



Missouri DECA
Policy Manual
2008-2009

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1. DECA BOARD OF DIRECTORS

1.1 Election Procedures

Board members will be elected from those nominated from each geographic area. Nomination forms may be submitted by the candidate or by others on the candidate's behalf. However, the nomination form must be signed by the candidate. Ballots containing the names of all candidates nominated within a geographic area will be mailed to each chapter advisor in the geographic area. A vote may be cast for one of the candidates.

Election will be by plurality vote. The ballots are sent to Jefferson City and counted by an independent party. The candidate with the highest vote total will be elected to the Board. In the case of a tie vote, Chapter Advisors in the geographic area will re-vote for those candidates with tied vote totals.

1.2 Succession

If an elected Board member is unable to fulfill his/her term of office, the Board president shall appoint a replacement from the geographic region to serve until the next annual election.

1.3 Term of Service (Revised 6/05)

1. The Term of office will be three years, beginning **with the annual Spring meeting**. Board membership will be on a rotating basis, with two members elected each year.
2. Board members may be re-elected upon completion of their term of office.

1.4 Policy Review (Added 6/90)

The Board shall review the Policy Handbook on a regular basis to insure completeness and accuracy of Missouri DECA policies.

2. STATE SALES PROJECT

2.1 Process for Approval (Revised 5/03)

A letter of invitation to attend the selection meeting will be sent to the vendors on the State DECA mailing list and any other vendors who have expressed an interest in being state-approved during the previous school year. This letter will specify the information that each vendor must have available for the selection committee at the meeting. The letter will also explain the reporting process that selected vendors must follow in reporting sales and royalties.

2.2 Selection Committee (Revised 6/05)

The selection committee is appointed by the DECA Board of Directors. This committee will discuss each company's products and the services offered in order to select the sales companies that will be state-approved for the coming year.

2.3 Criteria for Evaluating Sales Companies

The selection committee will take the following factors into consideration when evaluating a company and its products:

1. product size, selection and quality
2. distribution methods and minimum order requirements
3. product cost to the chapter
4. suggested retail cost
5. profit to the chapter
6. royalty to the state association and how the royalty is determined
7. record-keeping and reporting
8. length of time the company has been in business
9. references
10. service representatives

2.4 Product Categories (Revised 12/94)

The selection committee will approve up to four companies for fundraising.

2.5 Approved Company Reporting Procedures

Each sales company approved by the selection committee will be required to adhere to the guidelines set by the State DECA Advisor concerning accountability of state royalties.

2.6 Minimums for Support (Revised 7/06)

In order to qualify for state support at the State Career Development Conference, each chapter participating in a state-approved fund raising project must have total sales of at least \$30 per DECA member, per the chapter roster as of **February 8**. For support at the International CDC, a chapter's sales project must be on record with the State Advisor as of **March 8**. Any chapter that fails to pay the vendor's invoice in the timeframe required will owe Missouri DECA the difference between State CDC state-supported registration and non state-supported registration. If a state-supported stipend is used for ICDC, that amount will need to be reimbursed to Missouri DECA.

2.7 Quotas for Schools Unable to Participate in Sales Projects (Revised 6/01)

A chapter that is unable to participate in state-approved sales projects due to local school policy may receive the benefits of supported chapters by sending \$3.00 per student per the chapter's roster to the State Advisor. Deadlines are **February 8** for State CDC and **March 8** for International CDC. The chapter must submit a letter from the school's principal stating that student organizations are not allowed to participate in sales projects.

2.8 Use of Funds

The money earned from the sales projects allows Missouri DECA to:

1. keep a high quality State CDC while keeping student expenses to a minimum
2. support State Officer and District Advisor activities
3. support district activities
4. provide for student financial support to the International CDC
5. maintain a scholarship fund

2.9 Benefits to Supported Chapters

The benefits to supported chapters are as follows:

1. support for delegates to the International DECA CDC
2. reduced student rate at State CDC

2.10 Quotas for Schools Not Participating in Sales Projects (Revised 6/01)

A chapter that elects not to participate in state-approved sales projects may receive the benefits of supported chapters by sending \$5.00 per student per the chapter's roster to the State Advisor. Deadlines are **February 8** for State CDC and **March 8** for International CDC.

3. STATE OFFICERS

3.1 State Action Team Membership (Added 12/05)

The Missouri DECA State Action Team consists of four executive officers: president, vice president, secretary, and reporter, and a district vice president for each district.

3.2 Program of Activities Requirement

State and district officers will be required to prepare a Program of Activities documenting activities carried out during the school

year. In order to receive state support to attend the International Career Development Conference, a POA must be submitted that meets the minimum criteria.

3.3 Succession (Revised 12/05)

If any Executive State Officer is unable to fulfill his/her term of office prior to the training conference, the candidate with the next lowest cumulative rank in that office will be appointed by the State Advisor to complete the term. After the training conference, if the President is unable to fulfill his/her term of office, the Vice-President will assume the position of President. If a District Vice President is unable to fulfill his/her duties prior to the State CDC Planning Meeting, the vacancy will be filled immediately at the discretion of the District Advisor. The appointee must attend the State CDC Planning Meeting. If the office becomes vacant after that time, the position will not be filled.

3.4 Removal From Office (Revised 6/08)

Cause for removal of an Executive State Officer from office will be determined by the State Advisor, based on the offense. The DECA Board will make the final decision if the situation requires mediation. Removal of a District Vice President from office will be determined by the District Advisor, based upon the nature of the offense. The DECA Board will make the final decision if the situation requires mediation. If an Executive State Officer or District Vice President cannot fulfill his/her term or is removed from office, the student will be responsible for the cost incurred associated with the position which will be determined by the Missouri DECA Board of Directors.

3.5 Election of District Vice-Presidents (Revised 12/05)

Each district is required to elect, through a district-wide election process, a District Vice-President who will represent the district as a member of the State Action Team. A DECA member may not hold the District Vice-President position more than once.

3.6 Election of Executive State Officers (Revised 12/07)

Guidelines for electing Executive State Officers are as follows.

1. Each DECA chapter is allowed to submit one candidate per office for the offices of President, Vice-President, Secretary, and Reporter.
2. Each candidate who satisfactorily completes the application and supporting materials submitted to the DECA State Advisor by the deadline date is allowed to participate in the campaign session.
3. Each candidate is given a test which evaluates knowledge

of Marketing, DECA and Parliamentary Procedure. Candidates must achieve a minimum test score in order to be eligible for a Screening and Nominating Committee interview. The test will be ranked and up to 12 candidates will be interviewed. **(Revised 5/02)**

4. Each of the four offices will have a separate Screening and Nominating Committee. The committee will interview each candidate and rank all candidates. The 5 candidates with the lowest cumulative rank of test and interview scores will give their speeches to the voting delegates. In the event of a tie, the candidate receiving the highest test score will advance and present at the election session. **(Revised 12/07)**
5. A chapter's voting delegates must be present at the Election Session in order to exercise their voting rights.
6. Voting delegates will listen to the candidate speeches and vote for the candidate of their choice for each office.
7. Each candidate's test score, interview score and total votes will be ranked. The candidate with the lowest cumulative rank will be the winner. In the event of a tie, the candidate receiving the highest total votes will be declared the winner. **(Revised 5/02)**
8. DECA members may serve as an executive officer of the State Action Team more than once.

3.7 District Vice-Presidents Elected to Executive Office (Revised 12/05)

If a District Vice-President is elected to the office of President, Vice-President, Secretary or Reporter, the district must replace the District Vice-President. A student may not serve in a dual capacity.

3.8 Requirements of District Vice-Presidents and Executive State Officers

The District Vice-Presidents and Executive State Officers are required to attend the State Officer Training Conference, the State CDC Planning Conference, the District Career Development Conference, the State Career Development Conference and submit a POA which meets minimum criteria. District Vice-Presidents are required to assist with and compete at the District Career Development Conference.

3.9 National Officer Candidates (Revised 12/90)

In order to run for a national office, a candidate must obtain permission from the DECA State Advisor. The candidate must request the National Officer Candidate Guidelines packet from

the state office. This packet lists and explains the criteria for candidacy. The application and other supporting materials must be sent to the state office with a postmark date no later than **January 15**. The candidate will be interviewed by a committee designated by the DECA Advisor no later than **January 30**. The application, supporting materials and interview will be evaluated to determine the candidate(s) who will receive Missouri's endorsement. The candidate(s) receiving Missouri's endorsement will be notified by **February 5**. The application materials of the candidate(s) receiving Missouri's endorsement will be forwarded to National DECA.

3.10 State Officer Advisors (Added 6/95)

A team of two teacher-coordinators serve in the capacity of the State Officer Advisors. This leadership position is a two-year term with the first year of service in the role of Assistant State Officer Advisor and the second year as the lead State Officer Advisor.

The primary purpose for this team is to provide direction, guidance, and assistance to the 16 member student State Officer Team. State Officer Advisors are expected to perform the following duties: attend the Fall Leadership and State Officer Election Conference and assist with the management of the election process; assist in the planning and implementation of the State Officer Training Conference; assist in the planning and implementation of the State CDC Planning Meeting; supervise the State Officers at the State and International Career Development Conferences; and monitor the progress of the State Officer Team's Program of Activities on a monthly basis.

Missouri DECA provides for the registration and rooming of the State Officer Advisors at the State Officer Training Conference, State CDC Planning Meeting, and State Career Development Conference. Registration to the International Career Development Conference is provided for the lead State Officer Advisor.

4. DISTRICTS

4.1 Appointment of the Competitive Events Director

The Competitive Events Director is appointed annually by the State Advisor.

4.2 Duties of the Competitive Events Director (Revised 7/06)

The main duty of the Competitive Events Director is planning and implementing the District Career Development Conference. The

Competitive Events Director prepares district registration materials for the State Career Development Conference and delivers these materials at the State CDC Registration in March. Completion of a district competitive events participation report is provided to the State Advisor. In preparation for managing a competitive event at the State Career Development Conference, the Competitive Events Director attends the State CDC Planning Meeting.

4.3 Selection of the District Advisor (Revised 12/06)

The District Advisor is determined annually by the individual district and communicated to the state office by July 1.

4.4 Duties of the District Advisor (Revised 12/08)

The District Advisor plans and implements a fall District Election Conference for the primary purpose of electing a District Vice-President. It is the District Advisor's responsibility to assist the District VP in completing the registration materials for the State Officer Training Conference, and make arrangements for the student's transportation to this conference and attend the district advisor meeting. He/she assists the District Vice-President with the implementation of the officer's Program of Activities and signs monthly documentation forms.

The District Advisor schedules and presides at district meetings and acts as a facilitator for district-wide communications. This individual provides leadership for planning and implementing District Meetings at the State Career Development Conference. A year-end district Financial Report is to be submitted by the District Advisor to the State Advisor. Districts utilizing the Missouri DECA Tax ID number must also submit an independent audit to the State Advisor by July 1.

5. COMPETITIVE EVENTS

5.1 Board Approved Events List

The Board of Directors shall annually approve the competitive events to be offered at the State Career Development Conference.

5.2 Delegates Attending a Competitive Events Conference

All delegates attending a competitive events conference must be members of Missouri and National DECA.

5.3 Entries Approved by Competitive Events Director

All competitive event entries at the State Career Development Conference must be approved by the District Competitive Events

**6.
GENERAL
CONFERENCE
INFORMATION**

Director.

5.4 Events with an Oral Component (Revised 6/04)

Students may enter only one event with an oral component. An interview, as well as a role-play situation, is considered an oral component.

6.1 Missouri DECA Comprehensive Consent Form (Revised 12/03)

The Missouri Association of DECA requires each delegate attending a state association approved conference to complete a Comprehensive Consent Form and return it to the Chapter Advisor. The form includes travel consent, medical consent, copy of medical insurance card, internet permission and delegate conduct practices and procedures. This form must be signed by the DECA member, the parent or guardian, the DECA Chapter Advisor and a school official.

6.2 Missouri DECA Statement of Assurance (Revised 5/03)

This form states that a DECA Comprehensive Consent Form is on file for each student attending a Missouri DECA Conference. The Statement of Assurance requires the teacher to have the Comprehensive Consent Form in his/her possession during all approved conferences. This form is completed by the DECA Chapter Advisor, signed by a school official and returned to the State Advisor prior to the first Missouri DECA Conference attended. Note: The Comprehensive Consent Form and the Statement of Assurance are posted on the website.

6.3 Supervision Policy (Revised 6/95)

A chapter's conference delegation must meet the adult to student ratio established by the conference. Adults must be employees of the chapter's school district or chapter advisors who have submitted an *Agreement to Supervise* form with the appropriate signatures. Each advisor must have in their possession the Comprehensive Consent form for each student they are supervising at the conference.

6.4 Guidelines for Advisors (Revised 12/06)

Chapter Advisors have the following responsibilities and are required to adhere to these procedures when supervising students at a conference.

1. Chapter Advisors are responsible for discussing the DELEGATE CONDUCT PRACTICES AND

PROCEDURES & DRESS CODE form with their students attending any State DECA Conference. Advisors should be certain their students thoroughly understand their responsibilities as a delegate.

2. Chapter Advisors are responsible for knowing the whereabouts of all their students at all times. Each Chapter Advisor should establish a policy with his/her students prior to the conference in order to meet this requirement. Advisors are responsible for having a list of student names with home addresses and phone numbers, and a Comprehensive Consent Form for each student with them at the conference.
3. Curfew will be enforced. Chapter Advisors are responsible for room checks to insure their students are in their assigned rooms.
4. Name tags will be worn at all times.
5. **Chapter Advisors are responsible for supervising student conduct. Advisors are to sit with their students during general sessions unless responsible for another activity during that time.**
6. Each Chapter Advisor will be assigned a conference activity.
7. The school principal will be contacted if the local advisor cannot be located within a reasonable amount of time or for any reason is unable to give reasonable or proper supervision for the following student emergencies: accidents; intoxication; use of illegal drugs; breaking of conference rules; family emergencies; and any other situation deemed to be an emergency.
8. Chapter Advisors are not to leave the conference premises at any time during the conference.
9. Chapter Advisors are expected to adhere to the DELEGATE CONDUCT PRACTICES AND PROCEDURES & DRESS CODE.

6.5 No Smoking Policy (Revised 12/00)

No smoking will be permitted while a delegate is officially representing his/her chapter of Missouri DECA.

6.6 Disciplinary Policy (Added 6/04)

A violation of the Delegate Conduct Practices and Procedures may result in a letter being sent by the State Advisor to the Chapter Advisor requiring a written response to the Missouri DECA Board of Directors on how discipline was administered at the local level with supporting documentation and a description of what steps will be taken to prevent a recurrence of the violation.

The chapter will be placed on probation for one year from the date of the violation.

If another violation occurs within the probationary period, the above action will occur, plus the chapter may be ineligible to participate in any state sponsored activity for one year from the date of violation.

6.7 Travel Policy (Added 6/01)

Students are not allowed to drive to any State, Regional, or International DECA event. All delegates to these conferences are expected to attend the entire conference and complete all conference activities.

6.8 Security Policy (Added 5/02)

Chapter Advisors have the following responsibilities and are required to adhere to these procedures when supervising students at a conference.

1. All conference attendees must wear name tags. In addition, all attendees must have a picture ID such as a driver's license that corresponds with their conference name badge.
2. A safety and security briefing will be conducted for all advisors at the beginning of the conference.
3. Curfew will not be extended for any conference participant. Hotel staff and law enforcement will be informed of the official curfew times and will stop unaccompanied students after curfew.
4. Encourage all students to travel in groups, attend the entire general sessions, and observe curfew. Students should not travel anywhere after nightfall without an adult.
5. Provide emergency phone numbers or contact information to all students. Make sure students know the location of the Missouri headquarters room and the name and room number of at least one other chapter advisor in addition to their own advisor.
6. Check all delegates' rooms at curfew each night to account for all delegates.
7. Encourage delegates to be respectful of other guests by reducing noise and inappropriate behavior.
8. Do not allow delegates to socialize with people who are not part of the conference.
9. In addition to the delegate conduct and medical consent form, you should have the home and work phone numbers for the student's parent, your principal and/or your

superintendent, and make sure your administrators have the hotel phone number.

6.9 Dress Code (Revised 6/08)

Professional dress is required at all DECA conferences for students and advisors. The following constitutes "professional attire:"

Males

Suit or sport coat or DECA blazer

Tie

Collared dress shirt

Slacks

Dress socks (no sport/athletic socks)

Dress shoes (i.e., no athletic shoes)

Females

Professional dress, business suit (skirt or dress slacks), business skirt/pants and blouse with separate jacket or DECA blazer

Pantyhose/trouser stockings

Dress shoes (no flip flops, athletic footwear, etc.)

7. FALL LEADERSHIP AND STATE OFFICER ELECTION CONFERENCE (REVISED 12/07)

7.1 Purpose of Conference

This conference is designed to provide Missouri DECA members the opportunity to develop leadership skills through participating in the officer election process or by active involvement in the Leadership Academy.

7.2 Voting Delegates

The number of voting delegates for each school is allotted according to the chapter's membership for the previous school year as substantiated by the chapter's roster. The ratio is one voting delegate for every 10 members or major fraction thereof, with a minimum of two voting delegates per chapter.

7.3 Supervision Ratio

The requirement for our adult-student ratio attending the Fall Leadership and State Officer Election Conference is one to ten.

8. CENTRAL REGION LEADERSHIP CONFERENCE

8.1 Attendance (Revised 12/94)

All DECA members are eligible to attend this annual conference. State Officers and District Vice-Presidents are encouraged to attend in order to take advantage of the leadership workshops and professional growth activities.

**9. STATE
CAREER
DEVELOPMENT
CONFERENCE****8.2 Supervision Ratio (Added 6/05)**

The requirement for our adult-student ratio attending the Central Region Leadership Conference is one to ten unless the host state establishes a lower supervision ratio.

9.1 Quotas for Participation

Quotas for the State Career Development Conference will be determined annually by the Board of Directors.

9.2 Supervision Ratio (Revised 12/94)

The requirement for the adult-student ratio attending the State Career Development Conference is one to ten.

9.3 Advisor/Chaperone Work Assignments (Revised 7/06)

Advisors/Chaperones are assigned to work a competitive event or assist with conference activities. These assignments are determined by the Competitive Events Director and the State Advisor.

9.4 Criteria for Support from State Association (Added 6/04)

In order to receive State support to attend the State CDC, the qualifying student must come from a state-supported chapter (see 2.6, 2.7, and 2.10).

9.5 Leadership Academy Directors (Added 6/95)

A team of two teacher-coordinators serves in the capacity of Leadership Academy Directors. This leadership position is a two-year term with the first year of service in the role of Assistant Leadership Academy Director and the second year as the lead Leadership Academy Director.

The primary purpose for this team is to plan, organize, and implement the Leadership Academy at both the Fall Leadership & State Officer Election Conference and the State Career Development Conference. Goals and objectives identified for each Academy serve as the framework for activities selected. Leadership Academy Directors are expected to perform the following duties: serve as a liaison between the participants at the Leadership Academy and the DECA Board of Directors, State Advisors, and State Action Team; provide feedback to the DECA Board of Directors concerning the interests and ideas of the student participants; provide the State Advisor with materials

used in the Leadership Academies so that activities are not repeatedly utilized and their effectiveness diminished; and plan and supervise the activities of the Leadership Delegates at the International Career Development Conference (state spirit activities, campaigning for National Officer Candidates, etc.).

Missouri DECA provides for the registration and rooming of the Leadership Academy Directors at the State CDC Planning Meeting and State Career Development Conference. Registration to the International Career Development Conference is provided for the lead Leadership Academy Director.

10. INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

10.1 Quotas for Participation (Revised 6/04)

Quotas for attending the International Career Development Conference are set by National DECA based on the state's total membership proportionate to the total organization's membership.

10.2 Allocation of Slots (Revised 12/06)

Missouri DECA determines how the quotas set by National DECA will be used. The order of priority is:

1. Qualifying winners and their advisors
2. Leadership Delegates
3. Special Competitive Event Winners, as approved annually by the Missouri DECA Board of Directors.
4. State Officers

10.3 Criteria for Support from State Association (Revised 7/06)

In order to receive State support to attend the International CDC, the qualifying student must come from a state-supported chapter (see 2.6, 2.7, and 2.10).

10.4 National Travel Insurance (Rescinded 12/90)

10.5 Advisor "Duty" Assignments

Advisors' duties are assigned by the State Advisor according to the competitive event(s) allocated to the state by National DECA. Advisors not assigned to assist with a competitive event are assigned a period of supervision in the Missouri Headquarters Suite.

**11. STATE
ASSOCIATION
OPERATIONS
(ADDED 12/90)****10.6 Traveling as a Delegation (Revised 6/90)**

All Missouri DECA members travel as a delegation to International conferences. Travel arrangements are determined by the State Advisor. All delegates to the international conference are expected to attend the entire conference and complete all conference activities.

10.7 Support for State Officers (Added 12/94)

Members of the State Action Team who meet established requirements are eligible to receive state support for the International CDC, regardless of their chapter's state support status.

10.8 Supervision Ratio (Added 6/05)

The requirement for the adult-student ratio attending the International Career Development Conference is one to five.

11.1 State Advisor Travel

Reimbursement from Missouri DECA funds for State Advisor travel and lodging expenses related to DECA activities is authorized when other sources of reimbursement are not available. Reimbursement shall be limited to DECA guidelines.

11.2 Financial Policies (Revised 7/07)

1. The Missouri Association of DECA shall maintain its status as a not-for-profit corporation in the State of Missouri and as a subsidiary organization of Distributive Education Clubs of America, an IRS 501-C-3 tax exempt organization.
2. The Missouri DECA Board shall designate and approve the State Advisor and one additional person to serve as the signatories on all DECA accounts. In the absence of one or more of these positions being filled, signatories will be appointed by the DECA Board.
3. The Missouri DECA Board shall designate the Treasurer for Missouri DECA.
4. The signatories shall be bonded.
5. Bank statements shall be opened and reviewed by someone other than the signatories.
6. All receipts and expenditures shall be used for the purpose of DECA activities.
7. Receipts shall be posted to the DECA account and deposited in a timely manner by someone other than the signatories.

8. Expenditures shall be made by a request for check approved by the State Advisor and prepared by the Treasurer. All accounts shall require two signatories other than the Treasurer.
9. Purchase orders received in payment shall be entered in the accounts receivable file and an invoice issued for payment of the purchase order shall be sent in a timely manner.
10. Records shall be kept in accordance with generally accepted accounting principles for a cash basis accounting system.
11. An annual audit of the accounts shall be conducted by an independent source for the purposes of:
 - a. Reconciliation of the accounts
 - b. Verification of account balances
 - c. Assurance of propriety of receipts and expenditures.
12. The President and President-Elect, or their designee from the Board, shall serve as the audit committee to review the annual audit and report to the board their findings.
13. Any cash received shall be documented through a receipt and immediately deposited in the appropriate account. Cash receipts shall be strongly discouraged.
14. No receipts from individual students shall be allowed.
15. The board shall receive quarterly reports of the receipts, expenditures, and account balances for DECA accounts.
16. The board shall approve annually a budget of receipts and expenditures for DECA accounts.
17. Any investment of reserve funds shall be certificates of deposit in fully insured institutions. Proceeds from the certificates shall be used primarily to fund scholarships for DECA members.
18. An IRS Form 990 shall be filed by Missouri DECA with the national DECA organization by September 30 each year.

12. MEMBERSHIP (ADDED 6/05)

12.1 Student Membership Eligibility (Revised 12/06)

Students must be concurrently enrolled in Marketing or Cooperative Career Education in order to be eligible for membership in DECA. Year long or semester course enrollment satisfies the concurrent enrollment issue.