listed below. Other duties may be added when needed:

President

- Preside over all meetings of the organization and of the State Executive Council serve as a member of the State Board of Directors for the designated term, the executive committee, and other board committees by appointment.
- Create agenda for monthly SEC meetings and send to SEC.
- Report results of State Board of Directors committee meetings to State Executive Council members.
- Meet with State Officers and Executive Officer Coordinator in the summer to develop a Program of Work for the year.
- Preside at the installation at State Leadership Conference.
- Attend meetings with local chapters upon request and authorization from the Executive Officer Coordinator or state office.
- Attend Capital Leadership Training with Executive Officer Coordinator/Advisor, if state budget allows.
- Attend monthly meetings with State Officers and Executive Officer Coordinator.
- Promote FCCLA through social media.
- Serve on the New Mexico CTE Board as a Student Representative.
- Attend the monthly CTLP Presidents Meetings.

1st Vice President

- Assume responsibility in the absence of the president and keep the minutes of all State meetings and meetings of the State Executive Council.
- Call the meeting to order in the absence of the president and entertain a motion for a temporary chair.
- Review minutes of the previous meeting and call president's attention to any unfinished business.
- Read correspondence directed to the council.
- Submit minutes to State Executive Council Coordinator within 1 week of the meeting.
- Upon approval of the minutes, send a copy of the monthly minutes to the SEC as well as the state office.
- Have the following items on hand for business meetings: (1) minutes of previous meeting, (2) list of committees previously appointed.
- Responsible for keeping chapters informed on National Program Application due dates.
- Promote FCCLA through social media.
- Conduct a Voting Delegate Orientation meeting at State Conference.
- Serve as voting delegate at National Conference.
- Attend monthly meetings with State Officers and Executive Officer Coordinator.



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Vice President of Community Service

- Provide leadership in planning and implementing the organization's State community service programs.
- Research and promote the National Outreach Project as decided by the National Executive Council.
- Promote FCCLA through social media.
- Attend monthly meetings with State Officers and Executive Officer Coordinator.

Vice President of Public Relations

- Provide leadership in planning and implementing the organization's public relations programs.
- Prepare the State FCCLA Newsletter monthly with input and articles from the State Executive Council and local chapters which will be distributed via email.
- Provide input in the organization's publicity efforts.
- Monitor NM FCCLA social media sites for the organization including but not limited to Facebook, Twitter, etc. and report any inappropriate activity to the State Executive Officer Coordinator.
- Submit changes periodically to the website and social media.
- Monitors and coordinates social media post scheduling.
- Promote FCCLA through social media.
- Attend monthly meetings with State Officers and Executive Officer Coordinator.

Vice President of Membership

- Provide leadership in planning and implementing programs for membership promotion and development.
- Promote quarterly membership recruitment.
- Provide input on the Alumni & Associates committee.
- Provide input in updating and modifying the organization's membership campaign.
- Promote FCCLA through social media.
- Attend monthly meetings with State Officers and Executive Officer Coordinator.

Vice President of Programs

- Provide leadership in planning and implementing the organization's individual recognition and peer education programs.
- Plan the state awards session recognition for the competitive events achievers.
- Serve with STAR Events Coordinator and State Advisor to plan Competitive Events.
- Develop plans for encouraging participation in competitive events.
- Review New Mexico Competitive Event Guidelines and STAR and Management Manual and make recommendations for changes at the State Officer Training.
- Work with the STAR Events Coordinator and State Advisor to secure Evaluators and Lead Consultants, and student Room Consultants.



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- Promote FCCLA through social media
- Assist and help lead orientations for volunteers, including, but not limited to Evaluators, Lead Consultants and Room Consultants.
- If attending the national leadership conference, assist with the National STAR Events competition.
- Plan and implement appreciation items for the volunteers, including, but not limited to thank you letters.
- Attend monthly meetings with State Officers and Executive Officer Coordinator virtually or in person.

Jr. Vice President of Membership

- Provide leadership in planning and implementing programs for membership promotion and development.
- Provide input in updating and modifying the organization's membership campaign.
- Promote FCCLA through social media.
- Shadow the Vice President of Membership.
- Meet with the State Executive Officer and Vice President of Membership to address membership drives.
- Promote FCCLA throughout middle school outlets to grow middle school membership.
- Attend monthly meetings with State Officers and Executive Officer Coordinator.

Jr. Vice President of Programs

- Promote FCCLA through social media.
- Provide leadership in planning and implementing the organization's individual recognition and peer education programs.
- Promote FCCLA through social media.
- Shadow the Vice President of Programs.
- Meet with the State Executive Officer and Vice President of Membership to address state and national programs.
- Promote FCCLA throughout middle school outlets to grow middle school membership.
- Attend monthly meetings with State Officers and Executive Officer Coordinator.



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Qualifications

Based on the NM FCCLA Policies, the following are required for State Officers or National Officer Candidates:

- Currently an active member in an affiliated chapter.
- Must have membership affiliation for one year prior to running for state office
- High School candidate – One (1) year of Family and Consumer Sciences and an incoming 9th-11th grader. Jr. Officer Candidate - must be enrolled or have completed a FACS or FCCLA class and an incoming 7th or 8th grader.
- A responsible member of the Region/District/Chapter.
- Exhibited leadership ability in the organization.
- Have and maintain a scholastic minimum GPA of 3.0. and meets NMAA eligibility requirements with no F's in any classes.
- Students cannot run or serve if they are 19 during the term of office.
- Should have a sincere interest in the future improvement and development of the specific office which the nominee desires and should know the responsibilities of all other offices.
- Should have a sincere interest in the development and improvement of Family, Career and Community Leaders of America Organization, including all levels, local, regional, state, and national.
- Should have an understanding and thorough knowledge of Family, Career and Community Leaders of America, Inc., program of work and the purposes of the organization, and be familiar with the State Constitution, Policies, and the State Officer Handbook and Guidelines.
- Should be proficient in the use of parliamentary procedure.
- Should have the necessary time for the proper execution of the responsibilities of the office, including time and desire to attend all meetings, both scheduled and called, the office may impose. Be willing to sacrifice personal pleasure for the good of the organization.
- Should possess good speaking qualities such as a clear, well-modulated voice, so that he/she would be able to speak at ease before a group.
- Should have the ability to express yourself in both oral and written composition. Typing skills are required.
- Should possess the following character traits: reliability, sincerity, industriousness, congeniality, self-confidence, and humbleness.
- Should be well-mannered, neat, and well groomed.
- Should possess the feeling of enthusiasm for FCCLA work to the point that you will be good “public relations” in everything you represent: in home, school, and community life.

Term of Office

The term of office shall be for one year or until a successor is elected and installed. A State Officer may hold a State Office for no more than 2 consecutive years.



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Financial Responsibilities

The following are to be provided by New Mexico FCCLA, if budget is available:

State Officer Uniform

- Boys
 - 1 White Oxford, 1 Black Oxford, 1 Pair Black Dress Pants, 1 Tie
- Girls
 - 1 White Oxford, 1 Black Oxford, 1 Pair Black Dress Pants
- FCCLA Blazer and Polo
- Items to be provided by the officer:
 - Boys
 - Black Dress Shoes, Black Dress Socks
 - Girls
 - Black Dress Shoes, Off Black Pantyhose

State Officer Events

- State Officer Training-June 8-12, 2025 | Portales, New Mexico (**mandatory**)
 - Lodging and most meals paid for by State Office
 - Travel to and from is provided by the Local Chapter
- National Leadership Conference-July 5-9, 2025 | Orlando, Florida
 - Hotel, transportation, registration, meals paid for by Local Chapter
- Fall Leadership Conference-October/November 2025 (**mandatory**)
 - Travel to and from is provided by the Local Chapter
 - Meals at Fall Leadership Conferences is paid for by State Office
- National Cluster Meeting (optional)
 - Hotel, transportation, registration, meals paid for by Local Chapter
- Regional STAR Event Competition (**mandatory**)-
 - Transportation, registration, meals paid for by Local Chapter
- CTSO Day-January 2026 | Santa Fe, New Mexico (**mandatory**)
 - Hotel, most meals paid for by State Office
 - Travel to and from is provided by the Local Chapter
- State Conference-February/March 2026 | Albuquerque, New Mexico (**mandatory**)
 - Hotel, registration, some meals paid for by State Office
 - Travel to and from is provided by the Local Chapter

*Note most expenses will be covered by the State Office, unless funds are not available.



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ELECTION INFORMATION

Campaigning

Campaigning, which includes but is not limited to, soliciting/asking for votes and distribution or posting of printed materials in support of the candidate or bearing the candidate name, including brochures and business cards, shall not be allowed by officer candidates or their supporters.

Candidates will not campaign at any time before, during or after NM FCCLA State Meetings.

Candidates and/or their supporters may openly share that the candidate is running for office and may address the candidate's qualifications both verbally and in writing (social media) after their candidacy has been approved by the State office. Candidates and/or their supporters must never make disparaging statements about another candidate.

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

Election Overview

- Elections will be held during the State Leadership Conference.
- Each candidate will take a test and attend an Officer Information Session on their first day of the conference.
- Notification will be delivered at a time and place to be determined.
- Final presentation to the entire delegation will be during the Business Session. During this time, candidates will present their speech and answer one situational question.
- The nominating committee will interview the elected officers to assign officer positions. (Time will be announced at the State Conference)
- Officers will be elected using the attached rubrics at the end of the handbook.

Voting Delegates

Each chapter will have one voting delegate.

- Each chapter voting delegate will receive one ballot to vote for 6 high school, 2 Jr. Officer Candidates, and 1 National Officer Candidate, if applicable.
 - 6 High School Officers:
 - President
 - First Vice President
 - Vice President of Membership
 - Vice President of Community Service
 - Vice President of Public Relations
 - Vice President of Programs
 - 2 Junior Officers
 - Jr. Vice President of Programs



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- Jr. Vice President of Membership
 - 1 National Officer Candidate
- The chapter voting delegate will caucus with their chapter and cast their vote by the designated time during the state meeting.

Nominating Committee

The nominating committee will consist of the following:

- 5 adults and the Executive Officer Coordinator-6 adult members total
 - One FCCLA Board Member
 - One Community Supporter
 - The 3 adults on the committee can be chosen from the following designations:
 - FCCLA Alumni Member
 - FCCLA Chapter Advisor (can not have a current candidate)
 - Former FCCLA State Officer Advisor
 - Former FCCLA State Executive Officer (must have been out of office for at least three years)
- The chair of the committee will be the State Executive Officer Coordinator.

Process

PART ONE

- Application - Each candidate must complete the Candidate Information Form online and submit all required documents by the deadline.
- Letter #1 - Approval of Candidacy
 - Officer Candidates will receive an email from the state office indicating if they are eligible to move to the next level.
- Speech - Each candidate will prepare a 1-2 minute speech on the conference theme. The speech cannot include any type of campaigning. The speeches must be emailed to fccla@nmctso.com for approval by **February 15**.
- Candidate Briefing Meeting - Each candidate will need to attend a virtual meeting prior to state to review the requirements at state and for serving on the council. At least one parent and the local advisor is required to attend this meeting.
- Candidate Information Meeting at State - Each candidate will attend a candidate information meeting at state. During this time, the candidates will take the test.
 - Test - Each officer candidate will complete a test comprising various types of questions regarding facts about FCCLA. A passing score on the test is required to move to the next level.
 - Office preference-At that time, the candidate will rank their preference of the specific office they would like to hold and why they would be best for the office selected.
- Letter #2 - Final Slate of Candidates



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- Officer Candidates that receive the minimum score on the test will get communication that they are eligible to move to the next level.

PART TWO

- Final Speech - The slate of final candidates will have the opportunity to give their speech before the entire delegation and answer one situation question.
- The final slate of state officer candidates will interview with the nominating committee.
- Letter #3-New Officers
 - Candidates will be notified stating they were elected to serve as a state officer for the upcoming school year or stating they were not elected.
 - The newly elected officers will participate in the installation ceremony at the Closing Session of the State Leadership Conference.
- New Officer Meeting
 - Newly elected state officers will meet at the conclusion of the State Leadership Conference with the State Executive Council Coordinator to receive further officer information.

TENTATIVE LETTER DROPS TIMELINE

- Letter Drop #1-Approval of Candidacy
 - Prior to State-Emailed to Candidates
- Letter Drop #2-Final Slate of Candidates
 - After Opening General Session-Pyramid Ballroom Stage
- Letter Drop #3-New Officer Council
 - After Main Event-Gallery



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Campaign Speeches

- All candidates will have the opportunity to give campaign speeches during the Business Session.
- Time limitation for speeches will be two minutes.
- Candidates may not refer to any office by name specifically.
- The use of skits, props, costumes, demonstrations, or the assistance of another person are not allowed.
- The candidate may not solicit or invite audience preparation. The candidate will not be held accountable for spontaneous audience responses.
- All speeches must be original and written by the candidate.
 - If you were a former candidate, a new speech is required.
- Speeches by candidates are presented in an order determined prior to the session by a random draw of names. No announcement of the order of speeches will be made prior to the session.
- All speeches must be emailed prior to the State Leadership Conference for approval. Speeches will be emailed to fccla@nmctso.com on or before **February 15, 2025**. Any late **submissions will not be approved and you will be disqualified.**



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IF ELECTED AS AN OFFICER

Once elected as an officer, you must remember that you have been elected by your peers to serve in a leadership position to help further the future of NM FCCLA! Serving as a member of the State Executive Council is a tremendous responsibility and an exciting, rewarding challenge. A year of new experiences and opportunities awaits you. Your year as a State Officer will include many new responsibilities that will include the following:

Planning

The NM FCCLA State Executive Council will be responsible for planning and implementing the Program of Work for the year. This includes the following events:

- National Leadership Conference
- State Fall Rallies
- Regional Leadership Conference
- CTSO Day at the Roundhouse
- State Leadership Conference
- Other activities may be added by the State Office.

Program Development

During the Summer Officer Training, the State Executive Council will work on the Program of Work for the year. This will include a variety of events that each officer will be responsible for taking part in.

Correspondence

Officers will also take part in a variety of communications for NM FCCLA and NM CTLP including but not limited to the following:

- Social Media posts
- Zoom Meetings
- Monthly Newsletter



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DUTIES FOR SEC ADVISORS

Chapter Advisor Role

The respective Chapter Advisor for each candidate plays an important role during the application process. We highly encourage Chapter Advisors to work side-by-side with each of their approved candidates to ensure that all components of the application are completed accurately and uploaded by the required deadlines. Additionally, we would appreciate making sure they understand the full scope of each individual officer role in which they are interested and ensure that they will have the time available to fulfill the responsibilities associated with each position.

Chapter Advisor Responsibilities

- Review forms and materials of all candidates and screen as necessary to meet the maximum number of candidates allowed per chapter.
- Approve all material and sign all required paperwork by the deadline
- Understand that transportation to and from the following events is the responsibility of the local chapter:
 - Summer Training
 - Fall Leadership Rallies
 - State Planning
 - CTSO Day at the Roundhouse
 - State Leadership Conference
 - National Leadership Conference
- Responsible for registration for all events.

State Executive Officer Support

If a candidate from their chapter is elected to serve as an officer, we ask that chapter advisors be willing to support them and commit to helping hold them accountable throughout their term in office. Our goal is to partner with chapter advisors to ensure that this is a very rewarding and beneficial experience for their chapter representative. The State Executive Officer Coordinator will keep the Chapter Advisor informed on all important team communications, as well as any specific situations that may arise with officers from their chapter.

NMAA POLICY-CO-CURRICULAR ACTIVITIES

New Mexico Activities Association 8.1.3 Co-Curricular Activities Co-curricular activities are activities that are an extension of classroom instruction which are governed by the Educational Standards for New Mexico Schools or local board policy. Classroom instruction should require no more than twenty (20) hours per month of time for a student outside of the regularly scheduled instructional day for practice, meetings, events or performances. Co-curricular activities are required as part of the course work if a student is to receive credit for the course. Co-curricular activities do not require that students be absent from class other than the sponsoring class for practice, meetings, events or performances. Scholastic requirements do not apply to co-curricular activities held at the school. Students involved in co-curricular activities away from the school must adhere to the same scholastic requirements set forth by the Association for athletic participation. (See 6.2) EXAMPLES: Vocational, fine arts, club activities, field trips



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Candidate Checklist

Officer candidates will be expected to submit an Officer Candidate Packet by the set deadline. The submitted packet should include the following:

Officer Candidate Packet:

- Candidate Checklist (signed by candidate and advisor)
- Candidate Information Form
 - <https://tinyurl.com/NMFCCLAOfficer2526>
- Candidate Cover Letter (Indicating reasons for applying for and qualifications)
- Candidate's Resume (one page maximum)
- Full Color Headshot in FCCLA Blazer
- Candidate Certification and Agreements
- Candidate Code of Ethics
- Social Media Contract
- Medical Information/Delegate Form
- Media Release Form
- Advisor Contract
- State Officer Calendar Contract
- Removal from Office Form
- State Executive Council Candidate Agreement
- 3 Letters of Recommendations from
 - Chapter Advisor
 - School Administrator
 - Chapter Officer
- Official Transcript-Please mail your sealed transcript to:
NM FCCLA
ENMU, Station 61
Portales, NM 88130
ATTN: FCCLA State Officer Application

Note: Packets must be submitted online at <https://tinyurl.com/NMFCCLAOfficer2526> by ***February 1, by 5:00 pm MST. All applications must be submitted once and complete***, absolutely no exceptions will be made.

After the applications have been received and reviewed, students and advisors will be notified by email:

Complete Application- student is eligible to complete the next step in the state officer candidate process.

Incomplete Application- student will be disqualified and will not be allowed to run for a state office.

Please keep copies of all forms for your records.

Candidate Signature

Advisor Signature



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Candidate Information Form

Candidate Information will be collected through an online form at:

<https://tinyurl.com/NMFCCLAOfficer2526>

All other forms will also need to be uploaded as PDFs at the above URL.



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Candidate Certification

I certify that I am a member in good standing of the _____ Chapter of Family, Career and Community Leaders of America. I also certify that I will be returning as a member of the above chapter next year. I have read and understand **all of the requirements in my State Officer Candidate Handbook**, and that all information submitted herein is accurate and correct.

Candidate's Signature

Date: _____

Candidate/Parent Agreement

Candidate/Parent Agreement

If elected, I will attend the required National Leadership Conference, attend all national meetings, adhere to the Code of Ethics, actively serve in office to the best of my ability, abide by the Constitution and Policies of the Family, Career and Community Leaders of America and be a student member.

My parents/guardians and I understand the obligations of serving as a New Mexico State Officer/National Candidate - being enrolled in a Career Technical Education class which aligns with my organization or serving as a lab assistant for my chapter advisor during my term of office, attending all meetings or conferences as listed on the Officer Calendar or any other meetings called during my term of office. We further assume the responsibility for all personal expenses, and those not paid by the local, district, or state association. The state or local association will not be held responsible in the event of an accident. If elected, I will serve to the best of my ability and will resign if I fail to fulfill my responsibilities. **Failure to perform to expected standards will obligate repayment of all finances as indicated in my CTSO Policies and Procedures and/or removal from office at the Board's discretion.** I further understand that I will be a role model and spokesperson for my organization and will conduct myself accordingly throughout my term of office at all times. I will abide by the constitution and by-laws of my state organization. Furthermore, I will maintain the grade point delineated in the officer's application for my CTSO.

Candidate's Signature

Date: _____

Parent/Guardian's Signature

Date: _____

Advisor/Principal Agreement

Advisor/Principal Agreement

The above candidate is a member in good standing of the _____ Chapter of Family, Career and Community Leaders of America. To the best of my knowledge, all information submitted on, with, or attached to this nomination form is factual and exists as presented. The candidate is enrolled in a state-approved education program.

We understand the commitments inherent in this office and pledge our support and assistance if the candidate is elected. Obligations include attendance at all required meetings (an estimated 22 days, counting those during the summer) which the Chapter Advisor shall attend as well and assist in obtaining finances to attend all conferences. By signing below, the advisor and administrator pledge to provide guidance and direction to the candidate during the tenure of office, and understand that the local chapter must remain in good standing with the State and National offices of the Association or the candidate will be asked to resign from office.

Local Advisor's Signature

Date: _____

Principal's Signature

Date: _____



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Candidate Code of Ethics

As a state officer of a New Mexico Career and Technical Student Organization, I understand and agree to the following Code of Ethics:

- I will refrain from possessing or partaking of any illegal drug, alcohol or tobacco (if prohibited by NMAA regulation and/or my organization) while participating in an official or assigned organization activity.
- I will not engage in any public display of affection with any person while attending any official function or performing a state officer duty.
- I will follow all instructions issued by any individual who is responsible for me.
- I will wear the official dress of my organization while representing my organization.
- I will maintain proper dress and good grooming on all occasions.
- I will maintain a cooperative attitude while participating in any official organization activity.
- I will use wholesome language in all speeches and informal conversations.
- I will avoid all places or activities in which my presence could raise questions of my moral integrity and character.
- I will avoid participating in and actively discourage any conversations which belittle or downgrade fellow CTSO members, officers and adults.
- I will treat all members equally and not favor one member or officer over another.
- I will behave in a manner which conveys and commands respect without any air of superiority.
- I will maintain dignity while being personable, concerned and interested in fellow members.
- I will abide by all policies and procedures relating to officers and members as indicated in my organization's Policies and Procedures Manual.
- I will abide by all rules and regulations established for my organization.
- I will not deface or steal property of any kind. I will pay for or replace any property damaged by my actions.
- I will not possess any type of weapon or take any action causing bodily harm or fear of life to any Person.
- Students of the opposite sex shall not be permitted to be in the same room unless accompanied by a school approved chaperone.
- Sexual conduct, material and/or behavior are prohibited.
- I will observe all curfews established for each activity.
- I will respect all persons with whom I come into contact. This includes keeping the noise level in my room inaudible to anyone passing in the hallway, ceasing all room-to-room telephone calls at Curfew.
- I will immediately separate myself 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 I was not present, but have direct knowledge of.
- I will observe all penalties for violations of this code of ethics imposed at the discretion of my advisor, state management team, Executive Officer Coordinator, school officials and/or Board of Directors.
- As an officer of my CTSO, I will represent my organization, state with respect. This means that, for my term of office, any content I post on any social media sites and my email address must be reviewed by an authorized adult such as my advisor, parent or guardian. I also understand that these s will be monitored and I may be requested to remove material. If I fail to do so and post inappropriate or unapproved material, I will be on probation as an officer and subject to the consequences of my advisor, school or state advisor.

Candidate's Signature

Date

Parent/Guardian's Signature

Date



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Social Media Contract

If elected as an officer, you will be representing not only the state and chapter you are from, but you also serve as a brand ambassador for Family, Career and Community Leaders of America and are expected to portray yourself, and the organization, in a positive manner at all times. You are also responsible for completing your assigned duties through FCCLA social media bases. As an officer, you must read and sign this contract acknowledging the Officer's Responsibility to use Social Media responsibly and with accountability as a member of the Officer Team.

All Officers are required to comply with the following:

- Responsibilities
 - Complete all assigned social media postings and planning in a timely manner
 - Maintain and reflect the positive professional image of Family, Career and Community Leaders of America
 - Interact with all membership on FCCLA Professional accounts
 - Post appropriately, respectfully, and thoughtfully
- Tentative Do's & Don'ts

Do's	Don'ts
Follow NM FCCLA social media platforms as well as allow NM FCCLA Staff to follow you	Block NM FCCLA Staff from viewing your posts
Positively interact with membership using professional and encouraging language	Use any derogatory language, remarks, or profanity
Keep personal views off of all FCCLA Accounts	Express any controversial viewpoints (ex. politics)
Immediately remove anything when asked to do so	Involve yourself with alcohol or drugs, including liking and quoting such references.
Complete all assigned postings	Forget and/or ignore your responsibilities
Be your professional self and share FCCLA news through all social media bases supported by FCCLA	Share any account information to those not on the team
Think twice before posting or putting yourself in inappropriate positions	Have incrimination, violence, any form of nudity, inappropriate gestures, etc. on social media
Other items may be added at the Executive Officer Coordinator's discretion	

By signing this Social Media Agreement, you are stating that you will follow the rules indicated above and you understand that disciplinary actions may be imposed for failure to comply with those rules.

 Officer Candidate Signature

 Local Advisor Signature



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Medical Information/Delegate Form

Please follow the link below to access the form:

<http://nmctso.com/FCCLA/officers/>



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Media Release Form

I grant permission to Family, Career and Community Leaders of America, New Mexico Association, to use my child's name and/or photographs for use in organization publications, such as, but not limited to, recruiting brochures, newsletters, and websites, and to use said name and/or photographs on display boards, and to use my name and/or photographs in electronic versions of the same publications or on the New Mexico FCCLA website or other electronic forms or media.

I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph.

I hereby agree to release, defend, and hold harmless FCCLA, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages and liability arising from or related to the use of the photographs or information, including, but not limited to, any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

I am the parent or legal guardian of the below named child. I have read this release before signing below, and I fully understand the contents, meaning, and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of release.

Officer Candidate's First and Last Name: _____

Parent/Legal Guardian's Name (Please Print): _____

Parent/Legal Guardian's Signature: _____

Date: _____



NEW MEXICO

Advisor Contract

Initials	I understand:
	<ul style="list-style-type: none"> I am responsible to see that my state officer completes his/her requirements.
	<ul style="list-style-type: none"> I will attend all required meetings with my state officer, unless I am told otherwise by the State Advisor.
	<ul style="list-style-type: none"> I will keep the State Advisor informed of information that directly affects my student's performance as a State Officer.
	<ul style="list-style-type: none"> When at State or National meetings, my student is to answer to the Executive Officer Coordinator first then to me as his/her chapter advisor.
	<ul style="list-style-type: none"> I will be responsible to help assist other advisors.
	<ul style="list-style-type: none"> I am responsible for financial responsibilities (sub, travel, meals, etc.) for all conferences and meetings.

I have read and understand the New Mexico FCCLA Officer Candidate Handbook and Guidelines.

Advisor's Signature

Date

I have reviewed this contract with the candidate's advisor. I will support the advisor if his/her student is elected to the State FCCLA Executive Council to carry out the above responsibilities.

Candidate's School Principal Signature

Date



NEW MEXICO

State Officer Calendar Contract

If elected and/or selected to the FCCLA State Executive Council, I agree that I **MUST** carry out the following responsibilities:

Meeting Responsibilities
You must be able to make **ALL** of the following:

Meeting	Tentative Dates
State Officer Training	June 8-12, 2025
National Leadership Conference (if chapter funding allows)	July
Fall Conference	October/November
State Officer Planning Meeting	January
Regional STAR Event Competition (local area)	December/January
CTSO Day at the Round House	January/February
State Conference	February-March 2026

Monthly meetings will be set up by the Executive Officer Coordinator; these may be in person or via electronic means. Other events may be added at the Executive Officer Coordinators or State Advisor's direction.

I have read and understand all the information above.

Student Signature:	Date:
Advisor Signature:	Date:
Administrator Signature:	Date:
Parent/Guardian Signature:	Date:



NEW MEXICO

Officer Reasons for Removal Form

Any officer may be declared “inactive” and/or removed from office in the following situations.

Officers will follow an Accountability Tracker Merit/Demerit system that is included in the attachments to this handbook. The merit/demerit system is a method that establishes structure and accountability within the State Executive Council. It holds the State Officer responsible for their actions and helps maintain a dedicated officer who is taking care of their duties as a State Officer.

Declaration of “inactive” status and possible removal from officer for:

1. Any state officer who fails to adequately perform the duties of the office will be removed from office.
2. Any state officer member who fails to attend any announced meeting without just cause (illness, death in immediate family, or an unforeseen emergency) shall be placed on probation for a period of time to be determined by the Board of Directors.
3. Any state officer whose behavior, while in the performance of duties, is contrary to published rules of conduct or whose behavior is injurious to the image of this association shall be removed from office.
4. A state officer who fails to maintain a 3.0 grade average or above shall be placed on probation for one grading period. Failure to bring up grades shall result in removal from office.
5. Removal from office carries the obligation of repayment of chapter, district, and state funds used to maintain the executive council member in office.
6. The executive board members shall be convened to assess each case which may result in removal from office.
7. Any state officer who resigns or is removed from office, and wishes to run again will need to submit an appeal to the FCCLA Board of Directors prior to the application deadline.

Immediate and automatic removal from office for:

1. Failure to adhere to the Code of Ethics
2. Failure to adhere to Policy and Procedures.

I fully understand the possible causes for removal from office, rules, regulations, conditions, and directions set forth by the Policies and Procedures for FCCLA as well as the Executive Officer Coordinator.

I understand, if removed, I will immediately return all materials purchased by NM FCCLA. This includes: state officer uniform, state officer pin, polo, etc.

Officer Candidate Signature

Date: _____

Parent/Guardian Signature

Local Advisor Signature



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State Executive Council Candidate Agreement

Becoming a State Executive Council member requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility to this leadership training experience. In order for a candidate to be eligible for office, all parties indicated must sign this agreement. State Executive Council candidates should understand that, if elected, attendance at all State Executive Council meetings and activities is mandatory and that failure to attend any of these meetings can result in their removal from office, with the exception of emergencies/unsafe traveling conditions. They should also understand that they may be removed from office if in the opinion of the State Management Team they fail to comply with State Executive Council responsibilities/assignments or participate in activities/conduct which would reflect negatively on New Mexico FCCLA or the State Executive Council Team.

If elected, the candidate agrees to:

- Attend and participate in all meetings (including, but not limited to, State Executive Council meetings, State Executive Council training's, district, regional, state and International conferences) and attest that; "I fully understand the responsibilities and obligations of the position I seek and, if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of the majority of the Management Team, State Executive Council Coordinator, or the State Director, I fail to fulfill my responsibilities and obligations of office, and/or I violate the New Mexico FCCLA Conduct Code, I can be removed from office. Should I fail to complete the duties of
- Perform to the best of his/her ability the duties of the elected office.
- Maintain a GPA of 3.0 or better based on a 4.0 scale during their term of office with no F's in any class.
- Maintain active membership in a Secondary chapter by signing up for membership and paying national and state dues
- Participate in ALL activities scheduled by the State Director, State Executive Officer Coordinator, or Local Chapter Advisor

The Parent(s) and Candidate Agree To:

1. Authorize the release of scores received for the State Executive Council Candidate Exam to the members and advisors.
2. Pay for certain costs associated with being a State Executive Council as may arise throughout the year.

The Parent(s) Agree To:

1. Permit the candidate to participate in all scheduled New Mexico FCCLA activities, State Executive Council meetings, chapter visits, and other official State Executive Council duties.
2. If the student is elected, permit, and in the case of parents, authorize the student to visit New Mexico schools and participate in New Mexico FCCLA chapter activities for the purpose of conducting official FCCLA State Executive Council business.
3. Encourage the candidate to take full benefit of the leadership development experience.



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4. Attend any scheduled New Mexico FCCLA activities when they so desire.

The Advisor(s) and All School Officials Listed Below Agree To:

1. Recommend for state office only those candidates who are qualified. (See information provided.)
2. Ensure the candidate's attendance at all New Mexico FCCLA activities.
3. Permit the candidate to visit New Mexico schools and participate in FCCLA chapter activities for the purpose of conducting official FCCLA State Executive Council business.
4. Certify that the candidate has earned a GPA of 3.0 (4.0 base) with no F's in any class for the term preceding the election and that the officer maintains this during their term of office.
5. Read the Candidate Agreement and Participant Code of Conduct and discuss it with the student.

Candidate Signature

Date

Chapter Advisor Signature

Date

Candidate Signature

Date

Parent/Guardian Signature

Date

Administrator/Principal Signature

Date

Note:

If you change schools at any time during your State Executive Council term, this document must be signed again and resubmitted.

**STATE EXECUTIVE OFFICER CANDIDATE
COVER PAGE
NEW MEXICO FCCLA
2025-2026**

SCORING RUBRIC BREAKDOWN			
	Section	Score	Points
1	Packet (10%)		
2	Speech (20%)		
3	Situational Question (10%)		
4	Test (10%)		
5	Interview Average (20%)		
6	Delegation Vote (30%)		
SCORING RUBRIC TOTAL			

**STATE OFFICER CANDIDATE
SCORING RUBRICS
NEW MEXICO FCCLA
2025-2026**

Officer Packet Rubric

The candidate's officer packet will be evaluated using the following item:

	Score Options			Points Earned
	0 (No)	5 (On time & complete but not organized)	10 (All)	
On Time, Complete, & Well Organized				
Total Points Earned				
Officer Packet Score (10%)				

Campaign Speech Rubric

The candidate's speech and situational question answer will be evaluated using the following items:

	Score Options					Points Earned
	Little or None	Below Average	Average	Good	Excellent	
Speaking Skills						
• Confidence	1-2	3-4	5-6	7-8	9-10	
• Knowledge of Speech	1-2	3-4	5-6	7-8	9-10	
• Pace/Voice	1-2	3-4	5-6	7-8	9-10	
• Topic	1-2	3-4	5-6	7-8	9-10	
• Stayed within time limit	0 (No)				10 (Yes)	
Total Points Earned						
Speech Score (20%)						

Situational Question

The candidate's situational question will be evaluated using the following items:

	Score Options					Points Earned
	Little or None	Below Average	Average	Good	Excellent	
Answer Complete and well thought Out	1-2	3-4	5-6	7-8	9-10	
Total Points Earned						
Situational Question Score (10%)						

Candidate Interview

The Nominating Committee will evaluate the candidate’s interview using the following items:

	Score Options					Points Earned
	Little or None	Below Average	Average	Good	Excellent	
Applicant’s Greeting: <ul style="list-style-type: none"> Proper Introduction and Opening 	1-2	3-4	5-6	7-8	9-10	
Applicant’s Appearance: <ul style="list-style-type: none"> Appropriately Attired 	1-2	3-4	5-6	7-8	9-10	
Personality and Poise: <ul style="list-style-type: none"> Positive, Courteous, and Confident Good posture, gestures, and eye contact 	1-2	3-4	5-6	7-8	9-10	
	1-2	3-4	5-6	7-8	9-10	
Communication Skills: <ul style="list-style-type: none"> Proper Grammar 	1-2	3-4	5-6	7-8	9-10	
Responses: <ul style="list-style-type: none"> Responded with appropriate answers Demonstrated knowledge of FCCLA and potential position Demonstrated initiative and enthusiasm Ability to think on their feet 	1-2	3-4	5-6	7-8	9-10	
	1-2	3-4	5-6	7-8	9-10	
	1-2	3-4	5-6	7-8	9-10	
	1-2	3-4	5-6	7-8	9-10	
Close of Interview: <ul style="list-style-type: none"> Concluded interview effectively 	1-2	3-4	5-6	7-8	9-10	

Total Points Earned

Interview Score (20%)

NOTES:

Nominating Committee Member Signature



ACCOUNTABILITY TRACKER

Merit/ Demerit System

Explanation of Behavior Expectations: As an elected member of the New Mexico FCCLA State Executive Officer Council, each officer is responsible to the State association and local chapter at all times. Officers are expected to uphold the highest standards of personal conduct both in and out of school and during all events hosted by CTLP or New Mexico FCCLA. Being a State Officer is an honor and it should be respected. An officer should strive to maintain high standards at school events and in private life. State Officers should also strive to gain and maintain the respect and support of the State Association, school advisors and officials, and the community at large. The merit/demerit system is a method that establishes structure and accountability within the State Executive Council. It holds the State Officer responsible for their actions and helps maintain a dedicated officer who is taking care of their duties as a State Officer.

Please remember: Discipline is not a public matter and will be handled between the following parties only:

- CTLP Director/FCCLA State Advisor-Christine Phipps
- CTLP Leadership and Marketing Coordinator-Leslie Ferris
- FCCLA State Officer Coordinator-Jesus Melendez
- Local Advisor
- State Officer

A State Officer will receive a demerit when they fail to satisfactorily complete any responsibility. Demerits accumulate but can be erased through the merit system, which will be discussed later on.

Each month counts as a new cycle for demerits/merits.

Demerits will accumulate throughout the cycle. As a State Officer accumulates demerits, consequences will be incurred. Officers may erase demerits through the use of a merit system.

TWO merits will erase one demerit.

Demerits will not be erased by merits until the end of the last day of the cycle. Demerits not erased by merits will carry over to the following cycle. Unused merits will also carry over to the following cycle.

A merit system is implemented solely at the discretion of the Officer Coordinator and CTLP Staff. Merits are given for organization-related activities not required by the entire council and must be approved in advance by the Officer Coordinator. This could include attending extra activities or meetings, community service opportunities, or any other activity approved in advance by the Officer Coordinator. Merit forms must be turned in within 48 business hours of the activity in order to count.



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At the beginning of the year, State Officers will receive access to their individual spreadsheet which will be kept in the organization’s Google Drive Folder. Only the Officer and appropriate parties will have access to the spreadsheet. This spreadsheet will keep track of the member’s demerits and merits throughout the year.

Example of Spreadsheet:

NEW MEXICO CTLP							
FIRST AND LAST NAME							
Officer Title							
New Mexico Organization							
Demerits				Merits			
	Date	Description	Amount	Date	Description	Amount	
1	8.15	Late to Monthly Meeting	1	1	9.15	Volunteered at American Heart Walk-2 hours	2
2	9.7	Excused Absence from Monthly Meeting	3	2			
3				3			
4				4			
5				5			
6				6			
7				7			
8				8			
9				9			
10				10			
11				11			
12				12			
13				13			
14				14			
15				15			
Demerit Sub Total			4	Merit Total		2	
DEMERIT TOTAL						2	
NOTES:							

Merits:
The merit system is a series of rewards for appropriate behavior and academic/community excellence. Merits may be used to “work off” any demerits accumulated. Merits are carried over from cycle to cycle. All merits must be pre-approved by the Officer Coordinator.

Merits will be kept on file and assigned by the Officer Coordinators..

These include, but are not limited to the following.

Below are examples of ways to get merits.. More can be added by the CTLP Staff and/or Coordinator.

All grades on report cards 90-100	1 merit
1 hour Community Service (up to 5 for the year)*(Must complete the form at https://tinyurl.com/CTLPCCommunityService)	1 merit
Attendance at National Organization Meeting/Webinar	1 merit
Creation of Recorded Lessons, Guide, and Webinar for Members	2 merits
Extra Social Media Posts (up to 5 per year)	1 merit

* Must be signed by a local advisor.



Merits can be turned in through our online system at:
<https://tinyurl.com/CTLPAccountability23>

Demerits:

The demerit system is a series of consequences for inappropriate behavior and infractions of the New Mexico FCCLA Officer Handbook, Program of Work, Monthly Meeting Dates, etc. Demerits are assigned by the Coordinator and CTLP Staff based on the disciplinary action taken for the behavior.

Demerits may be worked off by accumulating merits. **For every 1 demerit given, it will take 2 merits to work off.**

Refusal to acknowledge the demerit by the Officer does not mean that the demerit does not exist.

Below are examples of demerits. More can be added by the CTLP Staff and/or Coordinator.

Tardy/Late to meeting/event	1 demerit
Leave early from meeting/event	1 demerit
Excused absence from a meeting (must be granted by the Officer/Coordinator at least 24 hours in advance)	3 demerits
Unexcused absence from meeting	4 demerits
Absence from event	5 demerits
Failure to complete weekly Social Media Post	1 demerit
Lack of Communication on Email or Text within 24 business hours	1 demerit
Absence from Summer Officer Training	5 demerits per day
Absence from at least ONE Fall Rallies Session	5 demerits
Absence from State Planning/Roundhouse	5 demerits
Absence from a CTLP Meeting	3 demerits
Absence from National event/meeting	3 demerits
Insubordinate behavior towards Coordinator**	3 demerits
Lack of respect for Council members**	2 demerits
Bad Attitude/Lack of Effort**	2 demerits
Ungraceful acceptance of discipline or demerits**	1 demerit
Disciplinary issue in the classroom**	2 demerits
Office Referral**	3 demerits
Local Sponsor Concerns**	3 demerits

** More demerits may be issued depending on the severity of the incident; up to the Coordinator's discretion



Consequences of Demerits:

1. A State Officer will be put on a Probation period of two months when they receive their **FIFTH** demerit.
 - a. During the two month Probation period:
 - i. The State Officer will have opportunities to remove the demerits from their record.
 - ii. The State Officer cannot accumulate any further demerits. If an officer receives any additional demerits during the probation period, they will incur consequences up to and including removal from the State Executive Officer Council.
 - iii. The State Officer will still be required to complete all regular duties and attend all events and meetings.
2. State Officers who are put on probation **2 times** due to demerits at any time during the year will incur consequences up to and including removal from the State Executive Officer Council.

NOTE: The merit and demerit system may be changed or amended by the CTLP Staff and/or Coordinator, as needed. Merits and demerits are not limited to the examples listed in this document. This overview is merely a guide to expected behavior and rewards or consequences for the State Executive Officer Council.

Probation:

If a State Officer is placed on Probation, a virtual meeting will be set up with the Probation Committee for your organization and the State Officer.

This Committee will include the following:

- CTLP Director/FCCLA State Advisor-Christine Phipps
- CTLP Leadership and Marketing Coordinator-Leslie Ferris
- FCCLA State Officer Coordinator-Jesus Melendez
- Local Advisor
- State Officer

During this meeting, the Probation Committee will review the terms of the probation period. At the end of the meeting, the State Officer will be emailed an official Probation Letter that outlines the terms of the probation and what action items are needed to be completed during the probation period.

Throughout the probation period, the State Officer will have the opportunity to remove demerits from their record by completing the action items outlined in the Probation Letter.

Failure to complete the action items listed in the letter may result in the State Officer incurring consequences up to and including removal from the State Executive Officer Council.

If an officer receives any additional demerits during the probation period, they will incur consequences up to and including removal from the State Executive Officer Council.