



CALIFORNIA FCCLA

REGION OFFICER RESIGNATION POLICY

- I. The resignation of a Region Officer shall be deemed necessary if the following conditions exist:
 - A. The officer **does not:**
 - 1) Attend the Regional Officers Training Conference;
 - 2) Attend all Region Executive Council Meetings, except in the event of illness or family emergency;
 - 3) Attend all Region Meetings, except in the event of illness or family emergency;
 - 4) Notify the Region Supervisor/Advisor of illness or family emergency.
 - B. The officer is unable to fulfill his/her Region Officer responsibilities:
 - 1) As stated in the Region Bylaws and/or as outlined in the Region Officer Handbook;OR
 - 2) As determined by the Region President, Region Coordinator, and/or Region Supervisor/Advisor.
 - C. The officer does not abide by the established policies and guidelines.
- II. If the resignation of a Region Officer is deemed necessary, the following steps shall be followed:
 - A. The officer shall:
 - 1) Call the Region Coordinator and Region Advisor to inform them verbally he/she is unable to serve.
 - 2) Submit a written letter of resignation to the Region Advisor within two weeks following verbal resignation.
 - B. Responsibilities of the office shall be carried out by the resigning officer until the letter of resignation is received.
 - C. All Region Officer materials (notebooks, briefcase, etc.) shall be returned to the Region Coordinator within 15 days of the written resignation.
 - 1) The resigning Region Officer will assume all expenses incurred in returning the materials.
 - 2) The Region Officer will reimburse the region/state for materials not returned.
 - 3) If materials are not returned and/or costs reimbursed by the Region Officer, the chapter will assume responsibility of payment.
 - D. If no letter is received, the Region Coordinator in cooperation with the Region Advisor will notify the State Office and the Region Officer's Advisor that the officer is no longer holding the office, and the office will be declared vacant by the Region President.

- III. The resigning Region Officer shall reimburse the region and state for any expenses incurred during his/her term of office as follows:
- A. Expenses of the Region Officers Training Conference; including meals, lodging, materials (approximately \$250.00).
 - B. Travel expenses incurred for the Region Officers Training Conference (\$50.00).
 - C. Additional expenses for travel incurred by the region and/or state.
 - D. Other expenses for paraphernalia/materials assumed by the region as determined by the Region President, Coordinator, and Supervisor/Advisor.
- IV. If an office is vacated prior to the first Region Executive Council Meeting, the Region Officers, Coordinator, and Region Advisor shall determine whether or not to fill that office. **In any event, no vacancies shall be filled once ROTC begins.**

SAMPLE LETTER OF FCCLA REGION OFFICER RESIGNATION

July 13, 20XX

Ms. Jane Jones, Region Advisor
California FCCLA Region 12
California Department of Education
2000 Maple Drive
Happy Town, CA 95814

Dear Ms. Jones:

It is with regret that I need to resign from my Region Officer position. Due to conflicts with school and personal activities, I will not be able to complete my duties as Region Reporter.

I am returning my briefcase and other officer supplies to Mr. Smith, the Region 12 Coordinator. I understand that I may need to reimburse FCCLA for expenses that I incurred as a Region Officer. Please inform me if I need to reimburse either the Region or State.

Best wishes to the members of the Region Officer team for a good year.

Sincerely,

Peter Johnson

Peter Johnson