

CONNECTICUT DECA

CONSTITUTION AND BYLAWS FOR CO-CURRICULAR CT DECA ACTIVITIES

REVISED: JUNE 1998

**THE CT DECA BOARD OF DIRECTORS
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JUNE, 1998**

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ARTICLE I – NAME

The official name of this organization shall be CT DECA, Inc. It shall be known as CT DECA.

ARTICLE II – PURPOSE

The organization is an association of students, functioning through local chapters, in the secondary schools of Connecticut State who meeting the membership requirements under Article III, Section 2A. The organization has as its purpose to ensure that a positive, long term relationship exists between marketing representatives it will produce and the business or organization that he/she will represent. It will achieve this purpose using objectives stated in the School to Career initiative and through the following eight objectives.

1. To help identify a career objective in the fields of marketing.
2. To develop competencies important to success in marketing, merchandising and management.
3. To develop leadership ability, improve human relations, and promote a pattern of success for the students of marketing.
4. To develop a realization of the responsibilities of citizenship in our free enterprise system.
5. To develop an understanding and support of Marketing Education by educational personnel, business people and parents.
6. To cooperate with all national, state and local youth leadership organizations with comparable goals and purposes.
7. To encourage high ethical standards in business and industry.
8. To support the national parent organization, DECA, its purposes and functions.

ARTICLE III – MEMBERSHIP

SECTION 1: CT DECA membership will be comprised of those individual members of local DECA Chapters.

SECTION 2: The classes of membership that shall be recognized are:

- A. Active Members: Students enrolled in a high school Marketing Education class and/or those students who have a career interest in Marketing Education, including appropriate prerequisite courses in a marketing Education or Business Education sequence, are eligible as active members.

An active member must pay dues as established by CT DECA and may be declared eligible to hold a chapter, regional, state or national office. The active member is also eligible to compete in all state competitive events and activities as prescribed by the state competitive events and activities as prescribed by the state competitive events manual.

- B. Alumni Members: Former active members shall be eligible as alumni members. With the approval of the State DECA Advisor, paid alumni members shall be eligible to attend conferences, but will not be permitted to serve as voting delegates at either the State Career Conference or the National Career Development Conference. They must abide by all student conference rules of conduct. They will be governed by the Constitution of the CT DECA State Alumni Division.

- C. Professional Members: Professional adults who may or not qualify as alumni members, teachers, business people, and interested educators may join and shall be recognized as professional members.

- D. Honorary Life Members: Outstanding persons who are deserving of recognition may be awarded Honorary Life Membership in CT DECA upon recommendation of a Special Awards Committee and the State DECA Advisor.

ARTICLE IV – OFFICERS

The student State Officers of CT DECA shall be: President, Vice President, Secretary, Treasurer, Historian, Reporter and Parliamentarian, and shall be known as the State Executive Council.

ARTICLE V – DUES

SECTION 1: State Association dues shall be determined by the State Executive Council and approved by the CT DECA Board of Directors.

SECTION 2: All members of CT DECA, with the exception of Alumni Members and Honorary Life Members, will pay the annual dues set by the State Executive Council and approved by the CT DECA Board of Directors.

SECTION 3: Membership dues shall be fully paid by a date determined by the CT DECA Board of Directors for the school year, for September through August. Any chapter failing to pay dues and submit membership rosters for a period of more than two (2) consecutive years shall be considered dissolved, and shall have its charter revoked by the State DECA Advisor.

ARTICLE VI – MEETINGS

A State Career Conference (SCC) shall be called by the State Executive Council each year for the purpose of:

- A. Culminating the yearly activity of CT DECA.
- B. Recognizing outstanding individual and group achievement through competitive events.
- C. Electing the members of the State Executive Council and conducting the business of the organization.
- D. Selecting representatives to attend the National Career Development Conference.
- E. Selecting CT candidates for National DECA Office.

ARTICLE VII – EMBLEMS AND COLORS

The emblem and colors of CT DECA shall be the same as those adopted by National DECA.

ARTICLE VIII – ORGANIZATION

SECTION 1: The association has been incorporated as an educational organization under the Education Laws of the State of Connecticut.

SECTION 2: The administrative organization of CT DECA will consist of nine Board of Directors and the ex officio State DECA Advisor. They shall have the power to execute

all administrative matters necessary to the function of the organization. All Board of Directors shall have one vote.

SECTION 3: The CT DECA Board of Directors shall hold a minimum of three meetings annually, the locations to be designated by a vote of its members.

SECTION 4: The Executive Council, with the approval of the CT DECA Board of Directors, shall be empowered to call special meetings as the need arises.

SECTION 5: The Board will be elected bi-annually with not more than three members being elected in any one year.

ARTICLE IX – FINANCES

An annual budget will be prepared by the Officers of the Board of Directors to be submitted to the Board members for approval. A budget report will be presented to the professional membership for approval at an annual meeting.

ARTICLE X – THE STATE ADVISOR/STAFF

The State Dept. of Education will appoint the CT State DECA Advisor. In the event that this policy is terminated, the Board of Directors will appoint an Advisor. The board will also appoint, at the recommendation of the State Advisor, an Associate Advisor and Fiscal Agent.

ARTICLE XI – NATIONAL CONFERENCES

SECTION 1: CT DECA shall support DECA.

SECTION 2: The number of delegates, attendance criteria, and other details in connection with any national DECA conference shall be determined by the CT DECA Board of Directors consistent with any published directives from the national office of DECA.

ARTICLE XII – AMENDMENTS

SECTION 1: Only such amendments which are in keeping with the purposes stated in Article II of this Constitution shall be made.

SECTION 2: The State Executive Council shall serve as the “Committee of the Constitution” to study and submit recommendations on all proposed revisions and/or additions to the Constitution.

SECTION 3: Any proposed amendments and/or revisions to this Constitution shall be submitted in writing to the State Parliamentarian with a copy to the President of the CT Board of Directors.

SECTION 4: Upon a 2/3 majority of the enter CT Board of Directors, all amendments will be presented to the general membership at least 30 days before the State Career Development Conference.

SECTION 5: This Constitution may be amended and/or revised by a 2/3 majority of the votes cast by the authorized voting delegates at State Career Development Conference. If passed, the amendment(s) will take effect upon the adjournment of the State Career Development Conference.

RULES, REGULATION AND BYLAWS

SECTION 1: Such rules, regulations and bylaws as deemed necessary in the proper conduction of this organization shall be adopted immediately by a two-thirds majority of the CT DECA Board of Trustees upon consideration of recommendation of the State Executive Council.

SECTION 2: No rules, regulations and or bylaws shall be adopted which are contrary to the existing provisions of the Constitution.

SECTION 3: In case of questions, Robert’s Rules of Order, Newly Revised will serve as a standard for procedures.

SECTION 4: Student State Officers

A. Responsibilities

The CT DECA Executive Council consists of six elected state officers who are elected annually at the State Career Conference. It is the responsibility of each member of the Executive Council to conduct themselves in a manner that will reflect honor upon CT DECA in their personal lives as well as in official functions. As members of the Executive Council, the officer’s must work for the entire CT State Association, not merely for one chapter or one region. As elected representatives, the members of the Executive Council have a duty to represent the enter membership fairly and professionally. State Officers are strongly discouraged by CT DECA from holding any other regional or chapter office during their term of office.

B. General Duties of the State Executive Council of CT DECA (Term 7/1 to 6/30)

1. The members of the Executive Council must always act in a professional manner when meeting business people and representatives of their organizations.
2. It is imperative that all assigned tasks are completed promptly and completely.
3. The seven members of the Executive Council must work together in order to assist each other achieve their goals.
4. As an elected CT DECA official, Executive Council members must be friendly, loyal and helpful to all members. This involves making yourselves available to assist an individual, chapter, region and/or advisor.
5. It is very important to understand that as a State Officer you represent the students. Student interest must always be considered in making decisions.
6. the Executive Council must be dressed in their blazers at all times when representing CT DECA.
7. The Executive Council must follow all practices contained in the CT DECA Code of Conduct.

C. The specific duties of each officer are:

President

Program of Work

The president will be responsible for submission of the Annual Program of Work to the Board of Trustees at its first meeting of the year. This document should contain the goals and objectives of the Executive Council for the year.

Delegation of Work

The president will delegate the work to the appropriate officers.

Responsibility

Everything concerning the state officers is the responsibility of the president. The president will impress upon each state officer, the importance of doing a good job in a timely manner.

Preside Over

The president will run all state meetings. This includes meeting having the agenda prepared prior to each meeting.

Dealing with Administrators and Business People

The president will be responsible for relationships established with Advisors and each of the above groups.

Attendance

The president will be required to attend all conferences, State DECA meetings, planning sessions and other activities. Failure to do so may result in your removal from office. You must attend the Mandatory Activities listed in this Constitution.

Vice President

Assist the President

The vice-president will always be prepared to assist the president at all times in directing the work of the state association.

Attendance

The vice-president will be required to attend all conferences, State DECA meetings, planning sessions and other activities. Failure to do so may result in your removal from office. You must attend the Mandatory Activities listed in this Constitution.

Secretary

Minutes

The state secretary will record and maintain minutes of all meetings, including state officer meeting as well as Board Meetings.

Correspondence

The state secretary will prepare professional business letters. The secretary will send copies of all letters to the president, CT State Advisor and other officers when necessary.

Thank You Letters

It is the responsibility of the state secretary to send thank you letters, in a timely manner, to everyone who helps the State Association.

Attendance

The secretary will be required to attend all conferences, State DECA meetings, planning sessions and other activities. Failure to do so may result in your removal from office. You must attend the Mandatory Activities listed in this Constitution.

Treasurer

Finances

The State Treasurer will have a full working knowledge of all CT DECA finances, and keep in close contact with the CT Fiscal Agent.

Fundraiser

The treasurer will be responsible for any statewide fund-raising activities.

Attendance

The treasurer will be required to attend all conferences, State DECA meetings, planning sessions and other activities. Failure to do so may result in your removal from office. You must attend the Mandatory Activities listed in this Constitution.

Historian

Assist in the State's Program

The historian will open and maintain lines of communication and Public Relations between the National DECA Officers and the State Officers.

Serve as Editor of the CT Newsletter

It is the historian's job to see that a minimum of three newsletters are finished on time. This includes:

1. Get the budget approval for the newsletter by the Board of Trustees.
2. If necessary, decide on a printer.
3. Set deadlines for newsletter articles to be received.
4. Acknowledge articles sent for use in the newsletter
5. Acknowledge articles sent for use in the newsletter.
6. Edit and type the articles and prepare them for review by the CT State Advisor.
7. Distribute the newsletter to chapters alumni, and supporters of CT DECA.

Attendance

The historian will be required to attend all conferences, State DECA meetings, planning sessions and other activities. Failure to do so may result in your removal from office. You must attend the Mandatory Activities listed in this Constitution.

Reporter

Press Releases

The Reporter will be required to submit press releases of all State DECA activities to the appropriate media in the State of Connecticut.

Public Relations

The reporter will be responsible for public relations between the local chapters and the State Executive Council and shall submit to the appropriate media local items that may be deemed newsworthy by the entire state. The reporter will also supply the local DECA Chapters with media release examples to use in their media releases.

Attendance

The reporter will be required to attend all conferences, State DECA meetings, planning sessions and other activities. Failure to do so may result in your removal from office. You must attend the Mandatory Activities listed in this Constitution.

Parliamentarian

Parliamentary Procedure

The parliamentarian can be called upon at CT DECA Trustee meetings to rule on certain points according to Robert's Rules of Order, Newly Revised.

The Meeting Room

It is the responsibility of the parliamentarian to make sure the meeting room is in order well in advance of the meeting.

Attendance

The parliamentarian will be required to attend all conferences, State DECA meetings, planning sessions and other activities. Failure to do so may result in your removal from office. You must attend the Mandatory Activities listed in this Constitution.

CT State DECA Advisor

The CT DECA State Advisor to the CT DECA Officers is selected annually by the CT DECA Board of Directors. The State Advisor will be responsible for:

1. Making all travel arrangements of the Executive Council.
2. Noting the State Officers as to the expected dates and times of arrival at all CT DECA events.
3. Registering the Executive Council for all conferences through the event registration chairperson.
4. The behavior of the six members of the Executive council throughout their entire term of office, including curfews.
5. All scripts and staging which involve the State Officers.
6. Keeping the home school advisor informed about the movements of their students.

7. Have at all times in his/her possession signed health releases, travel releases, the CT DECA Code of Conduct and any other forms deemed necessary for the Executive Council.
8. Requirement to attend all conferences, State DECA meetings, planning sessions and other activities. Attendance is required at the Mandatory Activities listed in this Constitution.

Mandatory Activities

1. Executive Council Training Session (summer)
2. CT DECA Goal Conference
3. All Executive Council Board Meetings
4. NARCON (November)
5. CT State CDC Planning Meeting
6. State Career Development Conference
7. National Career Development Conference

D. Eligibility for CT DECA State Office

The term “officer candidate” refers to students seeking a state and/or national officer. State Officers Candidate refers to those members pursuing an Executive Council Position. Officer candidate must meet the active membership definition of a CT DECA member and cannot be in their senior year in high school. The membership registration of the perspective candidate must be on file with the CT State Membership. The candidate must be enrolled in high school at the time of the State CDC. A candidate must possess a cumulative high school average of at least 3.0 for at least two semesters immediately preceding application for officer. This must be attested to by the school administration. A quota has been established to determine the maximum number of student per chapter eligible to seek Executive Council officer candidacy. Each local chapter may select two members to be eligible to seek Executive Council office for chapter membership up to twenty and one for every additional ten members or major fraction thereof. No chapter shall be allowed more than seven members eligible to seek Executive Council officer. No quota is in effect for National Officer Candidates.

E. Process

1. An application must be received by the CT State DECA Advisor no later than the registration date for the STATE CDC.
2. An examination and interview given by an adult other than the CT State DECA Advisor or an advisor to any potential candidate of a CT State Officer.
3. A student Nominations Committee will convene at the State CDC and the candidates will be interviewed, give 2 speeches (a 2 min resume speech and a 3 min campaign speech) and be elected by a majority of voting delegates of all the chapters attending the CT State CDC.

4. A voting delegate must (a) be an active member of CT DECA; (b) attend all voting sessions at the State CDC; (c) not be in a participating competitive event.
5. Voting will take place at the State CDC and be announced as the closing event at the State CDC.
6. A successful candidate will collect the majority of votes. In the event of a tie, the candidates with the top votes will deliver a third speech and another vote will follow. This process will continue until one candidate is victorious.

F. National Office

All rules and regulations will be followed by those set by National DECA Standards. A National Officer candidate will be selected only from the State DECA Officers under the advice of the State CT DECA Advisor.

G. Officer Resignation

The resignation of a member of the Executive Council shall be presented to the CT DECA State Advisor and the CT DECA Board of Directors. Any member who resigns will have five working days to rescind their resignation. The vacancy for that office will be the losing candidate for the office. He/she will be contacted to fill the vacated position, with the exception of President. If the President is vacated, the Vice-President will assume the office of President and the losing candidate for President will be contact first to fill the office of Vice-President. If declined, it will be offered to the losing candidate for the next highest position.

H. Special Awards

All special awards given at the State CDC or at any time during the school year will be voted and selected by the Executive Council. The Board of Directors shall be informed of all awards before the presentation. The rules for each award will be set upon the initial presentation and maintained unless a change is made and voted upon with the Executive Council.