

**NEBRASKA DEPARTMENT
OF EDUCATION**

RULE 45

REGULATIONS FOR VOCATIONAL STUDENT ORGANIZATIONS

**TITLE 92, NEBRASKA ADMINISTRATIVE CODE,
CHAPTER 45**

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**State of Nebraska
Department of Education
301 Centennial Mall South
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CHAPTER 45 - VOCATIONAL STUDENT ORGANIZATIONS

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001 General Information

001.01 Statutory Authority. This chapter is adopted pursuant to Sections 79-342 through 79-345 of the Revised Statutes of Nebraska (R.R.S.).

001.02 Scope of this Chapter. This chapter provides the basic regulations for state government sponsorship and supervision of the state chapters of the following vocational student organizations:

001.02A FFA;

001.02B Future Homemakers of America (FHA/HERO);

001.02C Future Business Leaders of America (FBLA);

001.02D Vocational Industrial Clubs of America (VICA);

001.02E DECA, an Association of Marketing Students;

001.02F Health Occupation Student Association (HOSA);

001.02G Young Farmers and Ranchers Educational Association (YFREA);

001.02H Technology Student Association (TSA);

001.02I Phi Beta Lambda (FBLA/PBL).

002 Definitions. As used in this chapter:

002.01 Board shall mean the State Board of Education.

002.02 Commissioner shall mean the State Commissioner of Education.

002.03 Department shall mean the State Department of Education, which is comprised of the Board and the Commissioner.

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002.04 Local chapters shall mean organizations sponsored by schools that are affiliated with the state-level vocational student organizations operated by the Department.

002.05 National organizations shall mean the corporate bodies of the associations from which the Department receives a charter to operate the state chapters of vocational student organizations.

002.06 State chapters shall mean the state-level vocational student organizations operated by the Department.

002.07 Vocational student organizations shall mean the specific organizations listed in 001.02 of this chapter and in state law.

002.08 State advisors shall mean the department staff who manage the operations of the vocational student organization.

002.09 State student officers shall mean state executive council, state officer team, state peer education team, or other positions identified in state operating policies adopted pursuant to this chapter.

003 Establishment of State Chapters. As provided in state law the Board may sponsor and direct the activities of state chapters of vocational student organizations. Before the Board assumes the responsibility for the operation of such state chapters, the following conditions must be met:

003.01 Contract with National Organization. Before the Board assumes responsibility for the operations of a state chapter, a written agreement with the national organization must be approved by the Board.

003.02 Approval of State Operating Policies. Before the Board assumes sponsorship and direction of a state chapter, the Board shall approve operating policies for the state chapter, which may include a constitution and bylaws for the state chapter. Such policies shall deal with the operations of the organizations as part of the internal management of the Department. Any policies that affect a private right or interest or which prescribe a penalty shall be presented to the Board for consideration of adoption as a regulation under the Administrative Procedures Act (84-901, R.R.S., et seq.). All other policies, and any changes thereto, shall be approved by the Board.

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003.03 Transfer of Finances. Before assuming sponsorship and direction for a state chapter, an agreement must be approved by the Board for the current state-level association to transfer its assets to the Department to be held in cash accounts established for the exclusive use of each vocational student organization. All funds held by the national organization for the state association must likewise be transferred to the Department. No funds shall be accepted until a satisfactory audit of the state chapter has been completed and all debts paid or identified. The Board will assume no liability for any actions or obligations of the private association, except as specified in the agreement.

003.04 Maintenance of Documents. All Board-approved operating policies, including any constitution and bylaws, and contracts with the national organizations shall be public record, and copies of such policies, constitution and bylaws, contracts shall be maintained for public inspection in the central offices of the Department at a site to be determined by the Commissioner.

004 Advisory Committees. Upon assuming sponsorship of a state chapter, the Board may appoint, upon the recommendation of the Commissioner, one or more advisory committees for that state chapter to provide advice and recommendations regarding the programs of the chapter. The following provisions apply to such committees:

004.01 Committee members may be reimbursed for their expenses, including travel, lodging, meals, and other expenses as may be provided to state employees.

004.02 Such committees shall have no authority to financially obligate the state or expend funds on behalf of the organization.

004.03 Recommendations or reports of the advisory committees shall be provided to the Commissioner and his or her designated state advisor for the state chapter, and to the Board, when requested.

004.04 Advisory committees may be disbanded or restructured by the Board upon advice of the Commissioner at any time. All advisory committee members serve at the pleasure of the Board.

005 State Advisors. The Commissioner is authorized to appoint Department staff members to serve as advisors for state chapters. Such advisors shall, as authorized by the Commissioner:

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005.01 Manage the day-to-day affairs of the state chapters, including liaison with the national organization and local chapters.

005.02 Handle monies only in accordance with these regulations, state accounting procedures, and financial operating policies and procedures as developed by the Commissioner under section 007.01.

005.03 Supervise state student officers.

005.04 Engage in no outside financial transactions with the organization, schools, or students or business involved with the organization with whom the advisor is assigned to work or with any related organization.

005.05 Serve at the pleasure of the Commissioner.

006 State Student Officers. As part of the operating policies, which may include a constitution and bylaws, to be approved by the Board for each organization, a system for selection of state chapter student officers may be included.

006.01 Specific Provisions Regarding State Officers. State student officers:

006.01A May be reimbursed for their expenses, including travel, lodging, and meals.

006.01B Shall have no authority to financially obligate the state or expend funds on behalf of the organization.

006.01C Shall have no authority to act independently as an agent of the State of Nebraska, shall not be considered an employee of the State of Nebraska and shall take no actions on behalf of the state chapter without the prior approval and direction of a state advisor.

006.02 Election, Appointment, or Removal of Student Officers. State student officers shall be confirmed by the Commissioner and may be removed from office by the Commissioner for conviction of a crime, failure to attend meetings, failure to perform required duties of office, possession or use of alcohol or illegal drugs during organization activities, immoral or unprofessional conduct, or failure to follow directions of state officials.

007 Financial Management. In accordance with state law, all financial transactions involving the state chapters of the vocational student organizations sponsored by the Board shall be handled through the state accounting system.

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007.01 Financial Policy and Procedure Manual. The Commissioner is authorized to develop a financial policy and procedure manual detailing the financial operations of the state chapters as part of the internal management of the Department. All staff, advisory committee members, and state student officers shall comply with the financial management procedures in such manual, which shall be a public record and subject to public inspection in the central offices of the Department at a site to be determined by the Commissioner.

007.02 Financial Activities that are Authorized by the Board. The Board authorizes the Commissioner to supervise the following types of activities by the state chapters and coordinate the financial management of such activities, including:

007.02A Periodic conferences, meetings, and functions to train, recognize, and reward student participation;

007.02B Providing scholarships and suitable awards to outstanding student participants;

007.02C Coordinating activities of state chapters with activities of related local or national organizations;

007.02D Organizing and supervising travel to and from meetings, both inside and outside of the state;

007.02E Preparing and issuing publications concerning such organizations;

007.02F Training state and local organization leaders and officers;

007.02G Collecting dues from local organizations and members and paying dues to national organizations;

007.02H Procure insurance, at the option of the Board and the Department, for student members or officers of such organizations; and

007.02I Expenditures which include, but are not limited to, purchasing trophies, gifts to honorees, scholarships, prizes, national dues, entertainment at state conferences, food, lodging, and beverages.

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007.03 Financial Approval and Reporting. The Board shall approve all contracts and individual expenditures in excess of \$10,000 involving the state chapters. The Commissioner and/or his or her designees shall have the authority to approve all other expenditures and shall provide an annual report on all such expenditures to the Board as part of an annual financial report for each state chapter.

008 Local Chapters. When the Board assumes control of a state chapter, through agreement with a national organization, it shall have the authority to grant charters to local chapters in Nebraska.

008.01 Sponsorship. Each local chapter shall be sponsored by an educational institution, which shall be entirely responsible for the operation of the local chapter and the supervision of its members and officers.

008.02 Claims Involving Local Chapters. Each local chapter and its officers and sponsors shall not be entitled to indemnification from the Department for any of their actions. Any claims against the local chapter or local chapter officers or sponsors shall be the responsibility of the sponsoring educational institution or the individuals involved, and not the State of Nebraska.

009 Alumni and Adult Members. Some national organizations may allow alumni or adult members who are no longer enrolled in educational institutions. If national organizations allow educational institutions to sponsor alumni chapters, those chapters shall be the sole responsibility of such institutions. If local chapters allow adult, non-students to participate in their activities, that is also totally the responsibility of the sponsoring institution. The Department assumes no responsibility for the supervision or control of adult or alumni members of national organizations.